

Glendale Heights Police Department

GENERAL ORDER # 1930

SUBJECT: Canine (K-9) Unit

ACTIVE DATE: 05-11-2020

RESCINDS: GO #1930, issued 11-20-2019

AUTHORITY: Douglas R. Flint, Chief of Police

RELATED DOCUMENTS: Canine Training and Usage Administrative Report; Illinois Compiled Statutes; Illinois Law Enforcement Training and Standards Board Narcotic Detection Canine Minimum Certification Requirements; Scientific Working Group on Dog and Orthogonal Detector Guidelines (SWGDOG) for Narcotics Detection

.01 Purpose

This order establishes the requirements for the selection, training, deployment and oversight of the Department's canine units.

.02 CALEA Standards

41.1.4, 40.1.5

.03 Policy

The Glendale Heights Police Department shall provide police protection, criminal investigations, and public education utilizing the most effective means available. The canine unit shall be a component of those services and shall be deployed for such purposes.

.04 Definitions

Canine (K-9)—A trained police dog, utilized by the Glendale Heights Police Department, assigned to a handler as a Canine Team.

Canine (K-9) Team—One handler and one canine assigned together as a canine response unit.

Canine Unit (K-9) Supervisor—An Operations Division Sergeant assigned to supervise and coordinate the activities of Canine Units.

Handler—A sworn police officer assigned to work with a trained police dog as a Canine Team.

ORDER

.10 K-9 Ownership

A. All dogs accepted for use as trained police dogs are the property of the Village of Glendale Heights. All expenses incurred in the care and feeding of the K-9 are the responsibility of the Glendale Heights Police Department. Proper care and maintenance of the K-9 are the responsibility of the handler.

B. Police dogs shall be purchased through a reputable source as determined by the Department. The K-9 shall have all the necessary training when purchased to fulfill the duties required. The designated handler will then be trained to handle the newly acquired K-9. This should minimize overall expense and loss of time by the officer away from the Department. Any exceptions must be approved by the Chief of Police.

C. Police dogs shall not be used for any purpose other than official duties. Prohibited uses include, but are not limited to, entry into any dog show or exhibition, or registration with any society or organization without authority of the Department. Handlers shall not use or permit the use of police dogs for breeding purposes.

D. In all cases, the police dog shall remain the property of the Village of Glendale Heights, and the disposition of the animal is solely the decision of the Chief of Police, in the event that a handler becomes unable to remain on active duty as a handler. The Village may transfer ownership of a police dog to the last handler when it becomes necessary to retire a police dog from active duty, and the handler submits written notification of interest in keeping the animal at the handler's own expense. Upon transfer, the Department shall assume no liability for any future actions or incidents involving the dog.

.15 K-9 Unit Supervisor

A. The K-9 Unit Supervisor shall be a sworn Glendale Heights Police Department Sergeant designated by, and reporting directly to, the Deputy Chief of Operations, regarding all canine related issues. K-9 Unit Supervisor responsibilities include:

1. K-9 equipment and inventory.
2. Coordination of in-service training.
3. Maintenance of K-9 unit records.
4. Coordination of K-9 Unit demonstrations.
5. Assistance in the development of an annual K-9 unit budget, including acquisition of new dogs, training, equipment, medical, food and veterinary costs.
6. Other K-9 related duties as required.

.20 Selection of K-9 Handlers

A. Service as a K-9 handler shall be voluntary. Selected handlers shall serve at the discretion of the Chief of Police. Prospective handlers shall generally exhibit strong interest and commitment to the K-9 program and shall minimally:

1. Exhibit job proficiency as a police officer by meeting or exceeding standards on performance evaluations.
2. Agree to the commitment to engage in regular and rigorous training.
3. Agree to devote more than assigned on duty time to the care and training of the dog.
4. Agree to forgo transfer and/or promotion for a minimum of two years after selection.
5. Have a minimum of three years of experience with the Glendale Heights Police Department.
6. Have consent of his/her spouse, if applicable, to become a K-9 handler.
7. Own a home with adequate space for the placement of a Department provided kennel.
8. Reside within 30 minutes traveling time of the Glendale Heights Village limits.
9. Make personal contact with all adjacent neighbors advising them of the intent to board a K-9.
10. Have off street parking available at his/her residence for a K-9 vehicle.

