

Survey to Chief APOs

Issue: K-9 Policy

Question (from Jefferson County):

Jefferson County has a trained drug dog and probation officer handler; will you see if any department has a K-9 Policy they would like to share.

Bucks County

Bucks County does not have a K-9 policy.

Columbia County

Columbia County had a K9 back in the late 90's and I will look for our policy and send to you.

Erie County

No K-9 Policies in Erie Co.

Lancaster County

Lancaster County does not have a K-9/drug detection dog.

We have a Courthouse Facility dog but he's usually asleep during the day so it makes it tough to detect any drugs.

Philadelphia

Philadelphia County does not have a K-9 Policy.

Venango County

Venango County has had Drug Detection K-9s since 2002. We would be happy to assist anyone thinking of starting a program. (See Appendix)

Westmoreland County

Westmoreland County does not have a K-9 policy.

Appendix – Venango County K-9 Policy



**COURT OF COMMON PLEAS
COUNTY OF VENANGO
ADULT/JUVENILE COURT SUPERVISION SERVICES**

Subject: Department Canine



Effective date: May 1, 2003

Approved by: _____

Updated: January 29, 2015

Robert E. Daugherty, Director

- I. Scope:** Staff of Court Supervision Services
- II. Purpose:** The purpose of this policy is to provide guidelines for the management of the department's canine unit and the use of probation canines in field operations.
- III. Policy:** Because of a superior sense of smell, the trained law enforcement canine is a valuable supplement to probation manpower. However, utilization of canines requires adherence to procedures that properly channel their specialized capabilities into legally acceptable crime prevention and control activities.

Canines will be used by Adult/Juvenile Court Supervision to:

1. Enhance the department's ability to detect controlled substances possessed by those individuals falling under our supervision thereby increasing offender accountability and community protection.
2. Reduce the amount of staff time needed to conduct a narcotic search
3. Assist staff in searching difficult areas including perimeter searches or cluttered areas
4. Deter probationers from the possession of controlled substances and increase probationer compliance
5. Enhance community knowledge of drug problems and improve probation-community relations through canine demonstrations and public appearances.

IV. Definitions:

Canine Team: A probation officer handler and his/her assigned canine

Client: Adult or juvenile offender under the supervision of Court Supervision by Order of the Court.

Active Alert Canine: a canine that demonstrates excited behavior (pawing, barking etc) when drugs are detected during a search.

On leash: the canine is equipped with a collar and leash and is under the control of the handler.

Off leash: the canine has been released by the handler for the specific purpose of performing a residence search.

V. Applications: The Canines that have been trained for use by Court Supervision are active alert canines capable of detecting the following controlled substances:

- Marijuana
- Hashish
- Powder Cocaine
- Crack Cocaine
- Heroin
- Methamphetamine

VI. Procedures:

A. Canine Team Utilization:

1. The Canine Team is available to probation officers of Court Supervision on a 24-hour on-call basis to detect the presence of concealed narcotics however; to the extent possible searches should be coordinated in advance by the requesting officer and the handler.
2. The Canine Team will be available to agents of the Venango County District Attorney, Pennsylvania Board of Probation and Parole assigned to Venango County, School Districts within Venango County, Venango County Jail, and Mars Home for Youth with the approval of the Director.
3. The Canine Team should not be used to respond to minor or routine incidents.
4. The Canine Team may be used for public relations, speaking engagements and community events with permission of the Director.
5. The Canine will not be used in conjunction with off duty employment.

B. Canine Handler Duties and Responsibilities:

1. The handler shall continue to meet the requirements of his/her job description as a probation officer to include the proper management of assigned cases.
2. A handler's duties include but are not limited to the following:
 - a. Respond to requests of probation officers when the Canine Team's presence will further probation services objectives.

