



POLICY & PROCEDURE

PORTAGE POLICE DEPARTMENT

SUBJECT: **CANINE PROCEDURES**

SCOPE: All Department Personnel
DISTRIBUTION: Policy & Procedure Manual

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PURPOSE: The purpose of this Policy & Procedure is to provide guidelines to members of the Portage Police Department regarding the procedures for requesting the assistance of a Canine Unit, training of the canine unit, care of the canine, and what responsibilities members of the department have when a canine unit provides assistance.

This Policy & Procedure consists of the following numbered sections:

- I. POLICY
- II. DEFINITIONS
- III. PROCEDURES

I. POLICY

It is the policy of the Portage Police Department to train, deploy, and maintain a canine unit consisting of a canine and a handler within the department to be a reliable asset and support the overall mission of the department. The canine unit may be utilized in searches, tracking, narcotics detection, criminal apprehensions, crowd control, community presentations, officer safety, and other duties as assigned.

The Portage Police Department recognizes that the use of any department's canine

unit in the performance of their duty, may, depending upon the circumstances, be considered as a use of force. In situations where canines are utilized to neutralize assaults, apprehend fleeing criminals, overcome resistance to arrests, and defend persons or other situations that may be considered as a use of force, the following shall apply:

Supervisors of the department shall use the criteria outlined in this Policy & Procedure to determine when to request a canine unit.

Members of the department shall adhere to department policy regarding their conduct and responsibilities whenever a canine unit responds to assist the department.

II. DEFINITIONS

A. Canine Unit: An extension of patrol including handler/dog, unit supervisor, and support personnel as designated.

B. Canine Handler: An officer trained in the law enforcement application of the canine.

III. PROCEDURES

A. Canine Unit Responsibilities

1. Assist in the prevention and detection of a crime.
2. Assist in searches (i.e., building searches, evidence searches, tracking suspects, lost/missing people, and narcotics).
3. Protection of officers and citizens when they are in imminent or specific danger.
4. Crowd control (other than peaceful).

B. Canine Unit Coordinator

1. The Canine Unit Coordinator shall be appointed by the Chief of Police.
2. Responsibilities of the Canine Unit Coordinator include:
 - a. Administrate and supervise the canine unit.
 - b. Review all canine use reports
 - c. Liaison with vendor kennels
 - d. Keeping command staff and department supervisors informed of the canine unit's abilities and status.
 - e. Liaison to other canine units
 - f. Scheduling related to the canine unit and activities

C. Handler Selection

1. Handler Qualifications

- a. Sworn member of the department with at least 18 months of law enforcement experience.
2. Selection of canine handlers will follow a process of steps as determined by the chief of police.
3. During the selection process of a handler some items to consider are:
 - a. Past performance in patrol activities
 - b. Understanding of the significant time commitment of a handler
 - c. Physical fitness level
 - d. Ability to care for and house the canine.

D. On Duty Supervisor Responsibilities for Canine Unit Requests

1. The use of a canine is a legitimate tool in law enforcement which on most occasions will be available while the unit is on-duty or on an on-call basis when off-duty. Although the canine's greatest value lies in the deterring effect of its presence, the use of a canine during an arrest or maintaining control during an arrest constitutes a use of force or an implied use of force which is only authorized under the "objectively reasonable" standards. Therefore, it is imperative that the canine handler be fully aware of the facts and circumstances known to the officer when assistance is requested.
1. The on-duty supervisor in charge will confer with the handler of a requested canine unit on the feasibility of utilizing the canine unit and will assume responsibility for that decision.
2. The supervisor shall ensure that proper chain of authority is used for deployment.
3. The supervisor in charge will determine whether it is necessary for an off-duty call-in of a canine unit and will fully explain the situation that requires a call-in.
4. The decision on whether or not the K9 Unit will respond when called will be based on the circumstances known to the supervisor and the discretion of the K9 handler. The safety of the K9 Unit, officers, and the public will be top priority before using the K9 Unit.

