
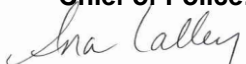
	ELGIN POLICE DEPARTMENT 151 Douglas Avenue Elgin, Illinois 60120	
Effective Date: 01/01/03	STANDARD OPERATING PROCEDURE	Revised Date: 11/07/19
Chief of Police: 	Police Service Dog Operations, 102.1	
Cross Reference: SOP 41.6 Take Home Vehicle		Policy Sections: 102.1.1 Ownership and Care 102.1.2 Supervision 102.1.3 Selection of Handlers 102.1.4 Training/Physical Fitness 102.1.5 Call Out Procedures 102.1.6 Handler Control, Conditions and Procedures 102.1.7 Bite Procedures 102.1.8 Veterinarian Service, Kenneling, Sick and Vacation Leave Procedures 102.1.9 Handler Injured or Killed 102.1.10 Handler Commitment & Compensation

PURPOSE

The purpose of this policy is to establish guidelines on the usage of an Elgin Police Department police service dog, hereinafter referred to as police dog, and the role supervisors play in the management of the program.

POLICY STATEMENT

It is the policy of the Elgin Police Department to maintain police dogs that are used to supplement the police department with the following, but not limited to: the discovery of evidence, apprehension of criminal suspects, maintenance of civil order and public relations, search and rescue missions, lost persons/children, endangered persons/children, crowd control, perimeter containment, school searches, tracking, and cadaver searches.

DEFINITIONS

Detection Dog: A police dog that is trained to use its sense of smell to detect a specific odor and provides a trained response upon locating or identifying an odor, human scent, narcotic or cadaver.

Utility Dog: A police dog that is trained in apprehension and protection work, in addition to detection work.

PROCEDURES

102.1.1 OWNERSHIP AND CARE

- A. Police dogs are the property of the Elgin Police Department.
- B. Proper care and maintenance are the responsibility of the handler. Prior to utilization, all police dogs shall be vaccinated against rabies. Annually, the police dog shall undergo a medical examination by the authorized, licensed veterinarian care facility. Refer to section 102.1.8 for more information on veterinarian and kenneling services.
- C. Police dogs will not be used for any purpose other than official duties.
- D. Handlers will be issued the necessary equipment to perform their duties. Equipment will include, but not be limited to, food/water bowls, leads, collar(s), protective equipment, or any other training materials deemed necessary by the unit commander.
- E. Vehicles used to transport a police dog on a regular basis, are equipped with heat sensor monitoring device which:

1. Monitors the internal temperature.
2. Provides an audible and visual notification when the interior temperature reaches 85 degrees Fahrenheit.
3. Activates the vehicle's windows to open in the event the vehicles reaches the temperature stated above.

102.1.2 SUPERVISION

- A. The chief of police shall appoint a unit commander to oversee the police service dog unit. The unit commander shall designate sworn management personnel to serve as unit supervisors.
- B. The unit supervisors shall report to the unit commander as it pertains to functions of the unit.
- C. The unit supervisors are responsible for coordination of the following:
 1. Team assignments and duties.
 2. Review monthly reports to keep informed on unit activity and accountability measures.
 3. Team training, to include certifications.
 4. Unit purchases.
 5. Demonstrations for community relations and education.
 6. Participate in the selection process of handlers.
 7. Maintain general files, to include training records, through the Training Division.

102.1.3 SELECTION OF HANDLERS

- A. Prospective handlers are required to:
 1. Possess a minimum of at least three years of experience as a police officer, off probationary status.
 2. Successful completion of the interview and physical examination process.
 3. Successful completion of certification process as established by the chief of police.
 4. Reside within a reasonable distance, as determined by the chief of police, from the city of Elgin corporate limits.
- B. Appointment of a handler shall be made by the chief of police upon a recommendation from the unit commander.
- C. Upon appointment, handlers will be assigned a police department take home vehicle. The take home vehicle shall be maintained in accordance with SOP 41.6 Take Home Vehicle.

