

		<b>Directive 6.39</b>			
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ISSUED BY: Chief Christine R. Dunning Chief of Police Reviewed: 1/15/2013					

Directive **6.39**

## Police Canines

A. Purpose

The purpose of this order is to establish the patrol, arrest and report writing procedures for the Canine Unit. This directive also includes procedures on selection, training, tracking, searches, equipment, care, maintenance and restrictions on police canines.

The Canine Unit is supervised by the Canine Sergeant and falls under the command of the Uniformed Services Division Executive Officer. (CALEA 41.1.4 a)

B. Mission Statement

The Canine Unit will provide support to the personnel within the Wilmington Department of Police with a highly mobile, specially trained canine team. Officers assigned to the unit are responsible for the accomplishment of the Wilmington Department of Police Mission Statement and will provide canine services which are consistent with departmental policy (CALEA 41.1.4 a)

C. Capabilities (CALEA 41.1.4 a)

The Wilmington Department of Police Canine Unit possesses many capabilities to assist officers working in uniform and investigative divisions within the department. Canine teams are all crossed trained in patrol functions and narcotics or bomb detection and can accomplish the following missions:

1. Criminal Apprehensions - Detect, locate, and apprehend criminal offenders who attempt to elude and resist apprehension.
2. Building and area searches - Search buildings, and enclosed areas for suspected criminals.

3. Tracking - Track fleeing criminals or lost persons (missing persons w/special circumstances i.e. Alzheimer/dementia patient). (CALEA 46.2.5)
4. Provide a strong psychological deterrent to criminal activity.
5. Narcotics Detection - All canines that are certified through the National Police Canine Association will assist the various Wilmington Police divisions with narcotic searches of vehicles, businesses, dwellings and exterior environments. The canines will be trained to located, [REDACTED]. Canine teams will assist all divisions with in the Wilmington Police Department as well as Federal, State and local law enforcement agencies.
6. Crowd control
  - a. To establish perimeter control in [REDACTED].
  - b. To maintain order [REDACTED]

7. Article Search

The canines will be utilized to assist Wilmington Police Units in locating evidence by conducting article searches. When a positive alert is given the canine handler will notify the requesting officer so they can take custody of all located evidence.

8. Explosives Detection

All canines that are certified through the National Police Canine Association will assist the various Wilmington Police divisions with explosive sweeps. Canine teams will conduct [REDACTED]

[REDACTED] They will also certify in explosives through NORT (National Odor Recognition Testing) with the ATF. The canines will be trained to locate the following explosives: [REDACTED]

[REDACTED] Wilmington Explosive canine teams will also assist other law enforcement agencies as needed: Federal, State, Local, etc.

9. Narcotics Detection

All canines that are certified through the National Police Canine Association will assist the various Wilmington Police divisions with narcotic searches of vehicles, businesses, dwellings and exterior environments. The canines will be trained to located, [REDACTED]



2. Facilitate or augment searches for suspects or items relating to an investigation.
3. Assist other agencies with situations as they arise wherein the abilities of the unit may be advantageous. Approval must be obtained from the Canine Sergeant.

F. Special Assignments

All requests for anticipated special assignments [REDACTED] will be coordinated by the Canine Sergeant or his designee.

G. Health and Care of the Canine

The canine handler is responsible for the health, care and well being of the canine.

The handler will ensure that the canine is kept in the best possible health and maintained in a clean condition. The canine will be housed in a secure location while off duty in a safe, healthy dwelling.

1. Routine bathing and dipping of canines shall be assured by the handler.
2. In the event of serious illness or injury, the canine will be examined by the contracted veterinarian, as soon as possible, regardless of the handler's regular scheduled work hours.
3. If the canine's home kennel is disabled, the Canine Sergeant will be notified to obtain a safe kennel.
4. If the departmental approved canine living environment changes, the Canine Sergeant must be notified within one week of the move. A home inspection will be conducted for suitability and a determination will be made regarding the continued placement of the canine.
5. Home inspections will be conducted by the Canine Sergeant or his designee on a random basis.
6. During periods of extended absences of the handler i.e. vacation, extended injury or illness etc., the canine will be transported to an approved kennel for boarding.
7. The canine will receive a diet as prescribed by the contracted veterinarian only.
8. The handler will not use excessive force in handling, training or "working" the canine.
9. The Canine Sergeant will be notified ASAP regarding any health concerns relating to a departmental canine.