E. Officer/Personnel Guidelines

Other than within the parameters of formal or scheduled canine training, department members shall not tease, mistreat, or agitate any department canine.

The following are general rules of behavior for department members when in the presence of a canine:

1. Do not direct any command to the canine unless so directed by the handler.
2. Do not attempt to entice a canine to disobey its handler, unless so instructed by the handler in training.
3. Do not enter any vehicle occupied by a canine unless so directed by the handler under normal circumstances.
4. Do not attempt to touch, handle, pet or feed the canine without permission of the handler.
5. Do not stand between the canine and its handler, and if possible, between the means of egress and the handler.
6. Do not agitate the canine, even in fun, as the canine may misinterpret such conduct and cause it to become aggressive.
7. Discourage others from agitating the canine.
8. Do not bring other animals near the canine without the permission of the handler.
9. Do not engage in simulated acts of aggression/ behavior with the canine handler when the canine is present unless instructed to do so by the handler during a training exercise.
10. Do not unholster firearms or check handcuffs in the presence of the canine, except in emergencies, or with the approval of the handler.

F. Patrol Officer Responsibilities

Generally, a patrol officer will make the initial request to the on-duty supervisor for the canine. When the canine unit is deployed, all officers present at the scene shall comply with the order of the canine officer so that the canine can be utilized efficiently, effectively, and with little interruption.

1. Patrol officers who are present at a scene where the canine unit is deployed or will be deployed shall adhere to the following:
 - a) Prior to the execution of a search of a building or open area, the initial officers shall contain the area to the extent possible to prevent the escape of the suspect(s) and maintain the perimeter until notified that the search has been concluded.
 - b) Officers should refrain from entering the scene whether outdoor or indoor to prevent contamination of the scent or handling objects at the scene due to scent transfer.

- c) When a search is in progress, officers shall refrain from unnecessary conversation and shall not enter the search area unless directed by the Canine Handler or Supervisor to do so.
 - (1) In building searches, the presence of a number of police officers inside the building will provide the dog with many confusing scents and hinder the possibility of a successful apprehension.
 - d) If an officer is requested by the canine handler to accompany a search, that officer shall follow the instructions given by the canine handler.
 - (1) Officers who are requested to assist with the search by the canine handler shall take a position to the rear of the handler and shall carefully follow all instructions provided by the handler.
 - e) Once the canine has been unleashed, other officers shall not attempt to take a person into custody until the canine has been called off.
 - f) If an officer comes between a fleeing suspect and the canine, that officer should stand as motionless as possible and make no overt movements.
 - g) In the case of a fleeing suspect, the pursuing officer should not contaminate the area where the suspect was last seen, preserving the scent for the canine to attempt the tracking of the suspect.
2. Officers shall arrest any person who intentionally hurts or attempts to hurt a department canine or interferes with the legal performance of duty. (NOTE: 1989 Act 223 amending Wis. SS. 951.095(1). See 951.18(2m) for penalties.
- a) This subsection also applies to other animals on the scene of a canine call. If an officer or supervisor on the scene feels that a canine is needed at a scene and another animal is threatening the safe, effective performance of the police canine, then the following applies:
 - (1) Advise the animal owner to secure their animal.
 - (2) After an appropriate warning period, the animal owner may be arrested.

G. Handler Responsibilities

1. The canine handler shall be responsible for the health and welfare of the canine and shall ensure that the canine receives proper nutrition (follow veterinarian recommendations), grooming, training, medical care, affection, exercise, training, and living conditions. Except as required during appropriate deployment, the handler shall not expose the canine to any foreseeable and unreasonable risk of harm.
2. The K9 handler must be constantly alert of the fact that an officer may only use

the amount of force “objectively reasonable” to make and maintain control during an arrest. To determine the level of force reasonable, the handler must take into consideration all facts and circumstances known at the time.

