

# POLICE DEPARTMENT HANOVER PARK, ILLINOIS



DIRECTIVE: 230-P

REFERENCE STANDARDS: 16.2.2 33.6.1 82.2.1 41.1.4

---

SUBJECT: Canine Unit

PURPOSE: To establish the duties and procedures which will govern the Canine Unit and to establish the criteria for use of the unit as well as the qualifications for the handler.

OBJECTIVES: The canine unit is established for purposes of providing the following police services and to minimize the potential for injury to officers engaged in many of these duties: (41.1.4a)

- Tracking fugitives or lost persons
- Conducting building searches
- Recovery of evidence
- Area searches for criminal suspects
- Narcotics and other drug searches
- Apprehension of criminal suspects
- Crowd control situations, as specified
- Public Relations activities

DEFINITIONS:

CANINE UNIT - One officer and one police dog assigned together as part of the Hanover Park Police Department's Patrol Division.

HANDLER - A sworn police officer assigned to work with a police dog as part of a Canine Unit.

CANINE (K-9) - A trained police dog utilized by the Hanover Park Police Department as part of a Canine Unit.

I. QUALIFICATIONS (41.1.4b)

- A. The canine officer will be a sworn police officer below the rank of sergeant, who has a minimum of three years of experience and has a satisfactory performance and disciplinary record.

- B. The canine officer must be willing to have the canine reside in the officer's home. In the event there are other pets in the home, the officer must agree that if a conflict arises between the department canine and the pet, the pet must be removed from the home.
- C. The officer must have a suitable residence that will allow for the care and control of the canine during off duty hours and allow for the placement of an outdoor canine kennel. The residence must also allow for off street parking of the department canine vehicle.
- D. The officer must participate in an intensive initial training period followed by weekly training to ensure that the canine team maintains its skills and meets its objectives.
- E. The officer must successfully meet the standards on the Peace Officer Wellness Evaluation Report (POWER) test at the time of appointment and on an annual basis.
- F. The officer must reside within thirty (30) minutes travelling time from the Hanover Park village limits to assure reasonable response time in the event of a call out.
- G. Understanding that the addition of a police department canine into a family environment can greatly affect the officer and his family life, the canine officer must have the consent of his or her spouse, if applicable, to become a canine handler.

## II. ASSIGNMENT (41.1.4c)

- A. Assignment to the position of Canine Officer will be made by the Chief of Police and the selection will be made from letters of interest that have been submitted to the Chief of Police. (16.2.2)
- B. The canine officer will be assigned as the canine officer for the working life of the dog, which is typically 6-10 year.
- C. The Canine Officer will be assigned to the Patrol Division and will be under the direct supervision of the Watch Commander or his/her designee.
- D. The officer assigned to this position will be required to sign a Canine Officer Agreement with the Village of Hanover Park. (Appendix A)

## III. MANDATORY TRAINING (33.6.1)

- A. Initial training of the handler and the dog will be conducted under the supervision of a trainer skilled in the application of canines to law enforcement and selected by the Hanover Park Police Department. The length of the training, times, and location will be determined by the trainer and approved by the Chief of Police. (33.6.1a)

- B. Under no circumstances will the Canine Unit be used until such time as they have completed the initial training.

#### IV. IN-SERVICE REFRESHER TRAINING

- A. Refresher training assignments will be submitted to the Patrol Commander for approval.
- B. Formal in-service training will be conducted at least once a month and will be carried out during on-duty hours. Training will be conducted by a certified trainer or at the canine training facility of a law enforcement agency. The trainer may select the training location. Work assignments do not constitute training. A written report outlining the training will be submitted to the Patrol Commander. (33.6.1b)
- C. Informal in-service training will be conducted on a weekly basis. (33.6.1c)
  - 1. Handlers shall expend, whenever possible, at least one hour of regular shift each day to conduct additional training and to groom, clean and maintain the dog and the Canine Unit equipment.
  - 2. The handler will select training locations.
  - 3. It is the responsibility of the handler to assure that proper training is done to keep the dog proficient and that the Canine Unit equipment is maintained to department standards.