10. Upon retirement, the canine handler will assume full liability and financial responsibility of the canine.
11. The Canine Handler will ensure that all vaccinations/shots are kept up to date.

#### H. Safety with the Canine

Safety must be the primary concern of the canine handler. A canine handler must be in complete control of the canine at all times. The handler is solely responsible for the actions of the canine, and must be mindful that safety and control must be practiced at home as well as when working.

When not involved in police duties the canine will not be taken into any public or private buildings.

Unauthorized demonstrations of the canine are strictly forbidden.

While in public, the handler will be aware of pedestrian traffic in the area and remain alert for the unpredictable actions of others.

The handler will not permit other persons in their Police vehicle.

When at home, contact with the canine must be limited to the handler and household/family members. Canines will be properly isolated whenever non-household/family members are in the handler's home.

- Doors to those areas in which the canine is secured will be equipped with a locking mechanism which prevents the accidental opening of the door.
- \* In the absence of the handler from the home, care for the canine will be the responsibility of household members who have demonstrated an ability to control the canine.
- Canines will not be taken away from the handler's property by household members.
- The canine will not be permitted outside unsupervised unless on the handler's confined property. Gates to confined areas must be locked or secured to such an extent that a child cannot open them.
- Home and property must be posted with warning signs.
- The canine will not be left in any canine vehicle for an extended amount of time

unless on duty.

I. Operational Guidelines (41.1.4a)

The Canine Unit will provide support to all departmental units. Incidents involving arrests, apprehensions or unusual circumstances involving the deployment of the canine will be documented, in detail, utilizing the appropriate report forms. The Canine Sergeant will be notified immediately regarding any deployment which involves any physical contact, use of force/ apprehension or accidental bite. The Canine Sergeant will respond to the scene and conduct a thorough investigation. These reports will be completed and submitted prior to the end of the handler's tour of duty.

1. Arrest/Apprehension Procedures

The function of the Canine Unit is reactive when assigned to assist other personnel. In those instances when the canine team causes the apprehension of a subject the officer(s) requesting the assistance of the canine unit will be responsible for completing the associated reports.

In those instances where the canine handler initiates an investigation, they will be responsible for the associated reports.

When deployed for routine searches of buildings, open areas, woods or trails the handler will assume command of the scene and direct assisting personnel.

The handler will exercise exceptional care and judgment prior to allowing the canine off-lead to apprehend a fleeing suspect.

At no time will the canine be permitted [REDACTED]  
[REDACTED]

- [REDACTED] or

- [REDACTED]  
[REDACTED] or

- [REDACTED].

In the event a canine handler effects an arrest and the suspect received serious injury, i.e. requiring medical treatment, whether from the use of physical force or the use of their canine, that member shall immediately notify the Canine Sergeant. It is the responsibility of the Canine Supervisor to respond to the scene, and ensure that appropriate reports are completed. These reports will be forwarded to the Canine Sergeant , as soon as possible.

In the event of an accidental canine bite to an innocent person, the handler will be responsible for ensuring that the person is transported to the nearest hospital for treatment. This transport will be conducted by a police unit other than the canine unit, or if necessary by ambulance. At no time will a Canine unit transport an injured person. The canine handler will immediately notify the on-duty supervisor who will be responsible for ensuring that the proper reports are submitted. Bites occurring in other jurisdictions will be reported to the respective police agency. A detailed report will be submitted by the handler documenting the incident.

Any unusual incidents will be reported to the Canine Sergeant.

Canine handlers will use, and/or permit their canines to use only that amount of force necessary to apprehend and render safe a fleeing, hiding, or combative suspect who fails to heed the warning of "stop" or "surrender."

No canine will be committed to an apprehension until proper announcement has been given, such as "Police Canine, come out or the dog will be released." This will afford innocent persons the chance to exit the area and afford the suspect the opportunity to surrender. [REDACTED]  
[REDACTED]  
[REDACTED]

In determining whether or not to deploy a canine, the handler must have sufficient information relevant to the facts and circumstances of the incident which leads him to believe that a crime has been committed and/or the suspect(s) have committed a crime. Searches for missing persons or articles are an exception.

When not engaged in a canine activity, the Canine handler shall direct his patrol efforts as directed by the Canine Sergeant.