3. It is the canine handler’s responsibility to evaluate each situation and determine whether the use of a canine is appropriate and reasonable. The canine handler shall have the authority to decline the use of the canine whenever they deem deployment is unsuitable. A supervisor may override the handler’s decision and direct the handler to deploy the canine in the event of extenuating circumstances. The supervisor will assume the responsibility for that deployment/directive.
4. The handler is required to maintain the health of their assigned K9.
 - a. The canine shall be routinely examined by a licensed veterinarian every six months as determined by the chief or designee.
 - b. The handler shall promptly inform the Chief, or designee of any illness or injury involving the canine.
 - c. The handler will seek immediate medical care for the canine when it is necessary.
 - d. In an emergency situation, the canine shall be taken to an emergency veterinarian for treatment such as VCA Middleton or UW Vet Clinic.
 - e. The handler will assure the assigned canine is properly vaccinated.
5. When canines are kenneled at the handler’s residence, home-housing facilities shall be approved by the chief or designee and properly maintained.
6. Any changes in the living status of the handler that may affect the lodging or environment of the canine shall be reported to the chief or designee as soon as possible.
7. When off-duty, the handler shall not involve the canine in any law enforcement activity or official conduct unless approved by the shift supervisor, chief or designee.
8. If the handler is on vacation and unable to take the canine with them, the handler may make reasonable efforts to find appropriate temporary lodging for the canine, with the approval of the chief or designee.
9. The handler shall prepare reports on all matters for which the canine unit is utilized, and keep accurate training records, all of which will be submitted to the Chief or his designee on a timely basis.
10. When applicable, a use of force report will be completed by the shift supervisor with assistance from the handler.
11. Provide all copies of training, service, and veterinary reports to the Chief or designee.

12. The handler is responsible for the security and handling of all controlled substances used in training and/or demonstration.

H. Injured Handler or Injured Canine

1. If the handler is incapacitated or injured and is unable to handle the canine, officers at the scene should try any one or all of the following:
 - a. Do not rush in on the handler or canine.
 - b. Try to put a leash on the canine and lead into the squad kennel.
 - c. Try to call the canine into the rear of an open squad car using the command "**HUP.**"
 - d. The canine vehicle has a protective sleeve, muzzle, and extra leads. If the canine cannot be called off, allow the canine to bite the protective sleeve. Once the canine has a bite, it can be secured with a lead.
 - e. If the canine is protective of the handler, it may be necessary to contact a member of the handler's family to have them control the canine.
 - f. Officers may also contact another area canine handler and request they respond to assist in controlling the canine.
 - g. Once the canine is secured; transport the canine to the handler's residence, secure it in a desired location, and if necessary make arrangements for care and feeding.
2. If the canine is injured or incapacitated the handler will be responsible for care procedures or transport to the nearest appropriate veterinarian.
 - a. If the handler is injured or not able to care for the canine, any officer shall assume responsibility and provide care or transport.
 - b. If the canine is exposed to fentanyl or suspected of exposure follow the below procedures;
 - (1). Each canine unit will be issued two doses of NARCAN.
 - (2). The Narcan is to be administered nasally preferably by the handler or under direction of the handler. If the handler is unable to administer or give direction, a Portage Officer shall administer.
NOTE: EMS is also trained to administer Narcan, if applicable.
 - (3). To administer, place the Narcan applicator in the canine's nostril and squeeze until all the Narcan is given.
 - (4). Monitor the canine and contact a veterinarian, preferably Vet, or if after hours seek emergency vet care as soon as possible.

I. Traffic Stops

1. During a traffic stop the canine will generally remain in the squad car unless the circumstances dictate deployment of the canine.