- b. Maintain required standards of proficiency for assigned canine through continual training, study and research.
 - c. The handler shall not work the canine within 12 hours of consuming alcohol.
 - d. Carry a cellular phone after hours for accessibility by the Director. The handler is not subject to the restrictions imposed for on-call officers, except during scheduled on call days, however there may be after hour requests and the Director will determine handler and canine availability based on the circumstances.
 - e. Prepare incident reports and any accompanying documentation.
 - f. Care for and maintain the assigned canine in the handler's home at Court Supervision's expense (consistent with agreed upon hours) .
 - g. Provide for the medical care and treatment of the canine at Court Supervision's expense.
 - h. Maintain his/her service and training equipment in a clean and orderly manner, and in a manner that conforms to department specifications.
 - i. Ensure that the canine vehicle and all related equipment are in good working order and that all necessary repairs or placements are brought to the attention of the Director for approval.
 - j. The procurement of equipment, food and supplies necessary for effective canine service, maintenance and training consistent with the county requisition procedures.
 - k. The coordination of public relations appearances and demonstrations.
 - l. Maintain a high level of expertise relating to the operation and training of the Canine Team in order to minimize civil liability.
 - m. Prepare and submit to the Director an annual budget for all canine related expenses.
3. Documentation
- a. Prepare and file all appropriate reports and logs and pertinent to the Canine Team's activities.
 - b. Prepare Canine Utilization and Incident reports as needed and monthly department statistics.
 - c. Annually, provide a report measuring the effectiveness of the canine program.

C. Handler Qualifications:

- 1. Applicants for the canine team must:
 - a. Have at least 3 years of probation officer experience with satisfactory work performance, disciplinary and medical leave record.
 - b. Have a willingness to remain with the department for at least 5 years.
 - c. Assume on call assignments.
 - d. Possess the ability to speak well in public.
 - e. Possess a willingness to care for and house the canine at the officer's residence with a secure outdoor area that conforms to departmental requirements.

- f. Have a strong desire to work with canines and willingness to care for and train the animal
- g. Have a stable and supportive family that agrees to the housing of the canine.
- h. Possess the ability to pass the designated physical fitness and agility tests related to the tasks of canine handling.
- i. Complete the prescribed canine training course and successfully meet all course requirements.
- j. Demonstrate acquired abilities to the Director on a periodic basis.

D. Canine Qualifications:

1. A Canine providing service for Court Supervision Services must:
 - a. Be a male or a spayed female which is deemed suitable for probation service by the handler.
 - b. Is at least middle sized as defined by breed standards with straight and solid back and shoulders.
 - c. Be a minimum of 18 months of age if untrained or a maximum of four years if trained.
 - d. If necessary, the canine should be x-rayed for hip-dysplasia.
 - e. Have a general physical examination to include fecal examination and DHL, Rabies and Parvo Boosters. General physical exams should include a complete orthopedic exam of spine, pelvis, elbows, and an oral evaluation.
 - f. Before a canine is considered for probation training it must be evaluated as to its fitness for service by a qualified training agency or certified evaluator. The purpose of pre-testing is to determine if the canine has any undesirable temperament characteristics that would adversely affect its serviceability.

E. Canine Bites and Injuries:

1. Whenever a canine bites an individual, whether or not in the line of duty, the handler shall:
 - a. Examine the affected area to determine the seriousness of the bite or injury.
 - b. Render first aid and obtain medical treatment for the person. Medical personnel should examine the affected area irrespective of the perceived seriousness of the bite.
 - c. Take color photographs of the affected area if possible prior to and following medical treatment and,
 - d. Complete an incident report within 48 hrs whenever it has been alleged that a canine has bitten or otherwise injured an individual. The report must detail the circumstances surrounding the incident, the identity of the individual involved and any witnesses, the extent of the injuries if known, measures taken in response to the incident and whether the individual refused treatment.

F. Reasonable Suspicion/ Search Procedures:

1. Canine sniffs conducted in areas restricted to the public, such as the client's residence are considered searches and may be conducted only with reasonable suspicion as outlined in the policy governing searches.
2. **Property search** may be conducted by the officer if there is reasonable suspicion to believe that real or other property in the possession of or under the control of the offender contains contraband or other evidence of violations of the conditions of supervision.

