

Peoria Police Department Policy and Procedure Manual

Policy 4.26 Police Service Dogs



**“Our Community...
Our Commitment”**

I. POLICY

It is the policy of the Peoria Police Department to establish guidelines in the deployment and use of the Police Service Dog in support of Patrol Operations, Criminal Investigations, Special Assignment Unit, and other Law Enforcement entities. This policy outlines the deployment of the “Find and Bark” dog in the areas of building searches, area searches, tracks, suspect apprehension, and other facets of utilization. (41.1.4.a)

II. PROCEDURE

A. Police Service Dog Handler Position: The Peoria Police Department Police Service Dog Handler position is utilized to augment the Peoria Police Department's enforcement efforts in locating and apprehending criminal offenders, providing protection for patrol officers, and the successful resolution of tactical operations. (41.1.4.a)

B. Training: In-service training in the use of a Police Service Dog is currently conducted by any agency approved by the Chief of Police.

1. Under no circumstances will a Peoria Police Officer be assigned the responsibility for a Police Service Dog on a regular basis unless the officer has completed the Basic Dog Handler Academy through an agency approved by the Chief of Police: (41.1.4.d)

2. Police Service Dog Handlers shall complete weekly in-service training which shall be monitored by a certified Police Service Dog Training Officer. All Absences from weekly in-service training must be approved by the Police Service Dog Supervisor.

3. All documentation of training received by the Police Service Dog Supervisor will be forwarded to the Staff Services Bureau after being reviewed by the Commander of the Operations Support Section (OSS).

C. Care of the Police Service Dog (41.1.4.e)

1. It is the responsibility of the Police Service Dog Handler to ensure for the care, health and nutritional requirements for their Police Service Dog which includes, but is not limited to, the following:

a. The Police Service Dog's diet will be comprised only of the food specifically approved by the Peoria Police Department.

b. The Police Service Dog shall be fed regularly at a time that will allow a maximum of time between feeding and going on duty (normally at the end of a shift). Caution shall be used when determining the amount of food and the time to feed the Police Service Dog to lessen the chance of bloating.

c. The Police Service Dog Handler shall immediately report any indication of a change in a Police Service Dog's normal characteristics and/or habits for whatever reason to the Police Service Dog Supervisor.

d. The Police Service Dog's home kennel shall be maintained daily to ensure it is clean and sanitary.

e. The Police Service Dog's home kennel shall be one that has been approved by the Peoria Police Department.

f. The Police Service Dog shall be thoroughly groomed at least once a day.

g. Officers assigned to this Unit will not have any animals in their home which pose a threat to the health and welfare of their assigned Police Service Dog.

2. A Police Service Dog is a productive member of the Peoria Police Department and shall not be treated as a normal family pet.

3. The following kennel rules will apply when the Police Service Dog Handler is off-duty or out of town.

a. After a reasonable bonding period between the Police Service Dog Handler, their immediate family members, and the Police Service Dog, the Police Service Dog shall be kept in the home kennel during the times when the Police Service Dog Handler is off-duty.

b. The Police Service Dog Handler shall not take the Police Service Dog on off-duty trips unless approved by the Division Commander, through the Chain of Command.

c. If the Police Service Dog Handler's absence is longer than 24 hours, the Police Service Dog Supervisor will be notified so care of the Police Service Dog can be arranged.

4. Veterinary services for the Police Service Dog shall be provided by the Peoria Police Department authorized veterinarian, unless an extreme emergency exists. All instances of deviation from this process shall be reported in writing as soon as possible to the Police Service Dog Supervisor.

5. Should the Police Service Dog be discovered missing from its kennel/home, the following will be immediately accomplished by the handler:

a. Notify the Police Service Dog Supervisor and the senior ranking on duty patrol supervisor and request assistance to search for the dog.

b. Notify the law enforcement agency wherein the Police Service Dog is missing from and request assistance searching for the dog.

c. Notify Maricopa County Animal Care and Control and the Humane Society.

d. After making notifications, the handler will conduct a search for the missing dog.

D. Use of Equipment: Police Service Dog Handlers will report for duty fully equipped and prepared to carry out any assignment, and will only use the equipment issued or authorized by the Peoria Police Department.

