

	ELGIN POLICE DEPARTMENT 151 Douglas Avenue Elgin, Illinois 60120	
Effective Date: 11/04/20	STANDARD OPERATING PROCEDURE	Revised Date:
Chief of Police: 	Community Service Dog Program, 112.1	
Cross Reference: SOP 102.1 Police Service Dog Operations		Policy Sections: 112.1.1 Supervision 112.1.2 Selection of Handlers 112.1.3 Selection of Community Service Dog 112.1.4 Ownership, Care, Veterinary Service & Kenneling 112.1.5 Equipment 112.1.6 Team Assignments 112.1.7 Training

PURPOSE

To establish procedures and guidelines for the Police Community Service Dog Program.

POLICY

It is the policy of the Elgin Police Department to utilize a police community service dog, hereinafter referred to as the CSD, to provide emotional support to those who have experienced emotional trauma and for citizens and witnesses who may benefit from the support and reassurance provided by the CSD. This program is also utilized to cultivate relationships with citizens through attendance at community events.

This policy does not pertain to dogs utilized as a police service dog, which is used for the purpose of detection, protection and apprehension. Refer to Standard Operating Procedure 102.1 Police Service Dog Operations for information on detection and utility dogs.

DEFINITIONS

Community Service Dog (CSD): A dog trained to provide comfort to those who were traumatized and for those who may be in need of emotional support. When utilized for community outreach, use of the dog contributes to the building of trust and positive relationships between the police department and the community.

Community Service Dog Team: Consists of an approved dog certified by the American Kennel Club and at least one police department employee who is qualified and trained to handle the dog.

Primary Handler: Team member who is trained and certified by the American Kennel Club. Maintains immediate control of the dog and is predominately responsible for the overall management of the dog and serves as the dog's advocate.

Secondary Handler: Team member who is trained and certified by the American Kennel Club. Serves as the dog's advocate in the absence of the primary handler and assumes the responsibilities of the primary handler.

Alternate Handler: Team member who is trained and certified by the American Kennel Club. Serves as the dog's handler at authorized department events.

PROCEDURES

112.1.1 SUPERVISION

- A. The chief of police shall appoint a commander to oversee the Community Service Dog Unit.

- B. The commander shall designate sworn supervisors to serve as unit supervisors. The unit supervisors shall report to the commander as it pertains to functions of the unit.
- C. The unit supervisors are responsible for the following:
 - 1. Team assignments and duties.
 - 2. Review of monthly reports to keep informed on unit activity and accountability measures.
 - 3. Team training, to include certifications.
 - 4. Unit purchases.
 - 5. Demonstrations for community outreach and education.
 - 6. Participation in the selection process of handlers.
- D. Handlers report to the unit supervisors and when unit supervisors are unavailable, the commander.
- E. Community groups and organizations are encouraged to contact the police department to schedule a visit with the CSD. These requests shall be forwarded to a unit supervisor for approval and assignment to a handler.

112.1.2 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 certification process as established by the chief of police.
 - 3. Reside within a reasonable distance, as determined by the chief of police, from the city of Elgin corporate limits.
 - 4. Successfully complete training requirements. Refer to Section 103.1.7 for more information.
- B. Appointment of a handler shall be made by the chief of police upon a recommendation from the commander.

112.1.3 SELECTION OF COMMUNITY SERVICE DOG

- A. Dogs utilized for the program shall be selected based on the following criteria:
 - 1. Temperament
 - 2. Medical history
 - 3. Breed type
 - 4. Age
 - 5. Background
 - 6. Any other factor that is deemed suitable to the dog's specialized use
- B. The dog may be acquired from a department authorized breeder, shelter, or other reputable resource.

112.1.4 OWNERSHIP, CARE, VETERINARY SERVICE AND KENNELING

- A. The CSD is the property of the Elgin Police Department.
- B. Proper care and maintenance are the responsibility of the handlers. Prior to utilization, the CSD shall be vaccinated against rabies. Annually, the CSD shall undergo a medical examination by an authorized, licensed veterinarian care facility.

1. Only approved veterinarian services will be used for the CSD and services shall be approved by the commander or designee.
 2. In cases of an emergency, the closest veterinarian service will be used to medically stabilize the CSD. The commander or designee shall be contacted and consulted prior to additional treatment. Additional treatment is at the discretion of the handler.
- C. The CSD shall not be given any food or substances that have not already been authorized.
- D. The CSD shall live with the primary handler. However, when needed, the CSD can temporarily live with a secondary handler. Kenneling services are authorized in the event primary and secondary handlers are unavailable. Only department authorized kenneling locations may be utilized.

112.1.5 EQUIPMENT

Handlers are provided with the following equipment:

- A. An appropriate size transportation carrier.
- B. An appropriate size indoor kennel cage.
- C. Food and other nutritional supplies.
- D. Medications or equipment related to veterinary care.
- E. Items related to training needs.
- F. Other equipment as deemed suitable for the proper upkeep or general contentment of the dog.

112.1.6 TEAM ASSIGNMENTS

- A. Assignments may consist of the following, but not limited to:
 1. Public events/Community Outreach
 2. Major incident decompression
 3. School demonstrations
 4. Assist in traumatic incidents
 5. Assist in interviews of victims/witnesses
 6. Grief for loss of loved ones
 7. Fires, floods, natural disasters
 8. Home visits (on a case-by-case basis)
 9. Hospitals (following major incidents for families, distressed staff members, death notifications, ICU waiting rooms)
 10. Schools (student, staff or parent deaths or traumatic incident affecting students)
 11. Assist mental health professionals (crisis intervention)
 12. Courtrooms, but only at the discretion of the presiding judge
 13. Other duties as assigned or may be deemed appropriate
- B. While the team's work is primarily conducted within the City of Elgin, the team may attend to witnesses, victims, or other persons located outside of the city limits with supervisory approval.
- C. Efforts shall be made to ensure people who are allergic to dogs are not negatively affected by the CSD's presence, this also includes situations where an individual has a fear of dogs.

- D. Whenever possible, locations where the environmental conditions have the propensity to cause the CSD to contract harmful bacterial or viruses shall be avoided.

112.1.7 TRAINING

- A. Handlers are required to complete obedience and control training prior to being officially recognized as a handler.
- B. Training shall be consistent with current American Kennel Club standards.
- C. Community Service Dog Teams will be evaluated annually by a department authorized community service dog trainer.
- D. Handlers will routinely practice obedience and control related exercises with the CSD.
- E. Handlers will be responsible for educating department personnel about the rules and correct behavior to be practiced while in proximity of the CSD.
- F. Handlers shall be trained to obtain permission prior to approaching individuals to ensure the safety of all persons and the CSD.
- G. Handler training shall be incorporated into the employee's training file which maintained by the Training Division. Training completed by the CSD is maintained within the respective handler's training file. Handlers are responsible for ensuring training records are forwarded to the Training Division.