## 2. Building searches

In contained search/apprehensions situations, i.e., commercial buildings, private homes, enclosed compounds, etc., Canine handlers must always give a loud audible warning before entering and releasing the Canine (i.e. "Police Canine, come out or the dog will be released."), allowing a reasonable time for response. While conducting a building search, Canine handlers shall be mindful of the degree of crime, age of suspect, and amount of force to be used in apprehending the suspect. The use of force employed by the Canine team will only be to the degree which is necessary to carry out the responsibility of apprehending the offender, safely and efficiently.

No one (officers, owners or residents) will be permitted into the building with the canine while the search is being conducted, unless determined by the handler.

[REDACTED]

[REDACTED]

[REDACTED]

3. [REDACTED]

[REDACTED]

4. Tracking

All tracking will be attempted upon request even if the handler knows that area has been contaminated. The handler should explain this to the officer requesting the Canine team's service. Canine handlers may request to be accompanied by another officer in situations where he deems it to be appropriate.

5. Self-Defense

Canine handlers shall not hesitate to use the canine in situations where they believe that using their dog would/could:

Prevent that officer's injury or death; or

To protect fellow officers against injury or death; or

To protect a member of the general public against injury or death.

6. [REDACTED]

[REDACTED]

7. [REDACTED]

■ [REDACTED]

■ [REDACTED]

J. Breeds

Breeds of canine used for patrol will generally be limited to German Shepherds, Malinois, Blood Hounds and Labrador Retrievers.

Other breeds of canine may be used for patrol and/or specialized work depending on the individual dog needs of the department, or availability.

Selection and training of breeds other than those specified must be with the approval of the Chief of Police.

All police canines will be retired from active duty at 9 years of age.

K. Guidelines for Canine Selection and Training (41.1.4 b)

Canine Sergeant

The Canine Sergeant is responsible for the officers and canines assigned to the Canine Unit. The Canine Sergeant will;

- On-Call 24hrs day 365 days year (unless on vacation).
- Order Equipment.
- Coordinate K-9 Team Vacation Schedule.
- Investigate All Uses of Force which involve a police canine.
- Respond to All Apprehensions with bite (take photos).
- Read and Approve Reports.
- Set up on-going trainings.
- Manage K-9 Budget (purchase new: k-9's, dog food, training equipment/aids, uniforms).
- Coordinate K-9 Demonstrations.
- Coordinate [REDACTED].

- Daily Roster and Assignments.
- Manage Krono's/ Payroll.
- Complete Monthly Reports (Stats Spread Sheet, Significant Events Report, Balances Report and Authorized Strength Report).
- Complete Personnel Evaluations, Identify strengths and weakness and clearly identify expectations/goals.
- Responsible for coordinating the selection process for all new canine handlers.
- Educate Wilmington Police Academy on K-9 Unit functions, responsibilities and capabilities. Also instruct Wilmington Police Mini-Academies on K-9 law and procedural changes.
- Maintain all log books on canine teams.
- Performs any other assignments requested by the Commanding Officer of the Uniformed Services Division or Executive Officer.
- Performs inspections.

Canine Trainer (training officer)

The Wilmington Department of Police recognizes the need for initial and ongoing training. To achieve this purpose, a training officer(s) position exists within the Canine Unit. The training officer(s) will successfully complete a certified training officer program. Canine Trainers will:

1. Conduct and document 16 hour mandatory monthly training for all Wilmington Department of Police service dogs and handlers;
2. Will complete the required handler evaluation forms;
3. Conduct basic police canine drug detection, explosive detection and handling courses;
4. Conduct recruit/ in-service training classes as needed;
5. Locate and maintain suitable training areas;
6. Assist the Wilmington Department of Police with selection and the testing of dogs;
7. Perform other duties as directed by a Canine Sergeant or higher authority;
8. Report to a Canine Sergeant or higher authority of the division; and
9. Conduct training of police service dogs ONLY under the direction of the Canine Sergeant or their designee.
10. The Canine trainer is responsible for securing ALL training narcotics and explosives.