1. Police Service Dog Handlers will immediately notify their supervisor if the loss or damage of any equipment occurs.

2. In the event the Police Service Dog vehicle is placed out of service and a back-up Police Service Dog vehicle is not available, the Police Service Dog will be placed out of service. (However, a supervisor may place the Police Service Dog back in service with a patrol vehicle in the case of an emergency.)

a. The Police Service Dog Handler will ensure that all routine and minor vehicle maintenance is scheduled in a manner that will maximize the Police Service Dog Unit duty hours.

b. The Police Service Dog Handler shall be given four (4) hours each week to be dedicated toward vehicle maintenance and the overall care of the Police Service Dog. (41.1.4.e)

c. The Police Service Dog vehicle may be utilized by the Dog Handler for patrol duties in the event that the Police Service Dog is unfit for duty. (41.1.4.g)

d. The Police Service Dog Handler will avoid becoming the lead vehicle in any vehicle pursuit, and if initiating a pursuit, shall turn the pursuit over to another patrol vehicle and disengage from the pursuit as soon as practical. (41.1.4.b & c)

e. The Police Service Dog vehicle will also be equipped with the following: (41.1.4.f)

(1) Long lead for tracking.

(2) Short lead.

(3) Water bowl.

(4) Medical kit for the Police Service

Dog.

(5) Police Service Dog muzzle.

(6) Police Service Dog choke chain.

(7) Tracking harness.

(8) Large leather collar for narcotics detection.

(9) Extra bottle of water for the police dog.

E. Unit Function: Although a Police Service Dog Unit may be utilized for patrol purposes to supplement staffing concerns, the Police Service Dog Unit is primarily responsible for providing support in the following situations: (41.1.4.c)

1. Responding to alarms, burglaries, and robberies.
2. Searching buildings or areas for criminal suspects.
3. Apprehending suspects.
4. Tracking fleeing criminals, lost children, or other persons, who for humanitarian reasons must be located.
5. Pursuing and holding criminal offenders who resist apprehension.
6. Clearing of motor vehicles on high risk stops.
7. Providing a strong psychological deterrent to certain types of criminal misconduct.
8. Allowing law enforcement access to a non-lethal means of apprehending criminal offenders.
9. Active member of the Special Assignments Unit (SAU).

F. Control of a Police Service Dog (41.1.4.g)

1. The Police Service Dog Handler is always responsible for the action of their Police Service Dog.
 - a. The Police Service Dog must always be under the control of the Police Service Dog Handler.
 - b. The Police Service Dog Handler will not display or handle their Police Service Dog in any manner which may bring discredit to the Peoria Police Department.
 - c. The Police Service Dog Handler shall issue the verbal commands to the Police Service Dog which have been authorized by the trainer. If the Police Service Dog has been trained in a foreign language, no English translations shall be used by the Police Service Dog Handler.
 - d. Police Service Dog Handlers will take every precaution to see that the Police Service Dog is not provoked, teased, or otherwise abused.
 - e. The Police Service Dog must always be on lead in any location open to the public unless the Police Service Dog is actually being applied in a police action for which it has been trained.

f. The Police Service Dog Handler must never leave his Police Service Dog unattended under conditions where it could potentially make contact with the public.

2. The Police Service Dog Handler shall not allow any other person to handle their Police Service Dog, except when they are directed to do so by the Trainer or Police Service Dog Supervisor, or the Police Service Dog Handler becomes injured and unable to command the Police Service Dog.

G. Justification for Deployment (41.1.4.c)

1. The situation for deploying the Police Service Dog should be such that other means of apprehension is unreasonable and impractical, and the gravity of the offense should be such that this degree of force is reasonable. (1.3.1)

2. In recognizing the importance of team coordination, it will be the Police Service Dog Handler's responsibility to determine the feasibility and potential legal issues of Police Service Dog deployment, and to recommend to the Police Service Dog Supervisor and/or on-duty supervisor whether the Police Service Dog can or cannot be effectively deployed. In deciding the use of the Police Service Dog, *Graham v. Conner* will be one of the factors involved:

- a. The severity of the crime at issue.
 - b. Whether the suspect poses an immediate threat to the safety of law enforcement or others.
 - c. Whether the suspect is actively resisting arrest or attempting to evade arrest by flight.
3. Whenever time and circumstances permit, and a calculated use of force exists, the Police Service Dog Supervisor (if not on duty or unavailable, a field supervisor) will be called to the scene. In field situations, it is recognized that there are various techniques which can be utilized in gaining the best results. In the discussion of various field situations outlined within this Policy, the handler and the appropriate supervisor are responsible for considering, but are not limited to, the basic techniques and procedures listed in Section G.

