

 ROCKFORD POLICE DEPARTMENT GENERAL ORDER - NUMBER 40.33 -		DISTRIBUTION SWORN PERSONNEL	PAGE 1 OF 11
ORDER TITLE LAW ENFORCEMENT CANINES	SERIES NO. 40	SERIES TITLE / SUBJECT LAW ENFORCEMENT OPERATIONS	
TOPICS / REFERENCE Canines, Explosive Detection, K-9, Narcotics, Police Dogs, Search		APPENDICES A	
EFFECTIVE / ORIGINAL ISSUE DATE September 30, 2002	REISSUE/ EFFECTIVE DATE June 13, 2011	EXPIRATION DATE This order remains in effect until revised or rescinded	
CALEA (5th Edition Standards) 41.1.4			

POLICY

It is the policy of the Rockford Police Department to utilize specially trained canines to assist in the apprehension of criminals, location of lost persons, location of evidence, and other appropriate law enforcement duties. Canines possess a superior sense of smell and hearing and are a valuable supplement to police operations.

PURPOSE

The purpose of this General Order is to provide guidelines for the operation and management of the Rockford Police Department's Canine Teams and Explosive Detection Canine Teams. The use of canines requires adherence to procedures that properly control their use of force potential and that channel their specialized capabilities into legally acceptable crime prevention, detection and control duties.

This Order is comprised of the following numbered sections:

- I. **DEFINITIONS**
- II. **CANINE UNIT SUPERVISOR RESPONSIBILITIES**
- III. **SELECTION OF CANINE HANDLERS**
- IV. **CERTIFICATION AND TRAINING**
- V. **PROCEDURES FOR CANINE TEAMS**
- VI. **PROCEDURES FOR EXPLOSIVE DETECTION CANINE TEAM**
- VII. **LAW ENFORCEMENT CANINE EQUIPMENT**
- VIII. **EFFECTIVE DATE**
- IX. **REVIEWS, REVISIONS AND CANCELLATIONS**

APPENDICES

- A. **Canine Narcotic Training Aid Form**

I. DEFINITIONS

- A. **Canine Team:** An officer handler and their assigned canine.
- B. **Canine Unit Supervisor:** Sworn employees of sergeant rank or above designated by the Chief of Police, or designee, to supervise the Canine Unit.
- C. **Explosive Detection Canine Team:** An officer handler and their assigned explosive detection canine.

II. CANINE UNIT SUPERVISOR RESPONSIBILITIES

- A. The Canine Unit Supervisor shall be responsible for:
 - 1. Coordination of all Canine Unit demonstrations;
 - 2. Coordination of all in-service training;
 - 3. Inspections of canine teams and all canine equipment. See General Order **10.06 – Line Inspections** for additional information;
 - 4. Maintenance of Canine Unit records, to include:
 - a. Training records;
 - b. Drug detection proficiency records;
 - 5. Maintaining an accurate, up-to-date call back records;
 - 6. Other duties as required.

III. SELECTION OF CANINE HANDLERS

- A. Officers interested in applying for the position of Canine Handler must realize canine handling requires significant training time and commitment.
- B. To be considered for the position of Canine Handler officers must have completed five (5) year's service with the city as a sworn police officer and hold the rank of patrol officer.
- C. Canine Handlers must reside at a residence with adequate space for placement of a Department provided kennel.
- D. Selection of Canine Handlers will follow the criteria set forth in the Collective Bargaining Agreement between the City of Rockford and Unit Six of the Police Benevolent and Protective Association of Illinois.

IV. CERTIFICATION AND TRAINING

- A. **Canine Teams**
 - 1. Initial training and certification will be conducted under the supervision of a trainer skilled in the application of article search, tracking, narcotic detection, criminal apprehension and building and area search for law enforcement canines. The length of training, training times and locations will be determined by the trainer and the Canine Unit Supervisor, with the approval of the Deputy Chief of the Field Services Bureau.
 - 2. Department canines and handlers must meet the established certification requirements of the Illinois State Police or the United States Police Canine Association (USPCA).