## Canine Officer Requirements and Training

1. The selection process will include the following criteria;
  - a. A memorandum will be generated by the Human Resources Division to announce an opening in the Canine Unit.
  - b. Officers who express a desire to be considered for the unit will submit a departmental information report outlining their desire and any additional qualifications regarding the assignment.
  - c. Officers will participate in the canine physical agility test; officers achieving a passing score will move on the next phase of the selection process includes;
  - d. Background investigation by the Canine Sergeant which includes a summary of the officer's Office of Professional Standards Summary, an interview with the officer's current supervisors and a review of the officer's Human Resources Division file.
  - e. Officers will also be required to attend an oral interview conducted by panel members with an extensive background in handling police service dogs and the Uniformed Services Division Executive Officer.
  - f. After all phases of the selection process are completed, a meeting will be held with the Division Commander, Executive Officer and Canine Sergeant to discuss the results and select a primary officer (s) as well as an alternate for the position.
  - g. Once selected, the primary officer will be on probation for a period of 18 months;
    1. During the officer's six month training period, he/she will receive a weekly evaluation by the training officer.
    2. After the officer has completed his/her initial training, a monthly evaluation shall to submitted to the Executive Officer by the Canine Supervisor.
    3. At the end of the 18 month probationary period, the Canine Supervisor will submit a memorandum to the Chief through the Chain of Command regarding his/her summary of the officer's performance during the probationary period along with their recommendation regarding retention of the officer in the Canine Unit.

4. If the primary officer does not successfully complete the required 18 month probationary program, the officer will be removed from the unit. If there are no changes to the alternate officers status from the original selection process he/ she will be notified and begin the probationary process.
5. It should be noted that at anytime during the Canine Officer's tenure in the Canine Unit, the officer is not successfully completing the expectations of the unit, the officer will be removed from the unit and replaced by the alternate officer. If there is not an available alternate available, the position will be posted as per section (Section K-B-1).

Canine Unit Requirements:

1. Have a minimum of three (3) years patrol experience;
2. Reside in a private single family residence with a yard that can support a canine and is located [REDACTED].
3. Have the residence and fenced yard approved by the Canine Sergeant or his designee;
4. Have satisfactory or above satisfactory performance evaluations during the past 2 years;
5. Have no suspensions during the past two (2) years;
6. Be willing to commit to the Canine Unit for a period of at least five (5) years;
7. Successfully complete the approved Canine Handler Physical Agility Test;
8. Possess good oral and written communication skills, and
9. Candidates must be non-smokers. (Cigarette smoke adversely affects the canine's olfactory sense.)
10. Candidates must be able to work a flexible schedule including nights and weekends. Officers' schedules may be modified at short notice to accommodate the number of canines available for street duty as well as upcoming assignments, unscheduled dignitary details and bomb sweeps.

Canine Officers must meet and maintain standards which:

1. Require the successful completion of a 6 month basic canine handling course; and

2. Obtain a yearly certification through the National Police Canine Association.
3. Attend 16 hours of mandatory monthly training conducted by the Canine trainer.

#### Police Service Dog Selection and Training

1. Selection of a police service dog is based on the animal's:
  - a. Even temperament and disposition;
  - b. Hips and elbows being certified by the canine unit veterinarian;
  - c. Ability to pass the Department's selection test; and
  - d. Ability to pass the 6 month basic canine handling course.
  - e. Ability to pass yearly certification through National Police Canine Association.
2. Basic obedience of the police service dog will be maintained by the canine handler.
3. Criminal apprehension training will not be conducted using non-sworn persons as a helper, decoy, or a suspect. Sworn members who are not members of the canine unit may participate in canine training after attending a departmentally approved decoy school with approval of the Canine Sergeant.
4. Police service dog training may be conducted on city property or private property as approved by a Canine Sergeant or higher authority.
5. Canine drug detection training utilizing vehicles will be conducted in vehicles:
  - a. Owned by the City of Wilmington, DE
  - b. Forfeited and held for auction;
  - c. Set aside for drug training at approved training sites; and
  - d. Designated by a Canine training officer or higher authority in his chain of command as suitable for training.

L. Canine Unit Retention

Failure to attend mandatory monthly training, successfully complete the annual performance certification, maintain minimum performance standards or improper care or maintenance of a police canine will result in the canine team being removed from service by the Canine Sergeant. An investigation and recommendation will be forwarded to the Chief of Police via chain of command regarding the handler's retention in the unit.

M. Canine Unit Compensation

The officers assigned to the Canine Unit will receive daily compensation for the care and maintenance of their assigned dog(41.1.4 c). When the officer is on a day off, he/she is entitled to 1 hr of overtime or compensatory time which will be accrued at time and a half.

If the officer is working their assigned schedule, as street activity permits, the officer will work [REDACTED]. When street activity does not allow the officer to leave after [REDACTED], the officer will work their [REDACTED] and will be compensated for 1 hour at straight time.

All canine compensation will be submitted on an overtime sheet and submitted in a timely manner to the Canine Sergeant within the proper pay period.