4. The Police Service Dog Handler shall respond to the crime scene where Police Service Dog service is requested to best evaluate the situation, unless extenuating circumstances prevent a response. If the Police Service Dog Handler declines a request from an officer or supervisor to deploy the Police Service Dog, the Police Service Dog Handler will note the reasons in a memorandum, and notify the Police Service Dog Supervisor, as soon as practicable.

H. Various Field Situations (41.1.4.b & c)

1. Crowd Control

a. In crowd control situations and riot dispersal, respect for public sensitivity (and sometimes outright fear of Police Service Dogs) requires that unnecessary exposure and confrontation with citizens be avoided. Therefore, the Police Service Dog in these situations will be deployed only with the approval of the Police Service Dog Supervisor, or supervisor in charge of the incident. In any event, a supervisor will determine if the use of the Police Service Dog would be effective. In making such a determination, the following guidelines will be considered:

(1) Are available resources insufficient to effectively control the crowd?

(2) Could the crowd be more effectively controlled if the Police Service Dog was deployed?

(3) Is there an immediate threat to life or property which would be mitigated by the use of a Police Service Dog?

(4) Is the area such that the crowd would have the opportunity to disperse if the Police Service Dog were deployed?

b. When any of the above guidelines are answered in the affirmative, or other circumstances reasonably indicate the use of the Police Service Dog is appropriate, a supervisor at the scene may authorize their use.

c. During crowd dispersal, the Police Service Dog will be kept on a maximum of a six foot (6') lead, and under the Police Service Dog Handler's control at all times.

2. Building Searches

a. Upon arrival at the building, the Police Service Dog Handler will make sure that the building is properly secured and no other authorized persons or police personnel are inside the building. The support officer for the team does not necessarily have to be a Police Service Dog Handler. However, if time and staffing availability permits, it is preferred that the back-up be a Police Service Dog Handler.

b. Before the team starts to search the building, the handler will direct a verbal warning (in English and Spanish) to the interior of the building, notifying any potential suspects inside to come out immediately.

(1) The following are the warnings to be given:

(a) "This is the Peoria Police Department K-9 Unit. You must respond immediately or I will release my Police Dog. When he finds you, he will bite you."

(b) "Ésta es la unidad del departamento K-9 del policía de Peoria. Usted debe responder inmediatamente o lanzaré mi perro del policía. Cuando él le encuentra él le mordeará."

(2) The warning will also be given on each additional floor level. This warning will not be given in those situations when the handler feels such warning would endanger the safety of Peoria Police Department employees or citizens.

(3) The Police Service Dog Handler will document the use of, or the non-use of a verbal warning and the reasons for doing so in the Peoria Police Department Incident Report (IR) and any Police Service Dog reports needed for the particular incident.

c. After a reasonable time lapse without a response, the Police Service Dog will be deployed. The search may be conducted off-lead, and the handler will maintain visual contact with the Police Service Dog as much as feasible, depending on building configuration and conditions.

d. In the event a suspect is apprehended, it will be the handler's responsibility to ensure that the entire building is searched for the possibility of additional suspects.

3. Tracking

a. The Police Service Dog will track, providing conditions are suitable (scent track not disturbed, and tracking abilities can be utilized), in the following situations:

(1) At the scene of a burglary.

(2) At the scene of a robbery.

(3) At the scene of recently abandoned vehicles (stolen or hot pursuit).

(4) In locating missing or lost persons.

(5) Or any incident a sworn supervisor deems it may be effective.

b. In any of the above situations, the Police Service Dog Handler will determine if the conditions are favorable for tracking. All tracks will be conducted on lead.

c. In all situations, the Unit will utilize a back-up officer. The officer acting as a back-up or support officer for the Unit does not necessarily have to be a Police Service Dog Handler. However, if time and staffing permits, it is preferred that the back-up officer be a Police Service Dog Handler.

d. The back-up officer's main function is to cover the Unit. Once the suspect(s) is located, the back-up officer will take the suspect into custody when advised to do so by the Police Service Dog Handler.

