

EAST LANSING POLICE DEPARTMENT

POLICY AND PROCEDURE

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CHIEF OF POLICE _____

REDACTIONS – Portions of this policy have been redacted. Redacted items are operational in nature. Their release would negatively impact public and/or officer safety.

20.1 PURPOSE

To establish guidelines to ensure that the East Lansing Police Department Canine (K-9) Unit will be utilized appropriately and that dog bite complaints are properly processed.

20.2 UTILIZATION

- A. The K-9 handler must be aware of the fact that a police officer may use only the amount of force necessary to make or maintain an arrest. As a result, all circumstances known by the officer must be taken into consideration in the utilization of the K-9 for anything other than deterrent patrol.
- B. The K-9 unit can be utilized to assist in the prevention and detection of crime, provide escort service, track and locate persons sought by police and perform special tasks as may be assigned.
- C. When not actively engaged in a situation requiring the use of a K-9 unit, the K-9 officer will be assigned a normal patrol district. K-9 officers will be expected to handle all calls for service in their assigned district.
- D. Any police officer may request the use of a K-9 at the scene of an incident through the Duty Supervisor. The requesting officer will fully brief the K-9 officer of the situation. The K-9 officer shall be responsible for determining whether the circumstances justify the use of a K-9 and its technical utilization.
- E. The following are situational guidelines for the utilization of the K-9. They include, but are not limited to.
 - 1. Dogs will not be utilized for crowd control. In the event a critical situation

involving imminent danger to life arises, the Duty Supervisor may authorize the use of the K-9. K-9 personnel and the Duty Supervisor will each submit a special report to the Police Chief outlining the circumstances and actions taken should the K9(s) be used in a crowd

control type situation.

2. K-9s will not be utilized in domestic or mental situations, except where a person's or officer's safety is in jeopardy.
 3. [REDACTED]
 4. [REDACTED]
 5. Dogs are to be kept on leash while on duty except in cases where the proper utilization of the canine requires it to be off-lead. Examples of the "proper utilization [REDACTED]
 6. Prior to conducting a building search, the officer will attempt to determine conditions and contents of a building that may be injurious to the dog. Those portions of a building that may pose such a threat may not be searched.
 7. Dogs will search all buildings on lead unless it is believed that all authorized personnel have exited the building.
 8. Prior to conducting any building search, the K-9 officers will announce to any person who might be in the building that a dog is going to be utilized to search the building. Any persons inside will be given ample time to exit, and or surrender, prior to the dog entering the building.
- F. Formal K-9 exhibitions or demonstrations will be permitted only when requested through the Chief, the Chief's designee or the K-9 Supervisor.
- G. All agitation and protection work will be done under the supervision of the K-9 officer. No agitation or protection work is to be done outside of training or authorized demonstrations. No officer shall agitate a K-9 dog in any vehicle.

20.3 UTILIZATION CANINE - OTHER AGENCY

- A. The duty supervisor may authorize the call out of a K-9 unit for another agency utilizing the following guidelines. In situations not meeting these guidelines, and when the duty supervisor feels exceptional circumstances exist, they should obtain permission from the Captain, or in his or her absence, the on-call administrator.
1. On duty call out of K-9 is authorized:

- a. In instances of felonious crimes against a person (include escape in this category).
- b. In instances of serious felony property crimes, i.e. Breaking and Entering (include alarms and escapes in this category).
- c. Lost or missing persons.
- d. Narcotics and explosive detection.
- e. At the discretion of the on-duty supervisor

2. Off duty call out of K-9 is authorized:

- a. In instances of felonious crimes against a person (include escape in this category).
- b. Lost or missing persons.
- c. Narcotics and explosive detection.
- d. The on-duty supervisor shall check with surrounding agencies for a canine team prior to calling in an off-duty K9 team.

20.4 **DOG BITES**

- A. All K-9 unit related dog bites are to be reported immediately to the duty supervisor and a detailed special report submitted. The duty supervisor will gather all facts and complete a report. The supervisor shall submit all reports to the Police Captain within twenty four hours after the incident.
- B. All dog bites will be photographed after they are cleaned and treated by medical personnel. Attempts will be made to photograph the injury prior to bandaging. No bandage will be removed by anyone other than medical personnel in order to photograph an injury. Medical care for the subject is of primary concern and treatment should not be delayed to facilitate a departmental investigation.
 - 1. A report will be prepared by the K-9 officer with the following information.
 - a. Victim's name, address and telephone number.
 - b. Circumstances leading to the apprehension (bite).
 - c. Location of bite (arm, leg, etc.).
 - d. Where medical treatment was received and the name of the doctor.
 - e. Date and time of the bite.
 - f. Copy of rabies certificate.
- C. The K-9 supervisor will be informed of the bite by the K-9 officer.

20.5 **CANINE CARE**

- A. Officers will report to the K-9 supervisor if their dog is sick or injured. The K-9 supervisor (or in his or her absence) the on-call administrator, will advise if the dog is to go to the veterinarian.
- B. Dogs will be groomed regularly and bathed at least monthly as part of their on duty assignment.

- C. It is the responsibility of the handler to care for the K9. If outside care/kenneling of the K9 is required, it shall be kept to a minimum. Any use of a kenneling service shall be approved in advance by the K9 Supervisor or the Police Captain in their absence. Handlers are responsible for the cost of kenneling services.
- D. Dogs may only be removed from duty on order from a veterinarian or K-9 supervisor (or in his/her absence) the on-call administrator.
- E. A canine will be assigned to a single handler for operations and 24 hour care and maintenance. Compensation for off duty, at home care of the dog shall be provided (Fair Labor Standards Act) at a rate of time and one-half, 15 minutes each day. The compensation will only occur for the care of dogs currently active in the unit.

20.6 **TRAINING**

- A. The basic K-9 training course, for dogs and handlers, will be selected by the K9 Supervisor and approved by the Chief of Police or his / her designee.
- B. K-9 teams will be assigned to retraining, in all phases of training, on a regular basis. The frequency and length of the training will be determined by the Chief of Police or the Chief's designee. During this time, any problem area will be emphasized.
- C. K9 Teams shall recertify yearly via training set up by the K9 Supervisor
- D. K9 Teams shall keep records of their training and submit them monthly to the K9 Supervisor. The K9 Supervisor shall document all training and maintain training records of each K9 Team.

20.7 **CANINE UNIFORMS**

- A. Canine handlers wearing fatigue uniforms shall follow these guidelines.
 - 1. The only time when the handler can wear a fatigue uniform is when assigned to training or regular shift duties.
 - 2. The handler may wear the fatigue uniform while in Court testifying for informal hearings.
 - 3. The handler shall wear his / her dress uniform if testifying in Court during any jury trial.
 - 4. The handler shall keep his / her uniform clean and neatly pressed. The pant legs shall be tucked in and bloused at the top of the boot. The handler shall also wear subdued collar K9 pins.
 - 5. Handlers may only wear an approved canine ball cap in inclement

weather while performing patrol/canine duties required a head cover or while assigned to canine training.

20.8 **REPORTING**

Original Police Reports shall be completed when the ELPD K-9's are requested and utilized in another jurisdiction. These reports shall be completed as "Assist Other Agency" reports.

These reports shall document any Use of Force. The K-9 Officers will also complete their K-9 reports (internal reports) that are retained by the K-9 Team Supervisor.