102.1.4 TRAINING/PHYSICAL FITNESS

- A. Training will be conducted by a department approved police dog trainer, at an approved training center, and shall consist of the following:
 1. Successful completion of basic initial training in which the handler and the assigned dog

are certified as a team to the standards set forth by the Illinois Law Enforcement Training and Standards Board.

2. Pursuant to 50 ILCS 705/10.12, "all police dogs used by State and local law enforcement agencies for drug enforcement purposes pursuant to the Cannabis Control Act (720 ILCS 550/), the Illinois Controlled Substances Act (720 ILCS 570/), and the Methamphetamine Control and Community Protection Act (720 ILCS 646/) shall be trained by programs that meet the minimum certification requirements set by the Board." For more information, refer to www.ptb.state.il.us.
 3. In-service reinforcement training, to maintain proficiency, will be approved by the unit commander or designee.
 4. Teams shall attend an annual re-certification course to ensure continued performance in acceptable professional standards.
 5. Handlers will maintain training logs for record keeping and court purposes. The training logs shall be forwarded to the Training Division for inclusion in the training files.
- B. Twice a year, handlers must pass a physical fitness test; these tests will coincide with the Special Weapons and Tactics Team testing dates.
1. The physical fitness test requirements have been established by ILEAS (Illinois Law Enforcement Alarm System) and have been adopted from the ILEAS Weapons of Mass Destruction Special Response Teams Standard Operating Guidelines, May 2006.
 2. The minimum physical fitness standards are as follows:
 - a. 40 push-ups in one minute or less, *measures upper body muscular endurance*.
 - b. 40 bent knee sit-ups in one minute or less, *tests abdominal muscular endurance*.
 - c. 1 ½ mile run in 13 minutes or less, *tests cardiovascular/respiratory system efficiency*.
- C. The unit commander or designee will conduct a re-test to take place within 45 days for those who do not pass the physical fitness test the first time.
1. A team member who fails the second attempt shall be removed from operational status until successful completion of the test or may be permanently removed from the team at the discretion of the chief of police.
 2. Those members recovering from an injury/long term illness or long term leave must meet the minimum standards prior to returning to full operational status.

102.1.5 CALL OUT PROCEDURES

- A. Requests for police dog assistance must be authorized by a sworn supervisor when there is a request for:
1. An off-duty team call-out.
 2. An outside agency. If possible, an additional officer shall accompany the handler when the request pertains to an unsecured scene.
 3. Assistance with search and rescue missions, lost persons/children or endangered persons/children. Whenever possible, a detector police dog should be requested. When this type of police dog is not available, the on-duty supervisor shall be contacted to

determine if a utility dog will be requested.

4. Crowd control assignments.
- B. The handler shall generate an Elgin police report in any situation where the police dog is actively utilized, unless authorization is received from one of the unit supervisors to forego said report.

102.1.6 HANDLER CONTROL, CONDITIONS AND PROCEDURES

- A. The handler's decision to release the police dog to apprehend a fleeing suspect will be measured against the "objective reasonableness" test as established in *Graham v. Connor*, 490 U.S. 386, 109 S.Ct. 1865, 104 L.Ed.2d 443 (1989). The handler shall consider the following factors when making the determination to release the police dog:
1. The severity of the crime at issue.
 2. Whether the suspect posed an immediate threat to the safety of the officers or others.
 3. Whether the suspect was actively resisting arrest or attempting to evade arrest by flight.
 4. Any other exigent circumstances present at the time.
- B. While the handler's decision to deploy the police dog will be measured against the objective reasonableness test, the dog may be sent with specific instructions when the handler believes it to be reasonably necessary to:
1. Protect the safety of a citizen or police officer.
 2. Pursue and apprehend a fleeing suspect. The handler must have reasonable grounds to believe that the subject is a risk to public safety, has committed a serious felony, or is armed with a weapon.
 3. Search a structure or enclosure for the purposes of locating a hidden suspect, contraband and narcotics.
 4. Guard and restrain an arrested subject to prevent escape or injury to officers and others.
- C. Once the handler has sent the police dog with specific commands, the handler shall remain cognizant of the following specific mandates that have been emphasized by courts throughout the United States:
1. The handler must have complete control over the actions of the dog.
 2. The police dog must be able to be verbally recalled.
 3. The police dog must be able to verbally "out" (release the apprehension) to industry standards.
 4. The handler and police dog must immediately release the apprehension upon compliance of the offender.
 5. The handler must afford the opportunity for a peaceful surrender using "canine warning announcements." As determined in *Melgar v. Green*, 593 F.3rd 348 (2010), failure to provide a warning before sending the police dog, depending on the circumstances, may be objectively unreasonable in an excessive force context. An exception to this mandate is when the handler knows that the offender has a weapon.