J. Searches:

1. Vehicles

- a. Upon arrival of the canine unit, the officer shall advise the handler of all information that would aid in the search and or be a safety concern to the handler or canine. Officers requesting the canine unit must be able to articulate the reason(s) why they believe a narcotic search is justified. RODRIGUEZ v. UNITED STATES limits how long an officer can hold/remain on a traffic stop. The case sets a clear standard that a stop must be only as long as the purpose for which the stop was initially conducted. Absent reasonable suspicion the traffic stop cannot be extended to accommodate a canine search.
- b. Arrests made or evidence located as a result of the canine, will be the responsibility of the requesting officer. The handler will be responsible for preparing any supplemental reports documenting the actions of the canine unit.
- c. The handler shall decide whether or not to deploy the canine. Acceptable reasons for declining to deploy the canine include, but are not limited to the following:
 - (1). The search would be illegal or unconstitutional.
 - (2). The canine, handler, or other officers would be exposed to unnecessary and unreasonable danger.
 - (3). Use of canine not consistent with the "objectively reasonable" standards.
- d. In cases where an officer based upon past contact, experience, and or information believes there is a likely hood of narcotics within the vehicle and officer may request a canine before the stop is made. If during the initial contact reasonable suspicion is developed, an officer should use the radio to request a canine forthwith and continue with normal traffic stop routine.

2. Building or Residence

- a. Once officers have requested a K9 Unit to perform a building search, officers shall not enter the building unless exigent circumstances arise. The perimeter and exists shall be secured or monitored to prevent

escape.

- b. Remove occupants from structure or at a minimum have occupants move into one section of the structure.
- c. Any animals should be removed or moved into one area of the structure, to ensure the safety of both the canine and the civilian animals.
- d. If any hazards are seen, advise the handler upon their arrival.
- e. The handler will have an officer assigned to follow during the narcotic search to mark where indications/interests are noted.
- f. Prior to entering the building, the handler will announce, when practical not jeopardizing officer safety, to those who may be inside the building the intended use of the canine unit, providing any suspect(s) with the opportunity to surrender prior to the building search.
- g. When officers are needed to assist the canine unit in building searches, the search pattern will be coordinated among all officers prior to entering the building. During suspect building searches, two cover officers will be assigned to accompany the canine unit.
- h. The decision to search the building on or off leash will be made by the handler.

3. School Searches

- a. School Administrators in an effort to provide a safe and secure environment for staff and students may request assistance from law enforcement for canine unit searches. Requests by School Administrators to assist them with a canine unit search of a school facility will be considered when:
 - (1). A written request for assistance from a school district or a local law enforcement agency who has been requested by another school district is received by the chief or designee.
 - (2). The chief or designee will approve or disprove the request and inform the requesting district or agency.
 - (3). If a local law enforcement agency is making the request under mutual aid, members of the local agency shall be present while the search is conducted.
 - (4). Usually, searches conducted at the request of school administration are limited to lockers, rooms, and vehicles parked on school property.

- (5). While conducting the search, if the canine indicates or alerts to the possible presence of narcotics, the handler will mark the lockers or areas where the canine indicated. The search of the area indicated to by the canine may be conducted by the handler, officer, or school staff.

4. Area Searches

- a. Officers shall secure the perimeter to be searched
- b. Officers will attempt to leave the area undisturbed while attempting to remove unauthorized people from the area to be searched.
- c. Prior to releasing the canine or searching off leash, the handler will announce when practical and safe to do so. The announcement will be directed to those being sought of the intended use of the canine. The announcement and time frame should be loud enough for a normal person to hear in the area to be searched and enough time given for them to have opportunity to surrender voluntarily.

K. Crowd Control

The canine unit is not authorized for peaceful demonstration situations.

The canine unit is authorized for crowd control under the following circumstances:

1. Only a supervisor may request the assignment of a canine team on standby basis in a situation where it is indicated that the team may be required to control a large, disorderly crowd that is likely to cause personal injury and/or substantial property damage or loss.
2. Only supervisors will make the decision to actively utilize canine teams in crowd control situations that cannot be contained by regular police methods.
 - a. Upon arrival, the supervisor and canine team will confer regarding the placement of the teams to exercise a psychological deterrent on the crowd and/or actively deploy for crowd control.
 - b. When actively used for crowd control, the canine will be leashed at all times unless extenuating circumstances would justify the canine being deployed off leash.

L. Tracking

1. The canine may be used to assist in the tracking of a wanted suspect or missing person.
2. When the canine unit has been requested to track a person who has abandoned an automobile, officers should be conscious as to where the suspect

exited the vehicle and stay out of that area to prevent contamination of the ground disturbances/scent. A perimeter should be set up as soon as practicable.

