

PITTSFIELD POLICE DEPARTMENT  
PROCEDURE

POLICY & PROCEDURE: 64	SUBJECT: K-9 Program
EFFECTIVE DATE: 05/15/2016	EXPIRATION DATE: Indefinite
THIS POLICY RESCINDS ANY PREVIOUSLY ISSUED MEMORANDUM, DIRECTIVES, NOTICES, SPECIAL OR GENERAL ORDERS IN CONFLICT WITH THIS POLICY.	
AUTHORIZED BY:	Matthew E. Harshberger Director of Public Safety
REVISIONS:	

**POLICY:**

This policy shall be followed by all Department Personnel. Adherence to any and all procedures related to this policy are required and hereby incorporated by reference for the purpose of determining compliance. The canine (K-9) unit shall aid in or enhance the mission of the Pittsfield Police Department through narcotics detection, the tracking of suspects, finding lost or missing persons, locating evidence and property, crime prevention and public relations.

**PURPOSE:**

The purpose of this policy is to establish the criteria, guidelines and procedures for the department's canine unit.

**NON-COMPLIANCE:**

Failure to comply with any provision of this policy may result in disciplinary action up to and including discharge.

**I. DEFINITIONS:**

- A. **K-9 Unit:** A dog and police officer/handler trained to work together as a team in various law enforcement tasks.
- B. **Aggressive Manner:** Actions of the dog, including barking, growling and/or biting will be initiated at the command of the handler. In certain circumstances, it will be initiated by actions of the suspect.
- C. **Calling "Out":** The command of the handler which causes the dog to cease actions taken under the response of aggression.

PROUDLY SERVING OUR COMMUNITY WITH "*HONESTY, INTEGRITY, AND PROFESSIONAL EXCELLENCE*"

SINCE 1978.

PITTSFIELD POLICE DEPARTMENT  
PROCEDURE

**II. RESPONSIBILITIES**

- A. The Patrol Operations Lieutenant, is responsible for ensuring compliance with this directive. A Police K-9 Coordinator may be designated to assist the Operations Lieutenant. The Police K-9 Coordinator may be a Police Sergeant.
- B. The Patrol Lieutenant is responsible for:
1. Establishing, equipping, and maintaining a Police K-9 initiative;
  2. Identification of basic and advanced training for K-9 Handlers;
  3. Review, approve/denial and coordinate all leave requests for officers assigned to the K-9 Unit;
  4. Developing and maintaining K-9 activity, expenses, and veterinarian affiliation; and
  5. Submission of K-9 budget requests to the Deputy Chief.
- C. The Police K-9 Coordinator is responsible for:
1. Routine oversight of the K-9 initiative;
  2. Ensuring K-9 activities are in accordance with directive objectives;
  3. Ensuring applicable certification training is accomplished;
  4. Arrange and schedule K-9 training;
  5. Ensuring that all in-service K-9 training is properly documented, updated and supervised for safety, effectiveness, and professionalism;
  6. Inspect all canine equipment including leads, tracking harnesses, collars, uniforms and vehicles for cleanliness, proper maintenance and accountability, on a quarterly basis; and
  7. Ensuring K-9 records are submitted to the Patrol Lieutenant in a timely manner.
- D. Shift Supervisor(s) is responsible for:
1. Safe, effective and efficient deployment of the on-duty K-9 team unit;
  2. Assisting the on-duty K-9 handler in fulfilling shift level training requirements;
  3. Ensuring officers/employees interact with the K-9 team unit in an appropriate manner; and

PROUDLY SERVING OUR COMMUNITY WITH *"HONESTY, INTEGRITY, AND PROFESSIONAL EXCELLENCE"*

SINCE 1978.