.25 Initial Training

Initial training of the handler/dog shall be conducted under the supervision of a trainer skilled in the application of K-9's to law enforcement. The length of training, times, and locations shall be determined by the trainer and the Deputy Chief of Operations. A K-9 team shall not be used until such time as a law enforcement certified K-9 trainer, or a law enforcement K-9 training facility, has certified them.

.30 In-Service Refresher Training

A. In-service refresher training assignments shall be made through the office of the Deputy Chief of Operations. Formal in-service refresher training shall be conducted every other week, manpower permitting. K-9 handlers shall, when possible, expend one regular workday every other week, training their dog to maintain proficiency in all areas of work. Work assignments do not constitute training.

B. K-9 handlers shall expend, whenever possible, at least 30 minutes of regular shift work each day to conduct additional training in the areas in which the K-9 Unit might be utilized, such training shall be noted in the K-9 Team's training log. K-9 handlers shall ensure that proper training is completed to keep the police dog proficient in all areas of training

C. Canine Training and Usage Administrative Report forms shall be completed and forwarded to the K-9 Unit Supervisor regarding formal in-service refresher training. These logs should include all activities of the day, and any problems encountered and remedies to same. Should a problem persist, it will be noted and attention given to that area at the next training session.

.35 Narcotics Certifications

K-9 handlers shall maintain certifications in accordance with 50 ILCS 705/10.12, the Illinois Law Enforcement Training and Standards Board established minimum requirements for narcotics detection canines.

.40 K-9 Handler Assignments and Duties

K-9 handlers are assigned to the Operations Division and shall function as patrol officers under their assigned Patrol Sergeant. When manpower permits, K-9 Teams shall serve as cover units providing directed patrol and responding as back up units as needed. All rules, regulations, policies and procedures pertaining to patrol officers, apply to K-9 handlers. K-9 handlers are responsible for 24-hour care and maintenance of the K-9. Specific K-9 handler duties minimally include:

1. Physical fitness and cleanliness of the dog.
2. Maintenance of K-9 equipment, including K-9 vehicle.
3. Maintenance of Department installed kennel at handler's residence.
4. Providing K-9 Unit Supervisor with written requests for equipment, equipment repair, and K-9 Unit supplies.
5. Completion of a monthly K-9 report, recording requests, deployment and training.
6. Completion of a Canine Training and Usage Administrative Report on all training and usage.
7. Securing the K-9 in the locked kennel whenever the handler is away from his/her residence.

.45 Handler Control

A. Handlers shall keep their police dogs on a lead and under physical control at all times except that handlers may release the police dog from the lead while maintaining verbal control to:

1. Protect a citizen or police officer from physical attack.
2. Pursue and stop a fleeing felon or person whom the handler has probable cause to believe has committed a felony.
3. Search a structure, enclosure, or area believed uninhabited by innocent parties, for the purpose of locating a hidden offender.
4. Guard and restrain an arrested person to prevent flight.

B. Handlers may release their police dog from the lead at other times and locations when the canine handler reasonably believes that the use of the canine is, under the circumstances known to the handler, the safest and most effective tool available.

C. Handlers shall discourage persons from attempting to pet, touch, or otherwise come into contact with their police dog, except under such conditions where the handler determines such contact furthers the Department mission.

D. Before any search, when practical, the handler will attempt to notify all known police personnel in the area that the K-9 Team is being deployed. This notification may be made via radio transmission, personal communication, or any other method deemed appropriate by the circumstances that exist.

.50 K-9 Bulletproof Vest

In situations where the handler believes the K-9 may be at risk of physical harm from gunfire or stabbing, the handler should dress the K-9 in its bulletproof vest, including chest plate. The Department authorized K-9 bulletproof vest is donated by Vest-A-Dog, VESTED for Police Dogs, or a similar organization

.55 Requests for K-9 Teams

A. K-9 Teams are trained to track, search open areas, search enclosed structures, capture persons, protect on command, and detect drugs. The K-9 handler shall review the circumstances of each situation and make a determination whether or not a K-9 Team should be utilized. This determination should be discussed with Department supervisory members when available.

B. The use of a trained police dog by its handler may, in certain circumstances, be considered a use of force. The K-9 handler shall adhere to Department rules, and state and federal laws governing use of force, as well as all reporting procedures regarding the use of force when deploying the police dog.