4. Open Field Searches: This search can be utilized in the same situations as tracking. According to the circumstances at the scene, the Police Service Dog Handler will recommend when this search is to be utilized. Unless searching for a lost or missing individual, the Police Service Dog may be worked on or off lead.

a. The Police Service Dog will be under the control of the Police Service Dog Handler at all times.

b. If searching for a suspect, the warnings will be the same as those used during building searches, and will be given prior to utilizing the Police Service Dog for field searches.

c. This warning will not be given in situations when the handler feels such warning would endanger the safety of officers or citizens.

5. Misdemeanor Situations

a. In a misdemeanor offense, a Police Service Dog Handler may deploy the use of a Police Service Dog for detection purposes (suspects, article searches, etc.), but the Police Service Dog is not to be used for apprehension unless the situation becomes a hazard to police officers or citizens. The Police Service Dog Supervisor or the supervisor on duty must approve the deployment of the Police Service Dog under these circumstances.

b. In misdemeanor situations, the Police Service Dog will be deployed on lead, unless the hazard to police officers or citizens outweighs the danger to suspects and/or third party.

6. Felony Situations

a. Police Service Dog Handlers will make every reasonable effort to apprehend suspects with minimum risk to police personnel and minimum injury to the suspect.

b. Prior to the release of the Police Service Dog, the Police Service Dog Handler must have sufficient information based on such sources as radio transmissions, statements by victims, witnesses, or officers to establish as conclusive as possible the identity and possible location of the suspect. If deploying the Police Service Dog, it will be the Police Service Dog Handler's responsibility to allow the opportunity for a felony suspect to surrender before the Police Service Dog is deployed (if circumstances permit). In the absence of a supervisor, it shall be the Police Service Dog Handler's discretion as to when and how the Police Service Dog will be deployed.

c. Whereas some offenses are by definition felonies, such as Fraud or Identity theft, consideration should be given to alternative methods of less lethal deployment such as Taser or Oleoresin Capsicum (OC) Spray. Since each situation is different, the officer must rely on training, experience and information to determine the potential for violence, risk to the officers or third party, and other options available.

(1) Fleeing by vehicle, or breaking away and escaping from an officer where no serious injury to the officer occurred may be a felony by definition. The decision to deploy the Police Service Dog, or encourage Police Service Dog suspect contact, must take into consideration the original reason for contact with the suspect.

(2) Absent any clear threat to the officer or any third party, the use of the Police Service Dog would be governed by acceptable practice when considering the original reason for the stop or arrest.

7. Officer Protection: The Police Service Dog may be deployed and considered as a use of force in the following circumstances:

a. In situations where the safety of citizens or employees is immediately threatened and time does not allow use of more appropriate force.

b. In situations where the nature of resistance indicates that the use of less force would be ineffective.

c. In situations where the circumstances reasonably indicate that the use of a Police Service Dog would alleviate a potential loss of life or serious injury if officers alone were used.

d. To subdue and arrest combative persons in situations where less forceful methods have failed.

e. In any event, only that force which is reasonable, as indicated by the circumstances, will be deployed.

f. The Peoria Police Department Police Service Dog is trained to protect their handler when the handler is physically attacked by the suspect, or the suspect is actually threatening the handler with a weapon (gun, knife, club, etc.).

g. When the Police Service Dog is out of the Police vehicle guarding a suspect, he may apprehend the suspect without command to protect his handler.

I. Prohibited Use of Police Service Dogs (41.1.4.b)

1. Police Service Dog Handlers will attempt to ensure that the Police Service Dog will not bite a struggling suspect that is successfully being restrained by an officer.

2. The Peoria Police Service Dog will not be used in the following situations (as addressed in the Use of Force Policy #1.03):

a. To search for other animals.

b. To apprehend any person under the influence of alcohol or drugs when no other crime is involved.

c. To apprehend any mentally disturbed person when a crime is not involved except when that person's actions present an immediate threat to themselves or others and no other less lethal options are available. Approval must be obtained from an on-duty supervisor.

d. To perform breeding services for any reason, or any other type of application that would yield a personal or financial reward.

e. Handlers assigned to the Police Service Dog Unit shall not take any off-duty police action involving the use of the assigned Police Service Dog, except in case of emergency, and then only when loss of life or serious bodily injury is imminent. In these circumstances, the use of a Police Service Dog shall be governed by the same rules governing the use of force. If this occurs, the Police Service Dog Handler will contact the Police Service Dog Supervisor or on-duty supervisor as soon as practical. The Police Service Dog Handler will complete a memo to the Chief of Police detailing the incident.