3. If an officer pursues a suspect on foot and visual contact is lost, absent exigent circumstances, do not continue the search. The officer should mark the location where the suspect was last observed and attempt to set up a perimeter around the area.
4. Deployment of the canine after a suspect being pursued by officers will follow use of force guidelines. If an officer is in a foot pursuit and sees a canine approaching, stop immediately, and stand motionless.
5. When a canine unit is on a track, cover officers shall be assigned to the canine unit and take direction from the handler.
6. Once the canine unit has started a search, officers should not go near the starting area until advised by the handler. It is often necessary to do a restart at the beginning.
7. When the canine unit is used for tracking persons who are not criminal suspects, the canine should remain on a leash of sufficient length to provide reasonable safety to the subject of the search without compromising the canine's tracking abilities.
8. During the tracking of a criminal suspect, the canine shall be accompanied by sufficient officers and appropriate safety precautions shall be implemented to ensure the safety of the canine unit.

M. Apprehensions

1. Prior to the use of the canine unit to apprehend an individual, the handler and supervisor at the scene shall carefully consider all pertinent information reasonably available at the time. This information shall include, but is not limited to:
 - a. The nature and seriousness of the suspected offense.
 - b. Whether violence or weapons were used or are anticipated.
 - c. The degree of resistance or threatened resistance, if any, the suspect has shown.
 - d. The suspect's known or perceived age.
 - e. The potential for injury to officers or the public caused by the suspect if the canine is not utilized.
 - f. Any potential danger to the public and/or other officers at the scene if the canine is released.
 - g. The potential for the suspect to escape or flee if the canine is not utilized.
2. The canine unit may be used to apprehend an individual if officers and the handler reasonably believe the individual has either committed or is about to

commit any offense, and if the following exist:

- a. There is reasonable belief the individual poses an immediate threat of violence of serious harm to the public, an officer, or themselves.
 - b. The individual is physically resisting arrest and the use of the canine unit reasonably appears necessary to overcome such resistance.
 - c. The individual appears to be concealed in an area, where entry by anyone other than the canine would pose a threat to the safety of the officer(s).
 - d. It is recognized that situations may arise that do not fall within the provisions set forth in this policy. Such events require consideration of the totality of the circumstances and the use of an objective reasonableness standard applied to the decision to use a canine.
3. Absent a reasonable belief that a suspect has committed, is committing, or is threatening to commit a serious offense, mere flight from a pursuing officer, without any of the above conditions, shall not serve as the basis for the use of a canine to apprehend a suspect.
 4. Use of a canine to locate and apprehend a suspect wanted for a lesser criminal offense than those identified above requires approval from the Shift Supervisor. Absent a change in circumstances that presents an imminent threat to Officers, the canine, or the public, such canine use should be conducted on-leash or under conditions that minimize the likelihood the canine will bite or otherwise injure the individual.
 5. Once the suspect has been located and no longer presents a threat or risk of escape, the handler should secure the canine as soon as it becomes reasonably practicable.
 6. If the canine has apprehended the suspect with a bite, and the handler believes that the suspect no longer poses a threat, the handler should promptly command the canine to release the suspect.
 7. After a suspect is apprehended, do not approach the canine or handler until the canine is under control.
 8. As circumstances permit, the canine handler should make every reasonable effort to communicate and coordinate with officers to minimize the risk of unintended injury.
 9. Unless otherwise directed by a supervisor, assisting members should take direction from the handler in order to minimize interference with the canine.
 10. Unless it would increase the risk of injury or escape, a loud clear audible warning announcing that a canine will be used if the suspect does not surrender should be made prior to releasing a canine. The handler should

allow a reasonable time for a suspect to surrender and should quiet the canine momentarily to listen for any verbal response to the warning.

11. In the event of an apprehension, the handler shall document in any related report how the warning was given and, if none was given, the reasons why.
12. The Shift Supervisor shall be notified as soon as possible following an apprehension by the canine unit, as well as the Chief or his designee.