3. Canine Teams are required to meet biannual re-certification requirements.
4. Canine teams are encouraged to train as often as time constraints and availability of training locations allow.
 - a. All training will be documented on a training log form. Once completed the training log form shall be given to the Canine Unit Supervisor to approve and maintain.
5. Narcotics used for training purposes will be obtained from the Evidence and Property Unit. Narcotics used for training must;
 - a. Be marked for destruction;
 - b. Be tested by the State Crime Lab for content.
6. Handlers may only check narcotics out for training on the same day training is to occur or as otherwise authorized by the Canine Unit Supervisor.
 - a. Evidence and Property personnel will witness and sign the Canine Narcotic Training Aid form (**Appendix A**).
 - b. At the conclusion of the training day, the training narcotics are to be returned to the Evidence and Property Unit. Evidence and Property personnel will witness and sign the Canine Narcotic Training Aid form confirming the return of the training narcotics.
 - c. If the training day concludes after the business hours of the Evidence and Property Unit the handler is to use one of two designated evidence lockers to secure the training narcotics. The Canine Narcotic Training Aid form, documenting the return of the training narcotics, is to be left in the locker with the training narcotics.
 - d. Evidence and Property Unit personnel will retrieve training narcotics left in a designated locker the next business day. Evidence and Property Unit personnel will complete the Narcotic Training Aid form and place it on file with the Evidence and Property Unit Supervisor.
 - e. When the narcotics are no longer useful for training purposes, the narcotics will be destroyed following Department established procedures.
7. At no time are canine handlers to have training narcotics in their possession other than the guidelines listed in section **IV. A. 6. a. - d.** of this Order.

B. Explosive Detection Canine Teams

1. Initial training and certification will be conducted under the supervision of a trainer skilled in the application of explosive detection canines for law enforcement. The length of training, training times and locations will be determined by the trainer and the Canine Unit Supervisor, with the approval of the Deputy Chief of the Support Services Bureau.
2. Department Explosive Detection Canines and handlers must be re-certified every 6 months at a Department approved training school.
3. All training aids that contain explosive material will be stored in the Bomb Unit Magazine.
4. The Explosive Detection Canine Handler will transport and handle all training aids following the laws and regulations of the State of Illinois and the Illinois Department of Natural Resources.
5. Explosive Detection Teams are encouraged to train as often as time constraints and availability of training locations allow.

V. PROCEDURES FOR CANINE TEAMS

A. Responsibilities

1. It is the responsibility of the canine handler to insure all on and off duty activities of their canine conform to all Department policies and procedures.
2. Canine Teams are available to conduct building searches for offenders in hiding, assist in the arrest or prevent the escape of serious or violent offenders, locate lost or missing persons, detect the presence of narcotics and locate evidence.
3. Canine handlers are responsible for determining whether a situation justifies canine use and the appropriate tactical measures to be taken. In situations where the on-scene supervisor disagrees with the canine handler's tactical assessment the handler will cease all activity and request the Shift Commander contact the Canine Unit Supervisor. In the event the Canine Unit Supervisor is unavailable, the Shift Commander will make the final decision, after consulting with the canine handler.
4. Police canines will not be handled or given commands by anyone other than the assigned canine handler. Should the assigned handler be injured or otherwise unable to command the canine another canine handler will be contacted for assistance, if time permits. In the event the handler is seriously injured and needs immediate medical aid and the canine is preventing anyone from approaching the handler, the canine can be destroyed as a last resort upon:
 - a. The opinion of on-scene personnel that the handler is in need of immediate medical assistance or,
 - b. An order from an on-scene supervisor or,
 - c. An order from the Shift Commander.
5. Requests for Canine Team assistance for normal canine duties do not need supervisor approval; on scene officers can request an on-duty canine team

to respond. Requests for the use of an off duty Canine Team require the approval of the Shift Commander, Canine Unit Supervisor, or a Deputy Chief.

6. Canine handlers will not, except in situations where an officer or other person is in imminent threat of great bodily harm, use their canines for the following:
 - a. Juvenile situations /problems;
 - b. Routine traffic stops (unless the handler or other officer comes under attack);
 - c. People reasonably believed to be mentally impaired;
 - d. Crowd control.