The following will be considered when determining whether reasonable suspicion exists:

- Officer observations
 - Information provided by others
 - Information provided by the offender
 - Experience of officer with the offender
 - Experience of officer in similar circumstances
 - Prior criminal and supervising history of the offender
 - Need to verify compliance with the conditions of supervision
3. Prior approval of the Director shall be obtained for a property search absent exigent circumstances, i.e.: suspicion that contraband or evidence of violations might be destroyed or that a weapon might be used.
 4. Requests for deployment of the canine team must be made through the handler to the Director. The requesting party should provide the following information:
 - a. Date and time of search
 - b. Location to meet prior to search
 - c. Location where search will be conducted
 - d. Type of search and area to be searched
 - e. Probationer's case number
 - f. Reason for search
 - g. Tactical and logistical information relating to the search location.
 5. A written report of every property search conducted without the prior approval shall be prepared by the officer conducting the search and filed in the offender's case record. The exigent circumstances shall be detailed in the report.
 6. The offender may be detained if he is present during a property search. If the offender is not present during a property search, the officer shall provide the offender with notice of the search, including a list of items seized after the search is completed and receipt for property.
 7. Canine handlers are responsible for assessing the environment upon arrival to determine the appropriate tactical measures that should be taken.
 8. When the canine is used for structure searches the following procedures shall be followed for maximum effectiveness and safety of the dog handler.
 - a. All persons on the premises shall be placed in one room prior to the

- search.
 - b. All plain view drugs shall be secured prior to the search and those areas marked for the handlers' knowledge.
 - c. The handler will walk through the area to be searched after it has been secured to assure there are no potentially hazardous situations prior to bringing in the canine.
 - d. The handler will point out the locations where the canine alerted and once the canine and handler have exited the area the search team may enter to conduct their search.
9. Any contraband/evidence located will be retained by the Probation officers and logged into evidence at Court Supervision Services.
 10. Where is a violation of the law or a violation of probation, appropriate action will be taken which may include the involvement of local law enforcement for the filing of charges, arrest and detention of the client, and/or appropriate reports completed.

G. Schools:

1. The use of drug detection canines is permitted in schools only when
 - a. the school's principal or designated authority requests or approves use of the canine
 - b. there is reasonable suspicion to believe that illegal narcotics are being distributed and/or consumed on the premises such that the interests of the school are being unacceptably compromised
 - c. The search is limited to inanimate objects in public areas and the exterior of student lockers. The Probation officer will not open any lockers or desks. Students must remain in the classrooms away from the search activity.
 - d. the canine will not be used to search students under any circumstances
 - e. the school must have policy in effect which clearly notifies the students of the school's procedures for matters such as canine and locker searches pursuant to the applicable statutory and case law guidelines in effect.
 - f. a school administration official must accompany the handler and canine during the search
 - g. A police officer with primary jurisdiction of the school facility must be on the premises and witness the search.
 - h. If a youth on probation is found to possess drugs, appropriate action will be taken following assessment of the situation by the supervising officer.

H. Canine Care:

1. Department Canines shall not be used for breeding, dog shows, field trials or exhibitions.
2. Canine handlers are personally responsible for the daily care and feeding of their animal to include:
 - a. Maintenance and cleaning of the kennel and yard where the canine is housed.
 - b. The cleaning of the office kennel and department K-9 vehicle.

- c. Provision of food, water and general diet maintenance as prescribed by the department authorized veterinarian and provided by the department.
- d. Grooming on a daily basis, or more often as required by weather, working conditions or other factors
- e. Daily exercise
- f. General medical attention and maintenance of health records
3. The handler shall be familiar with procedures that should be followed for emergency treatment of canine injuries or accidents and maintain a canine first aid kit in the K-9 vehicle.
4. Only those medicines or treatments prescribed by the authorized veterinarian shall be used.
5. Any injuries or illness shall be reported as soon as possible to the Director.

I. Canine Interaction:

1. Teasing, agitating or roughhousing is strictly prohibited unless performed as part of a training exercise.
2. Handlers shall not permit anyone to pet or hug their canine without their prior permission and immediate supervision.
3. Canines shall not be handled or given commands by anyone other than the handler.

J. Ownership

1. The canine is the property of the County of Venango, Adult/Juvenile Court Supervision Services.
2. The canine handler may apply to take possession of his dog where;
 - a. the dog is retired from duty or relieved due to injury
 - b. The handler separates employment and leaves the area and a decision is made not to retrain the canine for another handler.
3. The canine shall be licensed to the County of Venango until such transfer. All pedigree information shall be surrendered to the handler at the time of the transfer of ownership.

K. Waste Management:

1. The handler is responsible for the clean up of waste.
2. The handler shall utilize the waste clean up materials provided by Court Supervision.
3. The handler shall utilize the designated area to the rear of the Courthouse Annex as a walking area for the canine
4. All waste shall be immediately deposited in the waste receptacle to the rear of the Venango County Jail.