#### V. RESPONSIBILITIES OF CANINE OFFICER (41.1.4a)

- A. The officer assigned as the Canine Officer will be assigned a department vehicle which has been modified for use as a Canine Vehicle. This vehicle will have additional K-9 markings and specialty equipment designed for the transportation, safety and utilization of the police dog.
- B. The officer will be allowed to take the vehicle to his/her residence for the purpose of commuting to/from work in the vehicle. When the officer is on leave and is out of town, the vehicle will be returned to the Police Department until such time as the officer returns to duty. The Canine Vehicle will not under any circumstances be used to transport any other animal other than the Hanover Park Police Department police dog.
- C. In the event the officer moves or changes residences while assigned as the canine officer, the officer will be responsible for the costs associated in relocating the outdoor kennel.
- D. No officer, other than the assigned handler, is authorized access to the K-9 vehicle unless a police emergency exists or an officer is directed to use the vehicle by a supervisor.

- E. The officer will be responsible for ensuring that the department approved veterinarian examines the police dog regularly and that the police dog receives the appropriate vaccinations each year and obtains any required licenses.
- F. The officer will be responsible for providing daily care (food, water & exercise) of the animal both at the station and at his/her home.
- G. The officer, when on leave, will board the police dog at a facility that has been approved by the department.
- H. The canine officer will be issued a department phone and will, when off duty, function in an on call status.
- I. The officer will maintain all records pertaining to daily activities, training and certification. These records will be properly filed and secured at the police station.
- J. The officer will coordinate the use of the Canine Unit for demonstrations with the approval of the Patrol Commander.

#### VI. HANDLER UNIFORMS/EQUIPMENT (41.1.4d)

- A. The regular duty uniform for the handler will be a type of uniform approved by the department. The uniform will have appropriate department insignia to include shoulder patch, name tag and department issued shield.
- B. When the handler is called out while off duty, the handler will be required to wear a raid type jacket with appropriate POLICE markings, approved by the department.
- C. The handler will be issued the necessary equipment to perform their duties. Equipment will include, but not limited to, food/water bowls, leads, collar(s), protective equipment or any other training equipment as deemed necessary by the handler and approved by the Patrol Commander.

#### VII. HANDLER DUTIES

- A. The Canine Officer will function as a Patrol Officer and will carry out routine patrol functions, when not engaged in canine related operations.
- B. During the normal tour of duty, any officer may request the assistance of the Canine Officer in those circumstances described in the program objectives and others as designated by the shift supervisor.

- C. It will be the responsibility of the canine handler to decide whether or not to respond based on the circumstances of the request and the abilities of the Canine Unit to handle the situation.
- D. The handler will keep the canine on a lead and under physical control at all times. The canine may be released from lead while maintaining verbal control when it is believed necessary to:
  - 1. Protect a citizen or Police Officer from physical attack;
  - 2. Pursue and stop a fleeing felon or person whom the handler has probable cause to believe has committed a felony;
  - 3. Search a structure or enclosed area believed uninhabited by innocent parties for the purpose of locating a hidden offender;
  - 4. Guard and restrain an arrested person to prevent flight; or
  - 5. To break and/or exercise the canine.
  - 6. The use of a trained police dog by its handler may, in certain circumstances, be considered Use of Force. The canine handler will follow Department guidelines regarding Use of Force when deploying the police dog.
- E. The handler may release the canine from lead at other times and locations when the canine handler reasonably believes that the use of the canine is, under circumstances known to the handler, the safest and most effective tool available.
- F. The canine officer will, when so directed by the Chief of Police or his designee, appear at certain functions or special events.
- G. The handler will complete an Incident/Offense report for all requests for the Canine Unit, whether or not the dog is used. (82.2.1)

## VIII. SEARCH GUIDELINES

- A. The area to be searched will be secured to the extent possible and no one allowed to enter.
- B. The handler will determine the method and direction of the search.
- C. The handler will make an announcement three times prior to releasing the police dog of his/her intent to use a trained police dog to conduct the search and the possibility of the person being apprehended by the police dog if they do not surrender. This announcement will be made unless it is tactically inappropriate to make such announcement.