N . Mutual Aid Requests

Mutual Aid requests must be made before the department's canine unit will respond. Requests from agencies outside of Columbia County shall be approved by the chief or designee.

1. Mutual Aid requests will be authorized by a supervisor dependent upon the circumstances regarding the incident where canine assistance is needed.
2. When providing mutual aid, the canine unit will function within the guidelines of the department's policies and procedures.
 - a) Mutual Aid requests made when the canine unit is on duty will be authorized by the Shift Supervisor.
 - b) When the canine unit is out of service (off duty), authorization for call up will be through the Shift Supervisor.
 - c) When the canine unit is deployed outside of the City of Portage, the handler shall ensure all actions and usage conform to department policy and procedure. In the event the requesting agency is asking the handler to do something that would violate department policy, the handler shall contact the chief or designee for guidance.
3. The canine unit handler shall prepare a written report furnishing complete information relative to:
 - a) The requesting agency's name and case number.
 - b) The reason for the request (circumstances involved).
 - c) Action taken by the canine unit.
 - d) The result of the action/assistance provided.

O. Demonstrations

1. The canine unit may perform demonstrations for schools, civic groups, etc. for the purpose of educating and informing the public about the canine and its role in law enforcement.

2. Requests for canine unit demonstrations will be directed to the Chief of Police, or designee for approval.
3. Operational needs will take priority over canine demonstrations.

P. Use of Force

1. The use of a canine unit is a recognized tool in law enforcement, due to its deterrent effect and its use in making or effecting arrests.
2. In situations where a canine is used or could be used, the canine handler shall announce the canine's presence and their intention to use the canine.
 - a) Building Searches – canine warnings must be given.
 - b) During an arrest situation, the canine handler shall verbally warn the suspect that the canine will use force if there is active resistance against the handler or other officers.
3. The canine unit shall be governed by prescribed training and certification and this policy/procedure.
4. When a suspect is physically apprehended by the canine unit or the threat of canine deployment results in a suspect voluntarily submitting, a Use of Force Report will be completed along with the following:
 - a) For those who have been injured as a result of the canine deployment, at a minimum, an ambulance will be dispatched to the scene. Photographs should be taken if possible. If the injured person refuses treatment, they are to be advised to seek medical attention.
 - b) In cases where an injured person is transported to a hospital, the officer will attempt to obtain a medical records' release form signed by the injured party. An attempt should be made to photograph the injury before and after treatment.
5. In cases where an apprehension is made, a Canine Apprehension Report will be completed by the canine handler and submitted to the canine unit coordinator.

Q. Injury or Damage as a Result of Canine

1. Bites/property damage will be reported to the on-duty supervisor and the Chief, as soon as possible.
2. Medical care for the subject is of primary concern and treatment should not be delayed.

3. All bites and property damage will be photographed if practical. Bite injuries should be photographed after they are cleaned and prior to bandaging. No bandage will be removed for the purpose of photographing, unless removed by medical personnel.
4. The handler will prepare a detailed report of the incident. A copy of the report will be forwarded to the Chief or designee along with a Use of Force Report. The use of force report does not need to be completed for training incidents.

R. Prisoner Transport

1. Subjects detained or in-custody may be transported in the canine vehicle if it is equipped with a divider to separate the canine from the subject for the safety for both the canine and the prisoner.
2. If the subject expresses an unusual fear of canines, agitating the canine, Allergic to canines, or if the subject poses a significant threat to officers, other transportation arrangements should be considered.

S. Training

1. Before assignment to canine unit duties, each canine team shall be trained and certified to meet current nationally recognized standards or other recognized and approved certification standards.
2. The canine coordinator shall be responsible for scheduling periodic training for all department members in order to familiarize them with how to conduct themselves in the presence of department canines. Training should include treating the canine for exposure to opioids.
3. The handler will ensure their assigned canine receives sufficient training to attain and maintain an acceptable and proficient level of performance in the following areas:
 - a. Formal and Tactical Obedience
 - b. Agility
 - c. Tracking/Search and Rescue
 - d. Area/Article (evidence) Searches
 - e. Apprehension
 - f. Building Searches
 - g. Narcotic Detection

T. On-Going Training - Each canine team shall be recertified to a current nationally recognized standard or the vendor's standards on an annual basis. Additional training considerations are as follows:

1. Canine teams shall receive training to a current nationally recognized standard or as defined in the current contract with the department's canine training provider.