L. Control of the Canine

1. The canine will be on leash and under the control of the handler while on duty

and when not in the kennel or department vehicle. An exception to this requirement is when the handler has intentionally taken the canine off leash for the purpose of performing a search within a residence.

2. The canine will not be left in a vehicle in a manner in which they may have contact with the public.

M. Training

1. Upon selection as a handler, the officer will be required to successfully complete a Canine/Handler Narcotics Detection Course approved by Court Supervision Services. This course shall incorporate obedience training.
2. Once certified, the canine team will attend 8 hours of proficiency training per month with an approved trainer.
3. Training is crucial to the effectiveness of the unit and the handler is encouraged to participate in local group training with other law enforcement handlers.
4. All training activity and hours will be documented in the Canine Training log.
5. Canine Teams will be tested and re-certified yearly by an approved evaluator. The canine and handler must demonstrate proficiency and meet the standards (Appendix A) promulgated by the Eastern Police Canine Association for Police Narcotics Dogs.
6. Canines failing to achieve the EPCA standards shall not be deployed in the field until certification is achieved.
7. Handlers may be required to attend specialized or additional training deemed necessary by the Director
8. **Possession of Narcotics for Training:**
 - a. Training exercises will be conducted with controlled substances and training aides.
 - b. The handler is authorized to possess narcotics for the purpose of narcotics detection training with the approval of the Director and the Drug Enforcement Administration.
 - c. The Controlled Substance Registration Certificate/DEA Form 225 will be maintained in the Canine SOP manual.
 - d. Narcotics for training purposes will be obtained pursuant to Section 11367.5(a) of the Health and Safety Code.
 - e. The handler will maintain custody and control of all controlled substances pursuant to Section 11367.5(b & c) of the Health and Safety Code and as specified in the Application for Registration under Controlled Substance Act of 1970 (Section 1301.33).
 - f. The controlled substances will be kept in a locked cabinet in the designated area of the Venango County Jail.
 - g. Only the Canine Handler and Director will have access to the locked cabinet.
 - h. Upon initially obtaining narcotics, the handler will weigh and repackage the narcotics in the desired amounts and packages. Each repackaged amount will be weighed and the date and weight recorded in the Narcotics Training Log Book.

- i. The Narcotics Training Log Book will be updated with the following information each time narcotics are taken or returned to the storage locker:
 - 1) Date taken
 - 2) Time taken
 - 3) Type of narcotic
 - 4) Code number of narcotic
 - 5) Weight of narcotic when taken
 - 6) Weight of narcotic when returned
 - 7) Date of return
 - 8) Time of return
 - 9) Signature

- j In the event training narcotics are accidentally spilled or lost, the handler will attempt to have the situation witnessed by another individual. In addition, the handler will attempt to photograph the incident. The handler will submit an Incident Report to the Director.
- k. The handler shall comply with any Federal or State act or legislation, or policy and procedure governing the possession and use of controlled substance by law enforcement as amended from time to time.

N. Prohibited Use of the Canine:

1. The Canine shall not be used for the following:
 - a. Tracking
 - b. Protection work
 - c. Searches and Apprehension of Clients
 - d. Crowd control
 - e. Preventative patrolling

O. Requests by Outside Agencies

1. Requests from outside agencies are subject to the approval of the Director .

P. Reporting Procedures

1. The canine handler is responsible for preparing reports within 48 hrs under the following circumstances:
 - a. In event of property damage, or alleged damage, caused by the canine – Incident Report
 - b. In the event of a dog bite or injury caused by the canine – Incident Report
 - c. When the canine is used in the field to search for drugs – Canine Utilization Report

Reports shall be forwarded to the Director for review.

Q. Canine Equipment

1. The County of Venango shall provide equipment necessary for the training and utilization of the canine.

2. While working the field, the Canine shall be required to wear the prescribed vest, collar and badge.

R. Vehicle Specifications

1. The canine vehicle will be equipped as follows:
 - a. A fixed cage separating the passenger area from the canine.
 - b. Tinted windows
 - c. Air conditioning
 - d. Fan installed in the canine housing area
 - e. K9 decal affixed to the exterior of the vehicle.
3. The canine vehicle will be assigned to the handler and shall be used only in the performance of official's duties such as training, public relations programs, and veterinarian appointments, obtaining canine supplies, court appearances, and call outs.
4. The handler shall be responsible for coordinating with the Administrative Assistant to ensure proper routine maintenance.
5. The handler shall be responsible for keeping the vehicle clean, monitoring fluid levels and tire pressure and recording mileage.
6. All other regulations pertaining to department vehicles shall apply.