## IX. REQUESTS FOR SCHOOL SEARCHES

---

### POLICE OPERATIONS MANUAL

Dir.#: 230-P

Issued: 09/03/1999

Rev: 01/22/2016

### VILLAGE OF HANOVER PARK

Eff: 09/03/1999

Rescinds: 030-P

Auth:

- A. The term “school searches” applies to the action of the dog “sniffing” for controlled substances. It is understood that this action is not technically a search as defined under the Fourth Amendment.
- B. Requests by local school districts for the purpose of searching for and seizing controlled substances shall only be authorized after the following criteria have been met.
  - 1. The request must be in writing, signed by the Chief School Administrator and addressed to the Chief of Police or vice versa.
  - 2. The request must state that the search is directed toward maintaining a safe and secure school environment.
  - 3. The request will list specific facts substantiating a drug problem, not merely suspicion.
  - 4. The request must state that the school officials will take either administrative or criminal action against those determined to be in possession of illegal drugs.
  - 5. Upon completion of the search, the canine handler will make a detailed report of the search and results.
- C. Canine team school search procedure.
  - 1. Searches will be only made of lockers, rooms, or parked cars on school grounds. No body searches will be performed.
  - 2. Administrative Action Search: The canine handler will mark lockers or areas where the police dog gives indications. The canine handler will not open or pry into these areas or make arrests.
  - 3. Criminal Action Search: Searches will be based on probable cause when not on exigent circumstances. The investigating officer and canine officer will consult with the State’s Attorney’s Office prior to this search. The Chief Administrator will be contacted prior to executing the search when practical.

**X. CROWD CONTROL**

- A. Under normal conditions, the police dog is not to be used for crowd control.
- B. In the event of the possibility of using the canine team for crowd control, the handler will assess the situation with the duty supervisor. If the use of the canine team is deemed appropriate, the on duty supervisor may authorize such action with immediate notification to the Chief of Police or his designee.

## XI. CALL OUTS, CONDITIONS, REPORTING AND LIMITATIONS OF USAGE.

- A. Call Outs: At those times that the canine team is needed and they are not on duty, an officer wishing to use the team will notify the supervisor on duty of his/her request. It will be the duty of the supervisor to decide whether or not to call out the canine unit, based upon the circumstances of the request and the abilities of the canine unit to handle the situation. When not on duty and called out by the department, the canine officer will respond to the scene as soon as possible. If the response time is more than one hour, the canine officer will so advise and then consideration may be given to utilizing another canine team based upon the circumstances.
- B. Conditions: The following conditions will be taken into consideration when requesting the services of the canine unit.
1. Type of Offense (serious felonies)
  2. Safety of the officer and the canine
  3. Exigent circumstances
  4. Location
  5. Time since offense occurred
  6. Time of day
  7. Weather conditions
  8. Safety of the general public
- If the decision is made to call out the canine team, the area to be searched will be immediately secured and non-essential personal will be kept out of the area. Upon the arrival of the canine officer, the supervisor on duty will ensure that the canine officer is fully briefed as to the circumstances surrounding the call out and for what they are searching.
- C. Reporting: Once the canine unit has completed the assignment, the canine officer will complete a report as soon as possible, detailing the use of the police dog and any outcome.
- D. Limitations of Usage: 41.1.4a
1. The use of the canine unit is for law enforcement services only. No persons will be allowed to use the unit for private purposes nor will any payment be accepted by the handler and/or department for any activity.
  2. Outside agency requests shall be handled on a case by case basis and will be at the discretion of the shift supervisor and;
    - a. Such assistance does not impede the Hanover Park Police Department's level of protection or service to the community.
    - b. The request for service is not more than ten (10) miles from the Village, unless special authorization is obtained from the Patrol Commander.
    - c. Whenever the canine unit is assigned to assist another agency, an incident/offense report will be completed by the canine officer, including but not limited to: name

of the requesting agency, nature of the request, action taken, and results of canine involvement.