J. Assisting Other Criminal Justice Agencies: The Peoria Police Service Dog may be utilized to assist other criminal justice agencies.

1. All requests must be approved by the Police Service Dog Supervisor (if available), or the on-duty Patrol Supervisor before deployment.

2. In any event where a Peoria Police Service Dog Unit assists another criminal justice agency, the Peoria Police Department Policies and Procedures will be adhered to.

K. Supervisor Responsibilities

1. A supervisor may halt, delay, or order withdrawal of any Police Service Dog deployment when in their judgment the necessity of immediate apprehension is outweighed by the hazard to the public or persons involved.

2. As in any calculated use of force incident, any sworn supervisor shall assert control over the deployment of the Police Service Dog. After consultation with the Police

Service Dog Handler, the supervisor will decide if the use of the Police Service Dog is necessary. The supervisor should consider:

a. The gravity of the situation.

b. Availability and feasibility of options.

c. Police and public welfare.

d. Peoria Police Department interests.

e. Graham v. Conner:

(1) The severity of the crime at issue.

(2) Whether the suspect poses an immediate threat to the safety of law enforcement or others.

(3) Whether the suspect is actively resisting arrest or attempting to evade arrest by flight.

L. Police Service Dog Supervisor Responsibilities

1. Act as the first line supervisor for the Police Service Dog Handler.

2. Remain knowledgeable of the capabilities of the Police Service Dog and its Handler.

3. Evaluate Police Service Dog Unit performance.

4. Maintain control of all Police Service Dog related reports, as the official custodian of records with the exception of all training reports.

5. Conduct administrative investigations, regarding the use of force of the Police Service Dog, as directed by the Chief of Police.

6. Schedule overtime, leave time, holidays, vacations, shift, shift hours, and areas of work assignment within the Police Service Dog Unit.

7. Maintain a supply of food, equipment, and schedule veterinary visits, forwarding receipts of purchase to the Bureau Commander, with copies of all receipts and purchases to the Unit's files.

8. Attend training exercises as available, and maintain close liaison with the Police Service Dog Trainer to note training needs, deficiencies, and equipment needs.

M. Public Relations

1. All Police Service Dog demonstrations must be approved and scheduled by the Police Service Dog Supervisor.

2. Police Service Dog Handlers will not subject their assigned service dog to public display, unless specifically authorized to do so by the Police Service Dog Supervisor.

a. No agitation and/or bite work will be publicly displayed without the authorization of the Police Service Dog Supervisor.

b. A Police Service Dog Unit performing public relations demonstrations is to be prepared in a manner that will assure a professional appearance to their audiences.

c. While performing such demonstrations, the apparel worn by the Police Service Dog Handler shall be their regular on-duty work apparel, in good order, neat and clean in appearance.

N. Documenting Procedures Regarding Use of Force by a Police Service Dog

1. Use of force by a Police Service Dog is defined as any incident, on-duty, off-duty, or accidental, where a Peoria Police Service Dog bites, or otherwise injures a person. The following procedures will be utilized:

a. The Police Service Dog Handler will provide and/or request the necessary first-aid or medical attention.

b. The Police Service Dog Handler will notify the Police Service Dog Supervisor and the on-duty Patrol Supervisor as soon as possible. The incident will be investigated by the Police Service Dog Supervisor.

c. The Police Service Dog Handler will obtain all pertinent information concerning the victim and witnesses for necessary reports.

d. The Police Service Dog Handler will obtain a Maricopa County Animal Care and Control IR number for the required reports.

e. The Police Service Dog Handler will ensure digital photographs, are taken of the injured area for the case file.

f. The Police Service Dog Handler will submit the following reports: (1.3.6)

- (1) IR/Supplement.
- (2) Diagram of incident location.
- (3) Each sworn officer on the scene may be directed to complete an IR/Supplement Report.
- (4) Police Service Dog Bite Report.
- (5) Use of Force Form.

g. The Police Service Dog Supervisor, or in their absence the on-scene supervisor, will ask the person bit or injured the following questions, regardless of Miranda, in the following order:

- (1) Do you speak English?
- (2) Are you Injured, and if so how?
- (3) Did you hear or understand the verbal Police Service Dog warning given by the Police Service Dog Handler?
- (4) Did you know a Police Service Dog was present?
- (5) Why did you not give up when you heard the warning that a Police Service Dog would be used?
- (6) Did you agitate, attack, make any aggressive move, or run from the Police Service Dog and/or accompanying officers?