N. Uniforms, Equipment, and Vehicles

1. Officers will be issued uniforms and equipment as outlined in the Wilmington Department of Police Directives. Officers will also be issued specialty equipment as directed by their Canine Sergeant.
2. The objective of having specially equipped police vehicles for the transportation of police service dogs is the safety and comfort of the animal. Officers will be responsible for the condition and maintenance of their assigned canine vehicle, a vehicle inspection will be conducted on a bi-monthly basis by the Canine Trainer. Officers will drive police vehicles, which have the following changes or additions: (CALEA 41.1.3 a, 41.1.3 c)
  - a. The cage removed and redesigned as a kennel (canine carrier) for the safekeeping of the police service dog;
  - b. Tinted windows for the police service dog's comfort;
  - c. Outside canine markings for public notification;
  - d. A vehicle equipped with a heat protection alarm;
  - e. An enhanced cooling system; and

- f. A water container for canine.
3. Vehicles, which have been customized for the transportation of a police service dog, will not be used to transport prisoners. A police vehicle equipped to transport a police service dog will not be used other than for those instances outlined in this order. Any deviation from this order requires the authorization of the Canine Sergeant.. (CALEA 41.1.3 a)
4. Canine handlers are required to maintain the below listed equipment in their vehicles at a minimum: (41.1.3 d, 41.1.4 d)
  - a. [REDACTED] leash;
  - b. [REDACTED] lead;
  - c. Choke chain;
  - d. [REDACTED] ;
  - e. Water bowl;
  - f. Pinch collar (if needed);
  - g. [REDACTED] collar;
  - h. [REDACTED] stainless steel collar;
  - i. [REDACTED] ;
  - j. Muzzle;
  - k. [REDACTED] harness;
  - l. [REDACTED]
  - m. [REDACTED] and
  - n. [REDACTED]
5. The Wilmington Department of Police will issue all equipment necessary for Canine Officers to handle their police service dogs.
6. Members shall keep all equipment clean and in good working order.

7. Should equipment become worn or broken, the Canine Officer shall notify the Canine Sergeant or Training Officer as soon as possible via Departmental Information or email. The correspondence shall describe the item in detail and indicate if it can be repaired or needs replacement.
8. Officers assigned vehicles for the transportation of a police service dog do not require any special training other than that required for all officers to operate a Wilmington Department of Police vehicle. (CALEA 41.1.3 b)
9. E-collar required use.

O. Canine Schedules

K-9 SCHEDULE



K-9 #13	[REDACTED]	[REDACTED]	[REDACTED]
K-9 #10	[REDACTED]	[REDACTED]	[REDACTED]
K-9 #2	[REDACTED]	[REDACTED]	[REDACTED]
K-9 #8	[REDACTED]	[REDACTED]	[REDACTED]
K-9 #14	[REDACTED]	[REDACTED]	[REDACTED]
K-9 #11	[REDACTED]	[REDACTED]	[REDACTED]
K-9 #5	[REDACTED]	[REDACTED]	[REDACTED]
K-9 #15	[REDACTED]	[REDACTED]	[REDACTED]
K-9 #6	[REDACTED]	[REDACTED]	[REDACTED]
K-9 #4	[REDACTED]	[REDACTED]	[REDACTED]
K-9 #7	[REDACTED]	[REDACTED]	[REDACTED]
K-9 #12	[REDACTED]	[REDACTED]	[REDACTED]



K-9 #13	[REDACTED]	[REDACTED]	[REDACTED]
K-9 #10	[REDACTED]	[REDACTED]	[REDACTED]
K-9 #2	[REDACTED]	[REDACTED]	[REDACTED]
K-9 #8	[REDACTED]	[REDACTED]	[REDACTED]
K-9 #14	[REDACTED]	[REDACTED]	[REDACTED]
K-9 #11	[REDACTED]	[REDACTED]	[REDACTED]
K-9 #5	[REDACTED]	[REDACTED]	[REDACTED]
K-9 #15	[REDACTED]	[REDACTED]	[REDACTED]
K-9 #6	[REDACTED]	[REDACTED]	[REDACTED]
K-9 #4	[REDACTED]	[REDACTED]	[REDACTED]
K-9 #7	[REDACTED]	[REDACTED]	[REDACTED]

K-9 #12	[REDACTED]	[REDACTED]	[REDACTED]
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<u>Canine Supervisor</u>	[REDACTED]	[REDACTED]	[REDACTED]
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