2. Canine handlers are encouraged to engage in additional training with approval of a supervisor.
 3. To ensure that all training is consistent, no handler, trainer or outside vendor is authorized to train to a standard that is not reviewed and approved by the Chief or designee.
 4. Canine teams shall train a minimum of 16 hours a month for maintenance training.
- U. Daily training and activity records, along with re-certification and additional training exercises, seminars, etc., will be documented in the canine training files and maintained by the handler and the department.
- V. All active Police Department canines will be trained to a standard that is approved by the canine handler, canine standards, and Chief of Police or designee.
- X. Failure to Successfully Complete Training
Any canine team failing to graduate or obtain certification shall not be deployed in the field for tasks the team is not certified to perform until graduation or certification is achieved.
- Y. Vehicle and Equipment
1. Each canine handler will be supplied with the necessary equipment required for handling/training and caring for the canine.
 2. Canine handlers are responsible for the cleanliness and care of equipment at all times and must report when an item becomes unserviceable for any reason. The unserviceable article is submitted for replacement through the Police Department Canine Unit Coordinator.
 3. If assigned, vehicles specifically equipped for canine patrol will be the responsibility of the assigned officer/handler.
 - a. Canine patrol vehicles will be equipped as a marked patrol vehicle.
 - b. Canine patrol vehicles will be equipped with a heat alarm/automatic door opener system, which will engage for certain alarm conditions. Handlers are responsible for checking the components and alarm systems for function and levels.
 - c. Canine patrol vehicles will be equipped with a remote door opening mechanism to allow for emergency canine response.
 - d. Only trained canine handlers may operate designated canine vehicles

when a canine is inside the vehicle unless extenuating circumstances exist.

4. The canine handler will be allowed to use their assigned canine vehicle outside of their normal working hours to transport their assigned canine for the purpose of:

- a. Training
- b. Medical exams or other health maintenance
- c. Conditioning programs
- d. Other such reasons that the canine must be transported for its well-being, or directly related to its function as a police service dog.

5. Monitoring of canine

- a. Canine handlers should be cognizant of their assigned detail, and should refrain from taking the canine to events where they will not be needed (training, court, etc).
- b. Handler must also be cognizant of the actual weather conditions, and take extra care to protect the canine when appropriate (parking in shaded areas, etc).
- b. When a canine is alone in a canine squad car, routine remote checks via the alarm system should be completed. The handler must also ensure that additional in-person checks are completed at reasonable intervals.
- d. In the event of an emergency or other situation in which the handler cannot complete in-person checks, the handler shall notify the shift supervisor so other arrangements can be made.
- e. Canine handlers will instruct officers how to safely remove the canine from a canine squad car in the event of a heat emergency.

Z. The Portage Police department shall provide:

1. Food and veterinary care for active canine(s) owned by the City of Portage.
2. All training expenses.
3. All other necessary equipment approved by the Chief of Police leading to the success of the canine program.

AA. Ownership of the Canine

1. The canine is the sole property of the Portage Police Department.
2. The canine is to be considered by the handler as a valuable Law Enforcement tool, issued to them by the department.

3. Proper care and maintenance of the canine is the responsibility of the handler.

BB. Retirement of a Canine

1. When it becomes necessary to retire a canine from active duty, the department may transfer ownership of the canine to the handler, provided the handler wishes to keep the canine.
2. Should the handler decline to keep the canine, an appropriate disposition shall be made by the Chief or designee.

Keith J. Klafke
Chief of Police

This Policy & Procedure cancels and supersedes any and all written directives relative to the subject matter contained herein.

Initial 10/30/2024