2. A copy of the Bite Report, IR/Supplemental Report will be immediately forwarded to the Chief of Police through the Chain of Command.

3. The Police Service Dog Supervisor will complete an Administrative Complaint Control Form if there has been an allegation of excessive force or the supervisor identifies a violation of Peoria Police Department Policy or act of misconduct. The Police Service Dog Supervisor will follow the provisions established in Policy 5.01, Administrative Investigations/Discipline. (1.3.7)

O. Police Service Dog Reports

1. Only approved Police Service Dog Control Tracking Reports will be utilized. These will be maintained by the Police Service Dog Supervisor. The following reports are currently authorized:

- a. Police Service Dog Bite Report.
- b. Canine Performance Report. This report will be maintained by Staff Services Bureau.
- c. Police Service Dog Daily Log.
- d. Monthly Police Service Dog Report.
- e. Canine Action Report.

2. The Police Service Dog Bite Report is to be completed by the Police Service Dog Handler and forwarded to the Police Service Dog Supervisor.

3. The Canine Performance Report will be completed any time training is conducted with the handler.

This report will be turned in to the Police Service Dog Supervisor no later than the last day of the handler's work week.

4. Police Service Dog Daily Logs will be completed at the end of each shift worked.

5. The Monthly Police Service Dog Report will be completed by the Police Service Dog Supervisor and forwarded to the Operations Support Section Commander no later than the 10th of the month for the proceeding month.

6. A Canine Action Report will be completed by the Police Service Dog Handler each time the Police Service Dog is removed from the Police Service Dog Vehicle and placed in use, or potential use. Copies of all Canine Action Report will be kept on file in the Police Service Dog Supervisor's office. (1.3.6.b)

a. Canine Action Reports will be completed by end of shift.

b. Canine Action Reports will contain location, time, date and IR number. If and when the Police Service Dog is deployed, details will be documented in an IR if applicable.

c. All Police Service Dog records will be kept on file for a three year period of time after the Police Service Dog is retired or taken from active service.

7. The Police Service Dog Supervisor will be the Custodian of Records for all Police Service Dog related records with the exception of any training reports, which will be maintained by Staff Services.

P. Disposition of Police Service Dogs

1. All Peoria Police Service Dogs are the property of the Peoria Police Department.

2. In the event a Police Service Dog dies, the handler will immediately notify the OSS lieutenant. The handler will document in memorandum form the specific circumstances surrounding the death of the Police Service Dog.

3. Based upon the circumstances surrounding the death of the Police Service Dog, the Chief of Police or his designee will determine the need for a necropsy before the Police Service Dog is disposed of.

4. In the event a Police Service Dog Handler is transferred or otherwise leaves the Police Service Dog Unit, the Police Service Dog assigned to them will remain the property of the Peoria Police Department. The decision as to the serviceability of any dog in the Police Service Dog Unit will be determined by the Chief of Police or his designee.

5. When the Police Service Dog is considered to be unserviceable or of no further value to the Peoria Police Department, it may be offered to the last Police Service Dog Handler assigned the Police Service Dog.

6. If the Police Service Dog is to be released from the Police Service Dog assignment, the officer obtaining the Police Service Dog will be required to sign a liability release waiver releasing the City of Peoria, the Peoria Police Department, and the Police Service Dog Unit from all liability and responsibility for anything that concerns the Police Service Dog from that date forward.

**Peoria Police Department
Policy 4.26 Police Service Dogs
Original Issue Date: 01/01/03
Last Revision Date: 10/31/06
Next Review Date: 07/31/07
Office of Primary Responsibility: OSS
Editor: D. Hildebrandt
Reviewed By: R. Smith**

APPROVED: 
**Larry J. Ratcliff
Acting Chief of Police**