PITTSFIELD POLICE DEPARTMENT  
PROCEDURE

4. Approving K-9 team unit assistance to other agencies.
- E. Police K-9 Handlers are operationally responsible to the on-duty shift supervisor or the supervisor/coordinator of any special events to which the K-9 Unit is assigned. Handlers are responsible for:
  1. Deploying the K-9 in a manner consistent with their training;
  2. Conducting shift level and monthly training;
  3. Participating in maintenance training activities outside of the agency as assigned or required;
  4. Performing proficiency training in accordance with established training objectives;
  5. Ensuring a safe and healthy environment for the K-9;
  6. Ensuring the K-9 receives proper medical treatment when required;
  7. Keeping the K-9 Coordinator informed of the dog's welfare;
  8. Performing routine cleaning/maintenance of assigned kennel equipment; and
  9. Maintaining all logs or records in the following areas: Training, Medical and Health, Performance and Activity, and as required by this directive.

### III. PROCEDURES

- A. Call Signs
  1. The K-9 Unit is to have a permanent call sign as follows:
    - a. K-9 (Plus the K-9 Handler's officer number)
- B. General Use of the K-9 Unit
  1. The K-9 Unit will be responsible to the Canine Unit Commander. While on duty, the K-9 Unit will take direction from the on duty supervisor.
  2. The K-9 Unit shall be used in various law enforcement situations in accordance with the training received by the unit and also in accordance with department policy.
  3. While on duty, the K-9 Unit will respond to the following crimes when deemed appropriate by the on-duty shift supervisor:
    - a. Prowler Type Calls;

PROUDLY SERVING OUR COMMUNITY WITH "*HONESTY, INTEGRITY, AND PROFESSIONAL EXCELLENCE*"

SINCE 1978.

PITTSFIELD POLICE DEPARTMENT  
PROCEDURE

- b. B & E;
- c. Robbery;
- d. Homicide;
- e. Rape;
- f. Assaults in Progress;
- g. Lost Children and Elderly People;
- h. Alarms and Open Buildings; and/or
- i. Back Up Operations.

Note: The K-9 unit will not be sent to any animal complaints of any type.

C. K-9 Vehicle/Equipment

1. The K-9 vehicles are assigned to individual handlers authorized to use the vehicle and equipment contained therein. These vehicles are not to be used by patrol unless no other vehicles are available. No other animals, other than assigned department canines, are to be transported in the vehicle.
2. The K-9 officers may take their patrol vehicle home. If they do, the following rules shall apply:
  - a. The vehicle shall be driven by department personnel only;
  - b. The vehicle shall not be used for any personal day trips or vacations; and
  - c. The vehicle shall not be operated with any measureable blood alcohol content.
3. The canine handlers will be responsible for having the following equipment with them, or in their vehicle, at all times while conducting K-9 operations:
  - a. Department cellular phone;
  - b. Canine first aid kit;
  - c. K-9 handler specific uniforms and jackets;
  - d. K-9 ballistic vest protection;
  - e. K-9 badge;

PROUDLY SERVING OUR COMMUNITY WITH “*HONESTY, INTEGRITY, AND PROFESSIONAL EXCELLENCE*”

SINCE 1978.

PITTSFIELD POLICE DEPARTMENT  
PROCEDURE

- f. Muzzle, Patrol Harness with POLICE insignia;
- g. Training/Tracking lead; and
- h. Remote control for the auto release of the canine from the K-9 patrol vehicle.

D. Care and Maintenance of Department Canines

1. Officers shall maintain their canines both on and off duty in a safe and controlled manner. Police canines shall never be allowed off of their leash unless engaged in agency-authorized work, training, or exercise in a controlled environment.
2. The handler is responsible for keeping the dog properly groomed.
3. The handlers are responsible for care and maintenance of all K-9 equipment assigned to them.
4. The handlers are responsible for obtaining all required immunizations and medical exams as necessary.
5. Upon the death of a department canine, the assigned handler will immediately contact the on-duty command officer who will notify the Unit Commander and Deputy Chief.
  - a. The handler will contact the department veterinarian to determine whether an autopsy is necessary.
  - b. If no autopsy is necessary, the handler shall transport the dog to the animal shelter and store the deceased canine's body there until arrangements can be made for proper disposal.