C. Requests for K-9 Teams made by GHPD personnel shall be made to the Patrol Sergeant. If request is granted, a backup officer shall be present. The K-9 handler shall complete a K-9 report, and forward the report to the Patrol Sergeant. The Patrol Sergeant shall forward the K-9 report to the K-9 Unit Supervisor.

D. Requests for K-9 Teams from outside agencies shall be directed to the Patrol Sergeant. Every effort should be made to accommodate reasonable requests from outside agencies; however, the decision will be at the discretion of the Patrol Sergeant. If the request is granted, the Patrol Sergeant shall ensure that a backup officer from the requesting agency is assigned. The Patrol Sergeant shall direct a memo to the K-9 Unit Supervisor advising of any requests refused and the reasons for refusal. For the purpose of this order, the lack of an on-duty K-9 team shall not be deemed a refusal to a requesting agency. The K-9 handler assigned to assist the outside agency shall, prior to going off duty, complete a K-9 report regarding his/her activity. The Patrol Sergeant shall direct a copy of the K-9 report to the K-9 Unit Supervisor.

E. All off-duty call outs must be approved by the Patrol Sergeant. The handler listed as on-call on the current Department K-9 on-call list shall be contacted in accordance with Department procedures. The handler may respond directly to the scene from home. A backup officer shall be assigned or requested as specified.

F. The handler shall complete an Incident Report or Supplemental Report of the incident and submit his/her report to this Department prior to returning home. A Canine Training and Usage Administrative Report form shall also be completed and submitted to the K-9 Unit Supervisor. K-9 reports may be delayed as Report to Follow (RTF), in accordance with OP #3610, section .30.

G. The Patrol Sergeant shall forward a copy of the K-9 report to the K-9 Unit Supervisor and to the Chief of Police. Outside agency requests for an off-duty call out should be carefully screened by the Patrol Sergeant, and granted only for cases involving serious felonies.

.60 Backup Officers

During incidents involving the apprehension of individuals for criminal acts, the K-9 handler shall utilize a backup officer to accompany the handler on the search or track. The back up officer shall maintain a position and follow instructions as directed by the K-9 handler. The Patrol Sergeant shall ensure a back up officer is assigned, in both local and outside agency operations. If feasible, the Patrol Sergeant may allow an officer of this Department to accompany a K-9 Team to an assist of another agency.

.65 Building Searches

A. All buildings to be searched should have its perimeter secured by responding members, with no person allowed to enter. Department members, along with all other persons in the area, should remain clear of the suspected point of entry while awaiting the arrival of a canine team.

B. Attempts should be made to contact a keyholder to determine if there are any special conditions the canine handler should be advised of, such as chemicals, poisons, or other items potentially dangerous to the handler or police dog. A back-up officer shall be assigned as specified previously in this procedure.

C. The handler shall make an announcement prior to releasing the police dog of the intent to use a trained police dog to search the building, and the possibility of the person being bitten by the police dog if he/she does not surrender. In the case of a large building, this announcement will be repeated as needed when different areas of the building are encountered, or when the initial announcement may not have been heard. Such announcements shall be made unless deemed tactically inappropriate.

.70 Field and Article Searches

Responding members shall secure the affected area to the extent possible and no one should be allowed to enter. The handler shall determine the method and direction of the search. A backup officer shall be assigned as specified in this procedure. The handler shall determine at the time of the search, whether the search will be conducted on or off lead. The handler shall advise police personnel when the canine is being deployed.

.75 Tracking

A. When considering whether to request the deployment of a K-9 Team, officers should not attempt to track or pursue a suspect, unless the suspect is in sight of the investigating officer, and is being followed or pursued maintaining visual contact. Officers should not attempt to follow a potential trail, or search an area (with the possible exception of footprints in fresh snow). Officers should particularly remain clear of the area where the subject was last seen.

B. The area involved should be secured to the extent possible and no persons be allowed to enter. A back up officer shall be present as previously specified in this procedure. The search shall be conducted as determined by the canine handler.

.80 School Searches

A. Requests by school districts for the deployment of K-9 Teams for the purpose of searching for and/or seizing cannabis and/or controlled substances, shall only be authorized after the following criteria have been met:

1. The request must be in writing, signed by the school administrator, and addressed to the Chief of Police.
2. The request must state that the search is directed toward maintaining a safe and secure school environment, with one of the following request types specified:
 - a. Periodic school property inspection; or
 - b. Reasonable suspicion that illegal drugs may be located.
3. The request must state that the school officials will take either administrative or criminal action against those determined to be in possession of illegal drugs.
4. The Chief of Police must approve of the request for search.
5. Upon completion of the search, the canine handler shall make a detailed report of the search and results. This report shall be additionally filed with the request letter, and copies forwarded to the Chief of Police.