B. Canine Physical Apprehension and Injuries

1. Use of specially trained police canines may at times constitute a demonstration of force or actual use of force. As in other use of force situations, officers will only use the amount of force reasonably necessary to effectuate the arrest, or protect themselves or others from imminent threat of bodily harm. Any use of force by a Canine Team shall conform to the statutory provisions in the State of Illinois Criminal Code and Department's use of force guidelines (See General Order *1.09 – Use of Force*).
2. The handler's decision to deploy the canine should be based upon the totality of facts, which lead to the use of force, their training and experience as an officer as well as the Department's use of force guidelines. Canine handlers will keep their canines under control at all times, either physically on lead or through the use of voice commands.
3. In all instances where a canine is deployed in a tactical situation, an incident report shall be submitted. Whenever a canine bites an individual, whether or not in the line of duty, the handler will:
 - a. Request a supervisor to the scene;
 - b. Initiate first aid if possible and have the individual who was bitten transported to the hospital for examination and treatment;
 - c. Photos shall be taken of the bite area and overall photos of the subject bitten;
 - d. Include in the incident report the circumstances surrounding the incident, the names of the responding supervisor, all officers involved and any witnesses. The report shall include the nature and extent of injuries.

C. Building Searches for Suspects

1. The use of Departmental canines for locating suspects in buildings or other enclosed structures, where a search by officers would create an unreasonable risk or would not be tactically effective, is permitted. Officers should:
 - a. Surround and secure the perimeter;
 - b. Whenever possible, contact the building owner to determine whether there may be persons legitimately in the building and to ascertain the building's layout;
 - c. Not enter the building prior to the canine unit;, this will interfere with the canine's ability to discriminate scents.
2. Canine handlers:
 - a. Shall ensure all tenants, workers or others are evacuated from the facility. It is the responsibility of the handler to gather as much information as practical under the circumstances regarding non-suspect occupants of any structure to be searched by the canine. Possible sources of information may include neighbors, witnesses, original investigating officer or any source with knowledge of the structure and its inhabitants;
 - b. May also request that air conditioning, heating or other air blowing systems be shut off, if possible, to reduce interference with the canine scenting abilities;
 - c. Shall ensure, that upon entrance to the building, all exits are secured and communications is limited to that of a tactical nature;
 - d. May unleash the canine during a building search unless the handler has reason to believe there is imminent risk of injury to innocent persons;
 - e. Shall not use the canine to search facilities that contain substances potentially harmful to the animal unless overriding risk to human life is present;
 - f. Shall, before a structure search is conducted, loudly announce and repeat the statement, "Attention in the building, this is a Rockford Police Department Canine Officer. Identify yourself immediately or a police canine will be used to search the building." If possible, this announcement should be made by P.A. Five minutes shall be allowed for the suspect to respond. The warning shall be repeated again, at the entry point, immediately before the structure is entered at the entry point and at every level of a multi level structure;
 - g. Shall, when a canine apprehends a suspect, instruct the canine to disengage as soon as the suspect is subdued or readily complies with the officer's direction.

D. Drug Detection

1. Use of the police canines in a drug detection capacity is authorized in the following situations, under the following conditions:
 - a. Sniffs of residences, vehicles or other objects by Department canines must be consistent with State statutes and current case law;
 1. U.S. Supreme Court ruling, *Illinois v. Caballes* 543 U.S. 405 (2005) held that a canine sniff conducted during a concededly lawful traffic stop that reveals no information other than the location of a substance that no individual has any right to possess does not violate the Fourth Amendment;
 - b. The Canine Unit Supervisor shall maintain records that document the proficiency of the individual canine in drug detection. This documentation shall be readily available to canine officers and others who may need them when seeking warrants;
 - c. Random exploratory sniffing of luggage, packages or other inanimate objects may be conducted in public facilities such as airports, train stations, bus stations or marine terminals as authorized by the Canine Unit Supervisor;
 1. Exploratory sniffing in these facilities shall be, whenever possible, with advance knowledge and consent of the appropriate facility manager;
 2. Exploratory sniffing shall be conducted with minimal interference or inconvenience to the public or interruption of facility operations as is reasonably possible;
 - d. Officers may detain specific checked luggage or related items for the purposes of requesting a canine sniff if reasonable suspicion exists, but may not detain the items so long as to interfere with the owner's scheduled travel;
 1. When a drug detection canine alerts to luggage or related items, in this or other circumstances, a search warrant or consent to search must be obtained before opening the item unless exigent circumstances exist to conduct an on-site search;
 - e. Sniffing of an individual person is permitted only when there is reasonable suspicion to believe that the individual is in possession of illegal narcotics or cannabis;
 - f. The Canine Unit Supervisor, in conjunction with the superintendent or their designee of the particular school, may authorize the use of drug detection canines inside public and or private schools or school parking lots. Under no circumstances is a student's person to be the subject of a sniff as described in section e. above;
 1. The superintendent, or their designee, of the particular school must submit all requests for a random canine search of school lockers in writing;