E. Training and Assessment

1. Any new K-9 officer and dog shall attend a basic police canine training course at the designated facility.
2. Each canine and handler shall attend weekly maintenance training. All training activity will be documented.
3. Each canine and handler shall certify in canine tasks as required by the certifying agency, the National Association of Professional Canine Handlers (N.A.P.C.H.).
4. No K-9 Officer shall store or maintain any controlled substance within a Township building or vehicle. The vehicle exception would be to transport a controlled substance to and from a training exercise or Department approved

PROUDLY SERVING OUR COMMUNITY WITH "*HONESTY, INTEGRITY, AND PROFESSIONAL EXCELLENCE*"

SINCE 1978.

PITTSFIELD POLICE DEPARTMENT  
PROCEDURE

K-9 demonstration.

5. Controlled substances used for the purpose of training and K-9 demonstrations shall be stored and maintained at a Department approved K-9 training facility.

F. Compensation Of K-9 Handler

1. The K-9 Handler should complete ancillary tasks relative to the K-9 while on duty or during training hours to the greatest degree possible. Routine veterinarian visits, grooming, maintenance of kennel facilities, kennel/vehicle sanitation, and picking up food/supplies for the K-9 are examples of these ancillary tasks.
2. The K-9 Handler is authorized one-half hour per calendar day of flex time off for duties relative to the K-9 that cannot be taken care of on training days or during normal duty hours. With the exception of off-duty callback, the one-half hours per calendar day covers, but is not limited to, K-9 maintenance and upkeep, and ancillary tasks listed above that cannot be taken care of on training days or during duty hours.

G. Daily Care of K-9

1. Before going on-duty, the handler will physically check the K-9 for any indication of illness or injury. Ill or injured K-9 will be provided appropriate veterinarian care and will not perform duty until physically capable.
2. The handler should groom and give the dog a break before going on duty.
3. Handler will ensure their equipment is properly maintained and in serviceable condition. Unserviceable equipment will immediately be turned over to the K-9 Coordinator or Patrol Lieutenant for replacement and disposition.
4. The K-9 will be fed their ration of food, amount and brand as recommended by the veterinarian, at recommended times. The K-9 will receive fresh water daily.

**IV. USE OF CANINES**

A. Tracking to Apprehend Fleeing Persons, Search for Evidence, or Missing Person

1. A back-up officer shall be assigned to assist the K-9 unit when tracking fleeing persons.
  - a. Providing security through observation and communications.
2. If tracking a fleeing subject, assigned officers will attempt to establish a perimeter.

PROUDLY SERVING OUR COMMUNITY WITH "*HONESTY, INTEGRITY, AND PROFESSIONAL EXCELLENCE*"

SINCE 1978.

PITTSFIELD POLICE DEPARTMENT  
PROCEDURE

- a. Bystanders will be kept out of the area.
  - b. Officers will prevent contamination of the track.
  - c. Don't touch items handled by subject.
  - d. Don't follow path of subject.
3. If the handler sends the canine to assist in the apprehension of a fleeing suspect, the following guidelines must be met and considered as outlined in *Graham v. Connor*:
- a. The severity of the crime at issue;
  - b. Whether the suspect poses an immediate threat to the safety of the officers or others; and/or
  - c. Whether the suspect is actively resisting arrest or attempting to evade arrest by flight.
- B. Building Searches
1. Assigned officers shall secure a perimeter around the building.
  2. The K-9 officer shall make a loud verbal announcement, prior to releasing the canine.
    - a. The announcement will state that the officer is a K-9 unit, a member of the Pittsfield Police Department, and the fact that a canine will be released.
    - b. The announcement will be repeated three times as long as the announcement does not jeopardize the safety of the officers and the canine.
      - i. When practical, the announcement will be repeated throughout the course of the search, depending on the circumstances and type of search being conducted.
      - ii. If time permits, the occupants shall be given a reasonable opportunity to exit.
    - c. If the building contains lawful occupants, the building shall be searched with the canine on a leash.
- C. Narcotic Searches
1. The canine shall not be used to physically search individuals.