- d. The requesting agency shall provide the following information at the time of the request;
  - 1) Reason for the request
  - 2) Time since incident
  - 3) Type of area and conditions
  - 4) Any prior search or canine use
  - 5) Any possible hazards

## **XII. PROCEDURES IN CASES OF CANINE BITES**

- A. The following procedures will be observed whenever a police dog bites a person regardless of whether or not the bite took place on or off duty.
  - 1. Administer first aid as needed and summon necessary medical assistance. If the person bitten is in police custody, the person will be transported to the nearest hospital. If the person is not in custody, the person will be encouraged to seek medical treatment. Any refusal of treatment will be so noted in the police report.
  - 2. Immediately notify the supervisor on duty. It will be the responsibility of the supervisor to notify the Patrol Commander or the Deputy Chief of Operation as soon as possible after the incident.
  - 3. Immediately complete a written report detailing the incident, to include the name, address and telephone number of the person who was bitten and include the circumstances surrounding the bite. If the bite occurs as the result of police action, the officer will also complete a "Use of Force" report in connection with Directive # 205-P. (82.2.1)
  - 4. Have the injuries photographed in color. A department evidence technician may be used for this purpose.
- B. As soon as possible following the bite, have the police dog examined by the department approved veterinarian for signs of rabies or other disorders. The police dog will then be re-examined within twelve days of the bite incident. During the time prior to the second examination, the police dog will be closely monitored for any unusual signs or symptoms that may indicate rabies or other disorder. If such signs/symptoms are observed, the police dog will be immediately taken to the veterinarian.
- C. All reports in connection with the bite will be immediately forwarded to the Chief of Police via the Chain of Command.



- D. The requirements for impounding of the police dog are not necessary due to the kenneling of the police dog at the officer's residence and the subsequent veterinary examinations.
- E. The requirements that are set forth will not apply during training, unless serious injury is incurred by the agitator.
- F. The use of a trained police dog by the handler may, in certain circumstances, be considered use of force. The canine handler will follow department guidelines regarding use of force when deploying the police dog.

### XIII. RULES OF CONDUCT FOR NON-HANDLERS

- A. It will be the responsibility of the canine officer to instruct and inform all personnel about the canine and its role within the police department. Generally, the Canine Unit is trained to track, search open areas, search enclosed structures, capture persons, protect on command and to detect drugs. At the scene, the canine handler will review the circumstances of each situation and make a determination as to whether or not the Canine Unit should be utilized.
- B. Members will strictly adhere to the following rules of conduct as it pertains to interaction with the canine.
  - 1. Obey the canine officer's wishes or instructions with respect to the canine.
  - 2. Stay away from the canine training exercises unless you are involved with the training.
  - 3. Stand still if bitten or if you think you are about to be bitten.
  - 4. Avoid sudden movements in the presence of the canine.
  - 5. Do not pet or touch the canine without the handler's permission.
  - 6. Do not tease or agitate the canine.
  - 7. Do not attempt to entice the canine to break or disobey commands of the handler.
  - 8. Do not use any command you have heard the canine officer use.
  - 9. Do not come in between the canine and a fleeing subject.
  - 10. Do not engage in violent or simulated violent behavior with the handler in the canine's presence.
  - 11. Do not try to take custody of a subject who is being apprehended by the canine.
  - 12. Do not point a weapon at the handler or the canine.
  - 13. Do not bring another canine or any other animal around the canine or a vehicle that the canine is in.
  - 14. Do not enter any vehicle that the canine is in without the permission of the handler.
  - 15. Do not go near a vehicle occupied by the canine when the window is down.
- C. A violation of any of these rules may be grounds for disciplinary action against a member.