102.1.7 BITE PROCEDURE

- A. Prompt medical care will be provided to the apprehended subject.
- B. A written report, shall be prepared by the handler. A police report and photographs shall be forwarded to a unit supervisor and the unit commander.
- C. The police dog involved in the incident shall be seen by the department authorized veterinarian service as soon as reasonable after the incident.
- D. In the case of unintended engagement bites, the handler shall ensure the following: prompt medical attention of the affected subject, a written report with photographs and notification to a unit supervisor and the unit commander.

102.1.8 VETERINARIAN SERVICE, KENNELING, SICK AND VACATION LEAVE PROCEDURES

- A. Veterinarian Services.
 - 1. Only approved veterinarian services will be used for police dogs. Services shall be approved by the unit supervisor.
 - 2. In cases of an emergency, the closest veterinarian service will be used to medically stabilize the injured police dog. A unit supervisor will be contacted and consulted prior to additional treatment. Additional treatment is at the discretion of the handler.
- B. Kenneling.

Police dogs will only be kenneled at department approved kenneling facilities.
- C. Sick Leave.
 - 1. In the event the handler is ill and unable to properly care for the police dog, the handler's family shall care for the dog. If the handler's family is unable to assume this responsibility, the dog shall be transported to a department approved kennel facility by a member of the police service dog unit or his/her designee. In cases of long term sick leave, the police dog may be re-assigned to another handler; this is at the discretion of the unit commander with approval from the chief of police.
 - 2. In the event the police dog is sick or injured, the department authorized veterinarian will determine if the dog should be on active duty. A unit supervisor shall be notified and the handler shall report for duty as assigned.
- D. Vacation Leave.
 - 1. The police dog will be kenneled at the department approved kennel facility if the handler is leaving town and the family can not properly care for the dog.
 - 2. The police dog shall not accompany the handler on any vacation without the approval of a unit supervisor.

102.1.9 HANDLER INJURED OR KILLED

- A. In the event a handler is injured or killed and it becomes necessary to remove the police dog from the scene, a unit supervisor will be notified immediately.
- B. The on-scene supervisor, until a unit supervisor is available, shall be responsible for all decisions related to the handler and the police dog.

- C. The safety of the handler and others will be the prime consideration in the method and timeliness of the removal of the police dog.
- D. When time permits, a unit supervisor or designee, the department's animal control officer or the department's veterinarian may be contacted to assist in the safe removal of the animal.
- E. Any attempt to remove a police dog, which may result in the animal being harmed or destroyed, should be considered as a last resort.

102.1.10 HANDLER COMMITMENT AND COMPENSATION

- A. Assignment to the police service dog unit requires a five year commitment. Exceptions are at the discretion of the unit commander with approval of the chief of police.
- B. Assignment to the police service dog unit requires the handler to care for the assigned police dog continuously. The handler is required to work 7.25 hours, per shift, and is paid for an extra 1.0 hours, per shift, for maintenance of the dog. This one hour of compensation shall be completed at the police department or at the handler's residence during their shift. Handlers who reside outside of Elgin city limits shall obtain permission from a unit supervisor to perform maintenance duties at their residence. If for any reason the handler is unable to take the extra 1.0 hour during his/her shift, the handler has the option to be compensated by submitting 1.0 hours of compensatory time or overtime.