City of Carroll

Brad Burke, Chief of Police **Police Department**

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MEMO TO: Mike Pogge-Weaver, City Manager MJP-W

FROM: Brad Burke, Chief of Police BB

DATE: November 8, 2017

SUBJECT: Police Service Dog Team policy

The Carroll Police Department has a suspended policy for the Police Service Dog Team. Currently the team is training and will be certified and on patrol on November 22, 2017. Before that time, the policy should be re-enacted to give guidance on the use of the team. Minimal changes have occurred in the existing policy and an additional item was added. The additional line was added to credit the handler for time needed during the day for care of the canine while off duty. The other minimal changes are the listed ways to contact the K9 team.

Attached to this memo is the Police Service Dog Team policy.

RECOMMENDATION: Council consideration and approval of re-enacting the Police Service Dog Team policy for the Carroll Police Department.

	Effective Date	Number

Subject **Police Service Dog Team (PSDT) --**		
Reference	Special Instructions	
Distribution	Re-evaluation Date May 23, 2016	No. Pages 3

I. Purpose

The purpose of this policy is to establish procedure and guidelines for the Police Service Dog Team (PSDT).

II. Policy

The PSDT program was established to aid in the detection of controlled substances, locating lost or missing persons and apprehension of criminals. This SOP will provide policy guidance which will identify the scope of the Carroll Police Department PSDT.

III. Duties and Responsibilities

A. The duties and responsibilities of the PSDT shall include, but are not limited to, the following:

1. Narcotics detection
2. Field searches
3. Special purpose searches such as tracking and article searches
4. Demonstrations and other public relations functions when so directed by the Chief of Police.

B. The duties and responsibilities of the PSD handler will include, but not be limited to, the following:

1. Communicate to supervisors and co-workers any information or training needed to help facilitate the use of the PSD Team.
2. Maintain the department-furnished kennels at the handler's residence and police department bay.
   a. The police K-9 shall be under the control of the handler when not in the handler's home or kennel.
3. Arrange veterinary care when needed. The Chief of Police shall be notified when veterinary care is needed. The handler shall prepare reports and keep files for all veterinary care received.
4. Make sure that unattended vehicles containing the PSD are secured.
5. Respond and conduct narcotic searches on request, or when needed, when consistent with department policy.
6. Prepare appropriate reports at the conclusion of narcotics searches.
7. Conduct periodic training sessions to maintain the proficiency of the PSD.

8. Provide for the feeding, care maintenance and training of the assigned PSD. Recommend equipment purchase or replacement as necessary.
9. Canine handlers shall receive one (1) hour credited to each work shift for canine and kennel care. Such hour shall be straight time pay and be duty-free. At the discretion of the Employer, each work shift for a Canine handler may be reduced by up to one (1) hour in order to maintain an overall 40-hour work week.

IV. Procedure

A. Requests for use of the PSD Team.

1. The use of the PSD will be determined by the handler and/or the Chief of Police. If the PSD Team is needed, the requesting officer should contact the handler directly. The requesting officer shall brief the handler on the situation, and the handler will then make a determination on whether it will be feasible for the team to assist or not. In the event that the PSD Team is needed while off duty, the requesting officer should consult with the on-duty sergeant, or in the absence of a sergeant, the most senior officer. If it is agreed that the PSD Team should be called out, the handler should be called, briefed on the situation, and he/she will then make a determination whether or not it will be feasible for the team to respond. There will be some situations where due to feeding schedules, or the availability of the PSD Team, the team will not be able to respond. The ultimate decision will rest with the handler and/or the Chief of Police.

B. Requests From Other Law Enforcement Agencies.

Requests from other law enforcement agencies shall be referred to the on-duty sergeant. If there is not a sergeant available, these requests should be referred to the handler. If the handler is not on duty, the requesting agency should contact the handler directly. Upon review of the request, the handler will decide whether or not it will be feasible for the team to respond. If there is any doubt, the handler shall contact the Chief of Police. At no time will the PSD Team be allowed to leave the city if it will leave less than two officers on duty.

*If a disagreement arises between the requesting officer or sergeant and the PSD handler whether or not to deploy the dog, the requesting party will recognize the expertise and judgment of the PSD handler regarding the most effective application of the dog to a given problem. When requested to respond to a situation, reasons relating to the deployment of the PSD Team to the problem shall be the responsibility of the PSD handler.

C. PSD Vehicle

To assure a more rapid response to callback situations, a vehicle will be assigned to the PSD Team to be kept at the handler's residence, except when the handler is on vacation. The handler is responsible for the proper cleaning, inspection, repair and use of the vehicle, in accordance with normal department procedure.

D. PSD Uniforms
The Chief of Police may allow for certain changes in the prescribed uniform as the needs of the PSD Team dictate.

E. Hours of Assignment

1. The hours of assignment and scheduling of the PSD Team will be established by the Chief of Police. Hours will be adjusted to accommodate callback time, care and maintenance of the dog and other situations requiring the presence of the PSD Team.
2. Canine handlers shall receive one (1) hour credited to each work shift for canine and kennel care. Such hour shall be straight time pay and be duty-free. At the discretion of the Employer, each work shift for a Canine handler may be reduced by up to one (1) hour in order to maintain an overall 40-hour work week.

V. Retirement of the PSD

Age will not be the only factor affecting the acceptable performance of a PSD. Illness, injury or mental condition are also factors which may be considered when contemplating retirement for the PSD.

When the PSD is no longer capable of performing at an acceptable level due to any of the aforementioned (or other) reasons, it shall be retired from service. This decision will be made by the Chief of Police in consultation with the PSD handler.

Because the PSD may have been purchased with funds provided from a variety of sources (including public funds), certain guidelines or stipulations may have to be followed in the disposition of the retired animal. Every attempt will be made to turn the dog over to the handler, if they desire, or other prospective owner. The new owner may be required to sign a release form as prepared by the city attorney, accepting all responsibilities for said dog.

RESOLUTION NO.____

WHEREAS: The City Council of Carroll, Iowa meeting in regular session on the 13th day of November, 2017, has adopted this Resolution, and;

WHEREAS: The City Council supports re-enacting the policy for the Carroll Police Department regarding Police Service Dog Team.

WHEREAS: The City Council recognizes that the team is currently training and will be put on patrol the 22nd day of November, 2017.

THEREFORE: BE IT RESOLVED, that the City of Carroll, by this Resolution of the City Council, approves the re-enactment of Police Service Dog Team policy for the Carroll Police Department.

Passed and approved by the City Council of the City of Carroll, IA, this 13th day of November, 2017.

CITY OF CARROLL, IOWA

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Eric Jensen, Mayor

ATTEST: _____
Laura Schaefer, City Clerk