S. Kenneling

1. Home Kenneling
 - a. The canine shall be kept at the home of the handler in an approved kennel. The kennel shall be kept in a clean, sanitary and safe conditions at all time.
 - b. The canine shall be kept under the control of the handler at all times while off duty.
 - c. The handler shall not be involved in any off duty activities with the canine which may discredit Court Supervisions Services or the canine.
 - d. The canine must be an integrated part of the family life. The canine will be allowed to "socialize" within the family home.
 - e. Generally, the canine must be kenneled while not in the presence of the handler and not allowed to roam at will.
 - f. If the handler is to be away from the home and the canine remains home, the handler may designate an appropriate individual to provide routine care of the canine. The Director must approve of the caretaker and care to be provided.
2. Out of Home Kenneling
 - a. Time allotted for kenneling will match the amount of vacation time the handler has allotted according to the Human Resource Department records.
 - 1) Priority should be given to keeping the canine at home whenever possible as long as appropriate care can be given to the canine while the handler is away.

- 2) When determining a reasonable fee, consideration will be given to the regularly charge boarding rate of kennels within the county.

T. Injured Canine Procedures

1. In the event that the canine is unfit for duty due to illness or injury, the handler will maintain and care for the canine. The handler will advise the Director of the canine's condition on an ongoing basis and also document the matter.
2. Court Supervision Services will request that charges be filed when any person intentionally assaults or injures the canine.

U. Injured Handler Procedures

1. All probation officers shall consider the following course of action in the event the handler is injured and unable to command his/her canine. If the handlers incapacitated, his/her canine may stand guard and prevent anyone from approaching.
 - a. Do not rush the handler or canine
 - b. Call to the handler. If able, he/she will give any necessary commands to the canine.
 - c. If the handler does not respond, position the canine vehicle near the canine with all windows up and tail gate open. Using an authoritative voice, call the canine by name and command "kennel".
 - d. Request the assistance of another probation officer immediately.
 - e. Notify the Director
 - f. After the canine is secured he will be transported to the designated person to assume control.

V. Veterinarian Services

1. Court Supervision Services has entered into an agreement with Franklin Animal Clinic for all medical treatment of the canine. FAC will bill Court Supervision Services by submitting invoices for medical supplies and services absent office charges for routine examinations.
2. Emergency Care: The handler is to obtain emergency medical treatment through FAC and notify the Director as soon as reasonably possible.
3. Non Emergency Medical Care:
 - a. The handler is to obtain routine check-ups and vaccinations for the canine yearly or as otherwise prescribed by the veterinarian.
 - b. The handler will be responsible to provide transportation of the canine to the veterinarian when appropriate.
 - c. The handler will document all veterinarian services in the appropriate log.
4. Any indication that the canine is not in good physical condition shall be reported to the Director as soon as practical.

W. Handler Compensation:

1. The handler shall be compensated for time spent in the care, feeding, grooming and other needs of the canine as provided in the Fair Labor Standards Act. The compensation shall be prescribed by the Venango County Salary Board.

X. Retirement of the Canine:

1. The ultimate determination of the suitability for service of a canine shall be made by the Director of Court Supervision with input from the handler, trainer and veterinarian. Factors to be considered include:
 - a. present information performance level of the canine
 - b. length of time the canine can be expected to remain serviceable.
 - c. The canine's overall health
2. Retirement Procedures:
 - a. If the determination has been made to retire a canine from service, the handler presently assigned the canine will be given the opportunity to assume ownership of the canine.
 - b. Ownership of the canine may be transferred to another, preferably, one who has had prior canine experience.
 - c. The transfer of ownership of the canine does not include equipment.
 - d. Upon assuming ownership of the canine, the new owner will sign an agreement with the County of Venango which states that the canine is now the sole responsibility of the other and that he/she assumes all liability for actions of the canine from that point on.
 - e. Court Supervision Services will arrange for the burial of all active duty probation canines. Canines will be interred at a place designated by the County.