B. School searches initiated by another police jurisdiction, in which the Glendale Heights K-9 Unit assists the other jurisdiction, shall not require a written request to the Department from the school district in the other jurisdiction. The K-9 handler shall comply with the reporting requirements of GO #1930 section .45 when assisting other agencies with school K-9 searches.

C. In all school searches, only locker or room searches shall be conducted, no body searches shall be

performed. School searches are designated as follows:

1. **Administrative Action (Search)**—The K-9 handler shall mark lockers or areas where the police dog gives indications. The K-9 handler shall NOT open or pry into these areas or make arrests.
2. **Criminal Action (Search)**—The K-9 handler shall notify the Office of the States Attorney and the Deputy Chief of Operations prior to the search. The K-9 handler shall mark the lockers or areas where the police dog makes indication and secure a search warrant to enter and seize. Police personnel shall secure suspected areas until a warrant is obtained.

.85 Administrative Report

Any time the K-9 Team deploys on an incident, either in Glendale Heights or another community, or participates in formal in-service refresher training, the handler shall complete a Canine Training and Usage Administrative Report (Appendix A). This report shall be submitted to the K-9 Unit Supervisor for review, and subsequently submitted to the Deputy Chief of Operations as part of the Unit's monthly report.

.90 Crowd Control

Under normal conditions, K-9s are not to be used for crowd control. If existing conditions make the use of K-9 reasonable, the use must be approved by the Patrol Sergeant prior to use. Crowd control use of a K-9 Team by an outside agency shall be permitted only with the express approval of the Deputy Chief of Operations.

.95 Public Relations Demonstrations

Demonstrations must have prior approval of the K-9 Unit Supervisor who will coordinate the activities. Use of K-9 Teams shall not be permitted if publicized for the purpose of selling admission to the event. Public relations demonstrations shall be documented, indicating the name of the sponsor group, and forwarded to the K-9 Unit Supervisor.

.100 K-9 Vehicle

Each K-9 Team will be assigned a marked patrol vehicle for its specific use. The vehicle shall be equipped as needed to facilitate the most efficient use of the K-9. Only K-9 Unit dogs will be transported in K-9 vehicles. Transporting other animals in K-9 vehicles increases the potential of the police dogs contracting various diseases.

.105 K-9 Unit Bite

In the event that a K-9 bites any person, including the handler, the following procedures shall apply:

1. Prompt medical attention shall be provided to the victim.
2. The Patrol Sergeant shall be notified.
3. An Animal Bite Report shall be completed, in addition to any other required reports.
4. Photographs of the injury shall be taken and included with the report.
5. A written report of the incident will be completed by the K-9 handler involved and copies forwarded to:
 - a. The Chief of Police
 - b. Deputy Chief of Operations
 - c. K-9 Unit Supervisor
6. The K-9 Unit Supervisor shall ensure that arrangements are made for the police dog to be examined by a Department designated veterinarian within 48 hours of any biting incident. The K-9 handler shall obtain a written report from the veterinarian certifying that the K-9 is up to date on all shots and in good health, and shall present the report to the K-9 Unit Supervisor. The K-9 Unit supervisor shall forward the report to the Chief of Police through the chain of command, for

inclusion with other reports submitted regarding the bite. The K-9 Supervisor shall ensure that the K-9 receives any follow-up treatment or observation recommended by the veterinarian.

7. When a bite incident occurs on-duty, the K-9 may remain with the handler and continue to perform its duties. Any observation period may be under the supervision of the handler, including being locked in a kennel, performing its official duties in a police vehicle, or remaining under the constant supervision of its handler (510 ILCS 5/13(b)).
8. When a bite incident occurs off-duty, the K-9 is subject to quarantine, in accordance with the Illinois Animal Control Act (510 ILCS 5/15 and 5/15.1).
9. The K-9 Unit Supervisor shall ensure that notification to the DuPage County Animal Control Department is made using the Animal Bite Report form.