2. A locker “sniff” search will be performed only after hours or when all students are in classrooms and away from the lockers;
3. If a canine identifies a locker as suspicious, during a drug sniff, the school administration will be given the location of the locker. **No officer will be present for the opening and search of the locker by school personnel;**
4. It is the school administration’s responsibility to deal with all material recovered and it is their decision under school policies to discipline and / or report any criminal activity;
5. No search or “sniff” of containers, other than lockers, will be conducted during a locker or “sniff” only search.

E. Tracking

1. Police canines are available to track missing persons or suspects or to locate evidence the officer has reason to believe has been abandoned or hidden.
2. When officers are pursuing suspects and contact with the suspect is lost, prior to summoning the canine unit, the officer shall:
 - a. Stop and pinpoint the location where the suspect was last seen;
 - b. Avoid vehicle or foot traffic in the area where the suspect or subject was last seen.
3. Canines used for tracking should remain on a lead of sufficient length to provide a reasonable measure of safety to the subject of the search without compromising the canine’s tracking abilities.
4. Generally, Canine Teams should not be used to locate small children unless there is a reasonable suspicion of foul play or a belief that serious bodily harm or death will occur if the child is not immediately located. When the use of the canine is deemed necessary, the risk of injury to the child will be explained to the parent or adult guardian if they are available.
5. On scene supervisory personnel shall:
 - a. Ensure the perimeter of the area to be searched is secured;
 - b. Make a reasonable attempt to keep all personnel out of the area to be searched;
 - c. Protect all items of clothing or materials that will be used for scent from being handled.

F. Canine Care and Restrictions

1. Only authorized veterinarian clinics will be used for routine medical care of Department canines. In the event of an emergency, the canine may be taken to the nearest veterinarian clinic capable of treating the injuries.
2. Canine handlers are personally responsible for the daily care and feeding of their assigned animal to include:
 - a. Maintenance and cleaning of the kennel and yard area where the canine is housed;
 - b. Provision of food, water, and general diet maintenance as prescribed by the Department authorized veterinarian;
 - c. Grooming and exercise on a daily basis or more often as required by weather, working conditions or other factors. Police canines are not allowed to run at large;
 - d. General medical attention and maintenance of health records.
3. Where the handler is unable to perform these and related duties due to illness, injury, or leave:
 - a. Another canine handler may be assigned to temporarily care for the canine or;
 - b. The canine may be housed in a Department-authorized kennel when the handler is unavailable.
4. Teasing, agitation or rough housing with the police canine is strictly prohibited unless performed as part of a training exercise.
5. Police canines are serious working dogs and may be dangerous if improperly approached. Civilians desiring to pet the canine should be advised of the dangers and the handler should make the decision if this is allowed.
6. Police canines shall not be used for breeding, participation in shows or for off duty employment. Use for exhibitions or demonstrations will be done only with the approval of the Canine Unit Supervisor.
7. A canine handler may apply to take ownership of their canine when;
 - a. The canine is retired from duty or relieved of duty due to injury or,
 - b. The handler is transferred, promoted or retires and the decision is made not to re-train the canine for another handler.
8. A canine no longer fit for police service may be sold to the canine's current handler for a nominal fee and completion of an indemnity agreement with the city.
9. Should a canine be retired from police service based on a terminal medical condition or for being uncontrollably aggressive as diagnosed by the Department's veterinarian, the decision to sell the canine to the handler or have it euthanized will be at the sole discretion of the Chief of Police.