PROUDLY SERVING OUR COMMUNITY WITH "*HONESTY, INTEGRITY, AND PROFESSIONAL EXCELLENCE*"

SINCE 1978.

PITTSFIELD POLICE DEPARTMENT  
PROCEDURE

2. Officer shall advise the K-9 officer of any possible hazards (i.e. hypodermic needles, chemical irritants, etc.).

D. Crowd Control

1. Upon being requested to respond to a situation involving a crowd, the handler will request that a supervisor respond to the location.
2. The K-9 unit will work within the confines of the crowd control team and to the rear of the formation. The unit will only perform an apprehension when an immediate threat to the safety of a citizen or officer exists.

E. Rapid Response Unit (RRU)

1. The K-9 unit will respond to Rapid Response Team call outs when requested by the commanding officer of the Rapid Response Unit.
2. The decision to deploy the canine in any situation lies solely with the handler.
3. Nothing in this policy shall prohibit a supervisor from ordering the K-9 officer not to release the dog for an apprehension, building search or any other situation. If practical, the supervisor shall confer with the handler prior to giving the order.

F. Off duty and out of jurisdiction responses:

1. The K-9 unit will be called out when deemed necessary and authorized by the on-duty shift supervisor.
2. Upon the request for assistance from another agency, including the Washtenaw Metro SWAT Team, the on-duty shift supervisor shall consider all of the above including the proximity of the requesting agency to the Pittsfield Police Department.
  - a. A fee will be charged to the requesting agency equal to the cost incurred for the officer's response.
  - b. No fee shall be charged for any agency with a canine program that works in conjunction with the Pittsfield Police Department.
  - c. The Director of Public Safety and/or designee may waive any fee.
3. When utilized by another agency, the K-9 officer will prepare a written report on CLEMIS detailing the circumstances of the assist utilization with a copy of the completed report being forwarded to the on-duty Patrol Operations shift supervisor.

PROUDLY SERVING OUR COMMUNITY WITH "*HONESTY, INTEGRITY, AND PROFESSIONAL EXCELLENCE*"

SINCE 1978.



PITTSFIELD POLICE DEPARTMENT  
PROCEDURE

**V. USE OF FORCE FOR POLICE CANINES**

The Pittsfield Police Department recognizes that deploying canines falls within the scope of the *Use of Force Continuum* and is tantamount to using an intermediate weapon.

- A. K-9 officers must comply with the department's Policy & Procedure #3, "Use of Force" when deploying the canine.
  - 1. Use of the canine as force against a subject shall be in accordance with Policy & Procedure #3, "Use of Force". Under the direction of the handler, canine force may be used as long as the *Graham v. Connor* guidelines have been met and considered:
    - a. The severity of the crime at issue;
    - b. Whether the suspect poses an immediate threat to the safety of the officers or others; and/or
    - c. Whether the suspect is actively resisting arrest, or attempting to evade arrest, by flight.
- B. Whenever an individual is bitten, medical treatment shall be provided.
  - 1. The K-9 officer shall notify the shift supervisor when canine force is used or an injury occurs.
    - a. The canine officer will ensure that a written report and photos is completed, as well as, the Use of Force form.
    - b. The shift supervisor is to review and forward a copy of all documents to the Unit Commander and Deputy Chief.

**VI. REVISION RESPONSIBILITY**

- A. Responsibility for the continuous updating and revision of this Order lies with the Director of Public Safety. Continuous shall mean when necessary or when mandated by law.
- B. In the event that this Policy conflicts with, or supersedes, any previous Departmental Order, Procedure, or Directive, to that extent, the conflicting or superseded Order is cancelled.

PROUDLY SERVING OUR COMMUNITY WITH "*HONESTY, INTEGRITY, AND PROFESSIONAL EXCELLENCE*"

SINCE 1978.