.110 Mistreatment of Police Dogs

Department members shall refrain from teasing, harassing, or agitating any K-9 Unit dog, unless specifically directed to do so by the handler as part of a training exercise. Any observed mistreatment of Department K-9s by any member of the Department will immediately be reported in writing to the K-9 Unit Supervisor. The K-9 Unit Supervisor shall forward the report to the Deputy Chief of Operations for the initiation of an internal investigation into the allegation(s). All applicable state laws and village ordinances concerning the treatment and/or mistreatment of Police Work Dogs shall be enforced.

.115 Handler or K-9 Killed or Injured

A. In the event a handler is killed, injured, or otherwise unable to properly control the police dog, in all probability the dog will stand guard and prevent anyone from approaching. The safety of the handler, other officers, and the public is the prime consideration in the method and timeliness of removing the dog.

1. Any time it becomes necessary to remove the dog from the scene, the following procedures apply:
 - a. DO NOT rush in on the handler or dog.
 - b. Call to the handler. The handler may be able to call off the dog.
 - c. A supervisor shall be notified as soon as possible.
 - d. The supervisor shall contact a K-9 handler from another agency to bring the canine under control.
2. If it becomes urgent to remove the dog from the scene, the following procedures apply:
 - a. Move the K-9 vehicle or another patrol car as close as possible to the handler and K-9.
 - b. Close any barrier between the front and rear seats.
 - c. Park the vehicle with its left (driver's) side facing the K-9 and open the rear door of the vehicle.
 - d. In an authoritative voice, call to the dog, giving the commands "Get In," "Car," or "Kennel."
 - (1) If attempts to command the K-9 into the vehicle have failed, an animal noose may be obtained from a CSO vehicle and used to maneuver the K-9 into the vehicle.
 - e. Close the door after the K-9 has entered the vehicle.
 - f. Do not attempt to enter or operate the vehicle after the canine has been secured inside.
 - g. Summon another handler or the K-9 Unit Supervisor to take further charge of the K-9.
3. If the canine handler requires immediate medical attention and the dog is unable to be removed from the scene, the canine may have to be destroyed. Authorization to destroy the canine requires authorization by the Shift Supervisor.

B. In the event of injury to the canine, the handler will immediately transport the canine to the department approved veterinarian for medical treatment. If this is not possible, the closest veterinary service may be used without prior approval.

C. As soon as possible following the injury to the handler or the canine, a report will be completed detailing the circumstances surrounding injury, the extent of the injury, and other related facts. This report will be forwarded to the Chief of police via the chain of command.

D. In the event of injury to either the canine or the handler, the supervisor will notify the Deputy Chief of Operations and the Chief of Police

.120 Veterinary Service

Handlers will only have their police dogs examined or treated by a Department-approved service. All medical arrangements are to be made by the handler and veterinarian, with notification to the K-9 Unit Supervisor. In cases of urgent medical emergency, the closest veterinary service may be used without prior approval, and the K-9 Unit Supervisor notified as soon as possible. Copies of all medical bills will be forwarded to the K-9 Unit Supervisor.

.125 Sick Leave—Handler or Police Dog

A. If the handler is ill and neither the handler nor the handler's family can care for the police dog, it will be kenneled at a Department-approved kennel.

B. If the police dog is ill, the K-9 handler will determine if the police dog should work. This determination should be made no less than one hour prior to the start of the tour of duty. The handler will notify the Patrol Sergeant anytime a police dog can not be used due to illness or injury. The Patrol Sergeant will forward notification to the K-9 Unit Supervisor. The handler will report for duty.

.130 Kenneling

A police dog will not accompany a handler on vacation without prior approval of the K-9 Unit Supervisor or Deputy Chief of Operations. If a handler is on vacation or going out of town for a period exceeding 24 hours, and no family member is available to properly care for the police dog, a Department-approved kennel will be used. The handler will submit all requests for kenneling to the K-9 Unit Supervisor for approval. The kenneling agent will not release the police dog to anyone except the handler, without the written authorization of the K-9 Unit Supervisor or Deputy Chief of Operations. No other officer will work a Department police dog, other than the assigned handler.

.135 Uniforms and Equipment

A. K-9 handlers will wear the same uniform as regular patrol officers. Handlers will be issued a training uniform as determined by the K-9 Unit Supervisor. The Department will provide a black military type boot for the handler's duty use.

B. Handlers will be issued the necessary equipment to perform their duties. Equipment will include, but is not limited to, food/water bowls, leads, collar(s), protective equipment, or any other training materials deemed necessary by the K-9 Unit Supervisor.