VI. PROCEDURES FOR EXPLOSIVE DETECTION CANINE TEAM

- A. It is the responsibility of the Explosive Detection Canine handler to insure all on and off duty activities of their canine conform to all Department policies and procedures.
- B. Explosive Detection Canine Teams are available to conduct searches for explosive materials only. Explosive material may include residue from a fired firearm, explosive material residue and/or actual explosive material.
- C. The Explosive Detection Canine Handler will evaluate the search area and determine if the canine has the ability to do an effective search. If the Explosive Detection Canine Handler determines the canine will not be able to search effectively then procedures documented in General Order **40.34 Bomb Threat and Bomb Incident Response - Appendix B** shall be followed.
- D. The Explosive Detection Canine will not be handled or given commands by anyone other than the assigned canine handler. Should the assigned handler be injured or otherwise unable to command the canine, another canine handler will be contacted for assistance if time permits.
- E. The Explosive Detection Canine Team will respond to all supervisors requests for service if the handler is on duty. If the handler is off duty, the Shift Commander will contact the Bomb Unit Supervisor to request activation. If the Bomb Unit Supervisor is not available the Deputy Chief of the Support Services Bureau is to be contacted.
 - 1. The Deputy Chief of the Support Services Bureau must approve any request for service from an agency outside the jurisdictions of the Rockford Police Department.
- F. If the Explosive Detection Canine is called to a District #205 school or building the School Liaison Unit Supervisor shall be notified.
- G. When the Bomb Unit is activated the Explosive Detection Canine Team may be activated to assist in searching for secondary devices.

VII. LAW ENFORCEMENT CANINE EQUIPMENT

- A. The Department will purchase canine related accessories and equipment and issue them to each handler. Accessories and equipment may vary with each type of animal according to certification and training requirements. Canine handlers are responsible for maintaining a current listing of equipment required for their specific canine.
- B. All issued equipment, accessories, and related items shall remain the property of the Department. This includes, but is not limited to, any kennel, doghouse and related items installed at the handler's residence at the Department's expense.
- C. Each canine handler is responsible for the care and maintenance of all issued items and equipment. All equipment shall be maintained in a state of operational readiness, which includes cleaning, preventive maintenance and repair. The operational readiness of each canine handler's equipment and assigned vehicle shall be inspected periodically by the Canine Unit Supervisor.

VIII. EFFECTIVE DATE

- A. This policy became effective on September 30, 2002.

IX. REVIEWS, REVISIONS AND CANCELLATIONS

- A. This General Order will be reviewed each **June** by the **Canine Unit Supervisor** and, when necessary, revised or cancelled in accordance with the procedures for reviewing written directives established in General Order **10.01 – *Written Directives***.
- B. This order is a revision of and supercedes General Order **E-9 - *Law Enforcement Canines*** issued September 30, 2002. This Order incorporates Department policies and procedures established in Memorandum **2007-046 *Narcotics used for Department Canine Training Purposes*** and Memorandum **1995-53 *Procedures of Conducting K-9 Sniff Searches in School Lockers*** and cancels and supercedes both memoranda.
- C. Any employee with suggestions for revisions and/or improvements to this order are encouraged to submit their ideas to the **Deputy Chief of the Field Services Bureau**.

BY ORDER OF

Chet Epperson
Chief of Police

APPENDIX A

ROCKFORD POLICE DEPARTMENT

Canine Narcotic Training Aid Sign Out / Sign in Form

I, _____, of the Rockford Police Department Canine Unit, accepted canine narcotic training aid(s) from _____ of the Evidence and Property Unit.

Name of Evidence and Property Representative

**** See the attached computer log for information on the type and weight of the narcotics checked out and the date received.

SIGN OUT	/ Date / Time Item(s) Checked out	_____ Canine Officer's Name / Star#	_____ Canine Officer's Signature
		_____ Evidence & Property Unit Representative's Name	_____ Evidence & Property Unit Representative's Signature

SIGN IN	/ Date / Time Item(s) Checked in	_____ Canine Officer's Name / Star#	_____ Canine Officer 's Signature
		_____ Evidence & Property Unit Representative's Name	_____ Evidence & Property Unit Representative's Signature

**** If the canine narcotic training aids were checked in outside of the Evidence and Property Unit's working hours, please indicate which locker it was placed in: _____
 Locker #