### XIV. HANDLER OR CANINE INJURIES & TREATMENT OF POLICE DOGS

- A. The assigned Canine Officer is designated as the primary department member responsible for controlling the police dog.
- B. The following steps will be taken in the event of an injury to either the officer or the canine.
  - 1. If the officer is incapacitated to the extent that he/she cannot control the canine, the supervisor or another officer will attempt to gain control of the canine. If this is not successful, the secondary handler will be called to the scene. The supervisor may attempt to noose the canine if an immediate need exists to control the canine.
  - 2. If unable to noose the canine, the supervisor will contact a handler from another agency to bring the canine under control.
  - 3. The safety of the handler and other officers and the public is the prime consideration in the method and timeliness of removing the police dog.
- C. In the event of injury to the canine, the officer will immediately transport the canine to the department approved veterinarian for medical treatment. If this is not possible, the canine will be transported to an approved veterinary clinic that provides twenty-four hour emergency care.
- D. As soon as possible following the injury to the handler or the canine, a report will be completed detailing the circumstances surrounding the injury, the extent of the injury and other related facts. This report will be forwarded to the Chief of Police via the chain of command.
- E. In the event of injury to either the canine or the officer, the duty supervisor will notify the Patrol Commander, Deputy Chief of Operations, and the Chief of Police.
- F. All applicable state laws (Chapter 510 ILCS 70/4.03 and 70/4.04), concerning the treatment of police dogs, will be enforced.

**XV. CANINE EQUIPMENT AND SUPPLIES (41.1.4d)**

- A. The canine vehicle will contain, at a minimum, the following equipment:
  - 1. Dog insert (cage)
  - 2. Bail out system
  - 3. Hot Temp system
  - 4. 6', 15' and 30' leads
  - 5. Tracking harness
  - 6. 1" dog dope/search collar
  - 7. 2" dog agitation collar
  - 8. Pinch collar

- 9. Choke collar
- 10. Drug toy
- 11. Ball toy
- 12. Scent pads
- 13. Grooming Equipment.

#### XVI. PUBLIC RELATIONS DEMONSTRATIONS

- A. Will be coordinated by the canine handler and submitted to the Patrol Commander for consideration.
- B. Must be approved by the Chief of Police or his designee.
- C. Will not be permitted if the event is publicized for the purpose of selling tickets.

#### XVII. OWNERSHIP OF DOG

- A. All dogs utilized by the Hanover Park Police Department are the sole property of the Village of Hanover Park Police Department. The dog is to be considered as department equipment issued to the handler and is to be maintained by the handler with the respect and care given to all department members.
- B. Police dogs will not be used for any purpose other than special police duties. Prohibited uses include, but are not limited to:
  - 1. Entry into any dog show, exhibition or competition without the written authority of the Chief of Police.
  - 2. The dog will not be used for stud purposes or personal gain.
- C. The Hanover Park Police Department may transfer the ownership of the dog to the handler if it becomes necessary to retire the dog from duty and the handler wishes to keep the dog at the handler's expense. The village will assume no further liability for the dog upon transfer of ownership.

## CANINE OFFICER AGREEMENT

The canine officer shall perform the following duties relative to his/her assigned canine during the course of his/her duty shift:

- a. Exercise
- b. Grooming
- c. Feeding (one meal)
- d. Training
- e. Veterinarian routine checkups and shots
- f. Procuring food and supplies

The officer shall be allowed four hours per week for the following at-home outside work activities with his/her assigned canine.

1. Cleaning the canine's kennel or other place where the canine is kept and cleaning up after the canine.
2. Feeding (one meal on on-duty days – 2 meals on off-duty days)
3. Exercise on off-duty days
4. Emergency trips to veterinarian

If the off-duty at-home canine care activities exceed the four hours per week allowance for any week, the officer shall submit a daily log identifying the activities engaged in, the times at which they took place and the duration of the activities, to his/her supervisor by the end of the shift immediately following the week.

\_\_\_\_\_  
Officer:

\_\_\_\_\_  
Date:

\_\_\_\_\_  
Chief of Police:

\_\_\_\_\_  
Date:

\_\_\_\_\_  
MAP Representative

\_\_\_\_\_  
Date: