

## 1.3.A.14 Canine Teams

### I Policy Index:



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### II Policy:

South Dakota Department of Corrections (DOC) Canine Teams help provide a safe environment for staff, offenders and the public by conducting controlled searches of individuals and buildings and property under control of the DOC. Canine teams enhance the security of DOC institutions through the detection of contraband. All Corrections Canine Teams are certified in accordance with the requirements of state law and administrative rule.

### III Definitions:

#### **Canine Handler:**

For the purposes of this policy, a canine handler is a staff member of the Department of Corrections authorized and designated by the department to utilize a corrections service canine to perform department duties.

#### **Corrections Canine Team:**

A corrections service canine and a staff member of the Department of Corrections assigned as the canine's exclusive handler.

#### **Corrections Service Canine:**

A canine used by the Department of Corrections that is trained to detect the odor of articles which are unlawful for an inmate to possess, pursuant to state law or the rules of the Department of Corrections.

#### **Drug:**

All non-prescribed mood controlling substances, including such examples as, alcohol, marijuana, cocaine, amphetamines, methamphetamines, barbiturates, benzodiazepine, opiates, and hallucinogens.

### IV Procedure:

#### **1. Utilization of Canine Teams:**

- A. Corrections Canine Teams provide specialized security and public safety support through training, education, and prevention (See ACA #4-4208).

- B. A Corrections Canine Team will:
- A. Contribute to a safe, secure environment for staff, inmates and the public.
  - B. Enforce zero tolerance for possession or use of drugs and other contraband within DOC facilities through search operations.
  - C. Maintain a high state of readiness to provide services to all DOC units.
  - D. Establish and maintain a quality training program for certification of DOC canine handlers and canines that prepares the canine teams efficiently and effectively perform their assigned duties.
  - E. When appropriate, canine teams may participate and support training and operations by a Corrections Emergency Response Team (CERT).

## **2. Organizational Structure, Authority, and Responsibility:**

- A. The Canine Commander is responsible for the daily operation, training and certification process and general administration of the canine teams, including but not limited to:
  - 1. The Canine Commander will report to the Director of Security, who reports to the Director of Prison Operations.
  - 2. The Director of Security and Canine Commander will determine the number of canine teams that will be maintained, the location of each team and areas of specialization, work duties and work hours of each team, with direction from the Director of Prison Operations.
  - 3. The Canine Commander will ensure the continued development and annual review of the canine teams, including the following (See ACA #4-4209):
    - a. Operation and administration of the Corrections Canine Team training program, including proficiency testing and certification procedures for canine handlers and canines.
    - b. Integration with other special DOC operation units or teams, e.g. CERT.
    - c. Integration of canines into search procedures, as deemed appropriate and necessary.
    - d. Maintenance of job descriptions, criteria and procedures for selection of canines and canine handlers.
    - e. Overseeing the procurement, selection, training, kenneling and overall care of canines. Also, the pairing of canine handlers and canines; removal of and retirement or final disposition of canines.
    - f. Maintenance of a sanitation plan that provides for the inspection, housing, transportation, and grooming of canines.
    - g. Ensuring canine team services are provided to DOC units as required or directed by the Director of Security and/or Director of Prison Operations.

- h. Approval of uniforms, insignia, equipment, supplies, and services, consistent with DOC policy 1.1.C.5 *Staff Dress and Grooming Standards*.
  - i. Organizing and maintaining records concerning all Canine Team activities, including, but not limited to, training, completion of certification and participation in significant events or special duties as assigned (ACA 4-4210).
  - j. Coordinating and approval of canine/canine team demonstrations to further community relations and provide information and education about the DOC canine program.
- B. The Officer in Charge of the Corrections Canine Team will have a title of Canine Commander. The Canine Commander must complete all required training, demonstrate proficiency in the performance of his/her assigned duties and complete certification as a canine handler. The Canine Commander may be assigned one working partner as approved by the Director of Security. The Canine Commander shall exercise statewide responsibility and authority over all canine teams. The Canine Commander will:
- 1. Provide direction and supervision to the Canine Instructor/Inspector and Corrections Canine Teams including developing canine team post orders for each team, which will be reviewed and approved by the Director of Security and/or Director of Prison Operations.
  - 2. Ensure Corrections Canine Team services are provided to all DOC institutions housing inmates on a regular basis.
  - 3. Coordinate with facility security staff to ensure an integrated, cohesive, collaborative and team-oriented approach to maintaining the safe and efficient operation of DOC facilities.
  - 4. Assist in pairing canine handlers with canines to achieve the most effective operational partnership.
  - 5. Report any failure by a Corrections Canine Team member to comply with policies, orders or approved procedures, standards, or expectations.
  - 6. Provide reports to the Director of Security and/or Director of Prison Operations regarding search activities, statistical information and corrections service canine performance.
  - 7. Maintain all required certification to access and utilize controlled substances/drugs for the training and certification of the canines.
- C. The Canine Commander may be assigned one Canine Instructor/Inspector, who will be supervised by the Canine Commander. The Canine Instructor/Inspector must complete all required training, demonstrate proficiency in the performance of assigned duties and complete certification as a canine handler. At the discretion of the Canine Commander, the Canine Instructor/Inspector may maintain one working canine partner. Under the general supervision of the Canine Commander, the Canine Instructor/Inspector will:
- 1. Serve as the senior canine instructor for the DOC
  - 2. Help provide a quality training program to promote the initial and ongoing training, proficiency testing and certification of Corrections Canine Teams.
  - 3. Ensure ongoing inspection/audit of all canine teams, vehicles, areas assigned to Corrections Canine Teams and contraband training aids. Results of audits will be documented, recorded and forwarded to the Canine Commander.

4. Submit reports to the Canine Commander and the Director of Security regarding equipment inventory and needs, training needs, corrective actions taken and training and certification status of all corrections canine teams (See ACA #4-4210).
- D. Corrections Canine Team handlers will ensure all agency provided uniforms, equipment, vehicles, supplies, and gear is properly maintained and accounted for.

### **3. Canine Handlers:**

- A. All canine handlers must demonstrate proficiency and the ability to properly handle and control their assigned service canine during the performance of assigned duties.
- B. Canine handlers must maintain a residence that can accommodate a canine and kennel.
- C. Due to the special needs of training and personal interaction between the canine handler and canine, canine handler applicants are asked to commit to the position for at least three (3) years.
- D. Canine handlers are responsible for the actions of their assigned canines at all times-when performing duties and during off-duty hours. This includes when the canine is on or off leash.
- E. Canines will not be left unattended in any area where the public may have access to the canine, unless left in the care of a veterinarian, another handler, or other authorized person(s).
- F. The canine handler is ultimately responsible for upkeep of the canine's training files and required training/certification.
- G. All canine training aids must be properly secured and maintained by the canine handler while in the handler's control, in accordance with policy and applicable law.
- H. Canine handlers shall not deploy the canine for any unauthorized use or use the canine's skills and abilities acquired at the expense of the DOC for their own personal benefit or gain.

### **4. Training:**

- A. Potential canines and canine handlers will participate in an approved training course, usually consisting of at least 8-weeks (cumulative) of training (See [Attachment 1](#)) (See ACA #4-4209).
- B. The monthly canine team training goals and expectations will be set by the Canine Commander. Training will depend on the skill levels of the canine handler and the canine's trainability.
- C. Attendance of outside training by canines and canine handlers must be approved by the Canine Commander.

### **5. Certification:**

- A. The Corrections Canine Team will be given 24 hours to complete their certification.
- B. There will be two separate search areas containing one of each odor the corrections service canine is trained to detect (See [Attachment 2](#)).

- C. The canine handler will not know the exact location of the odors. No odor will be placed in a way that the canine team will not have access to it.
- D. The corrections service canine will need to indicate on each odor it is trained to detect in order to receive certification.
- E. The indication will be witnessed by staff, as designated by the Canine Commander. Any certified canine handler may judge a canine certification. The Canine Commander shall be certified to test the canines.
- F. If a corrections service canine does not indicate on an odor, a second corrections service dog may be used to determine if the odor is penetrating the area. Upon confirmation the odor is present, the odor will be placed back in the search area and the team permitted to search for the odor.
- G. Upon successful completion of the certification, a written exam will be administered to the canine handler with the completed exam sent to the Law Enforcement Standards Training Commission. A score of 80% is needed to pass the exam. The exam will test the canine handler's knowledge of corrections service canine drives, behaviors, training, safety, and first aid. If the handler fails to score 80% or greater, the handler will be allowed to retake the test within 1 week. If the handler again fails to score 80% or greater, remedial training and retesting will occur and the test retaken within 1 week. If the score remains below 80%, the Canine Commander will decide if the handler will be removed from the position or allowed a final retest. A score below 80% on the final test may result in removal from the position.
- H. If the corrections service canine does not successfully complete the certification (is not detecting a specific required odor), remedial two-week training will be required, followed by a retest. An extension may be granted depending on the outcome of the remedial training.
- I. A false indication during the search will result in an evaluation of the call and possible remedial training. A second false indication will result in an evaluation and, upon finding no reason for the indication, the corrections canine team will receive a failing score. Two weeks of remedial training will be required followed by a re-certification.
- J. If the corrections canine team does not receive a passing score on the re-certification, another two week remedial training and re-certification will occur.
- K. If the corrections canine team does not pass certification on the third attempt, the corrections canine team will be evaluated. After the evaluation, the corrections canine team may be required to go through a complete re-training or the team may be dismissed or re-assigned.
- L. A canine team may only be certified as a corrections team by the Law Enforcement Officers Standards Commission upon successful completion of the training program administered by the DOC (See SDCL § [23-3-35.4](#) and ARSD [2:01:13:06.01](#)).
- M. Unless renewed, certification as a corrections canine team expires one year after the date all certification or recertification standards were last met (See ARSD [2:01:13:07](#)).
- N. All training records will be documented and kept up-to-date at all times.

## **6. Special Operations Pay Differential:**

- A. A 5% increase in pay will be granted upon canine handler selection. This will help offset the cost of additional laundry and misc. expenses that may occur.

## 7. Searches:

- A. Canine teams may be dispatched or assigned to any adult DOC facility.
- B. Canines will not be used to search an inmate during a strip search of the inmate.
- C. Canines may be deployed "off leash" when situations dictate, provided the canine is under direct supervision and control of the Canine Handler.
- D. A systematic approach will be used when conducting searches with a canine. It is essential all areas identified for search are covered by the canine.
- E. All information about when and where a canine search will be conducted will be treated as confidential and communicated only to facility staff that needs to know.
- F. The Canine Handler will direct the search by the canine and maintain control of the canine at all times.
  1. Appropriate care will be taken to ensure the canine's safety and the safety of all inmates, staff and public during canine searches.
    - a. Inmate personal property will not be intentionally damaged during canine searches.
    - b. An Informational report will be prepared by the Canine Handler and immediately submitted to the Officer in Charge any time property (inmate or public's property or state property) is damaged by the canine or Canine Handler.
  2. The Canine Handler will observe the canine during the search for any alert/indications.
- E. All approved procedures involving the collection, storage of confiscated contraband/unauthorized property will be followed. An Inmate Disciplinary Report will be prepared as deemed appropriate. The chain of evidence will be maintained for all contraband recovered in accordance with best practices adopted by the DOC.
  1. Law enforcement will be contacted as deemed appropriate when illegal contraband is located.
  2. Canine teams may be called upon, with approval from the Secretary of Corrections, to provide mutual aid to outside agencies (DOC policy 1.3.B.3 [Mutual Assistance to Law Enforcement Agencies](#)), when circumstances exist that clearly dictate the need for immediate canine deployment, provided the canine and/or Canine Handler is trained and/or certified to complete the task
  3. Canine Handlers are responsible for knowing the abilities and limitations on their assigned canine. The Canine Handler and/or Canine Commander shall inform the Secretary if the Canine Handler and/or canine cannot safely and legally perform the requested task(s) and should not be deployed.
- F. Institutional staff may accompany the Canine Handler when conducting searches of areas accessed by inmates, including inmate living quarters. When a canine alerts to the presence of contraband in an area that may result in disciplinary action against an inmate, the Canine Handler may request the assistance of institutional staff. Institutional staff may be designated to write the disciplinary report.

## **8. Barrier Panel No-Contact Screenings:**

- A. Canine teams may be used to screen all persons participating in visits at a DOC facility to detect drugs (drug interdiction). Notice of search by canines shall be posted in a location within the visit room which is visible to the public or in a visible location adjacent to the visit room.
- B. Canines will remain behind the barrier while screening persons in the visit room. A barrier may be a specially designed chair, screen or other physical barrier/object used to physically separate and prohibit any physical contact between the person being screened and the canine.
  - 1. Canines will remain on leash and under the direct, visual supervision of the handler at all times when having access to visitors or inmates.
- C. If the canine alerts to the presence of drugs, the visitor or inmate must consent to search by DOC staff. Following search, the person may be required to pass by the barrier a second time. Law enforcement will be contacted if drugs or weapons are found on a visitor or evidence exists that the visitor placed drugs or weapons in the visit room or other area accessible to inmates.
- D. If a visitor refuses consent to be searched, the visit will be terminated. The visitor may be denied future visits, terminated from the approved visitor list or placed on Class II visits.
- E. If the canine alerts to the possession of drugs by an inmate, the inmate is subject to a hand pat search, strip search or body scanner search before being permitted to continue with the visit. If the inmate refuses to be searched, he/she will be placed on dry cell status. Inmates found with contraband in their possession before, during or after visits will have their visit terminated, may have future visits restricted and may be placed on Class II visits by the Warden or designee.

## **9. Canine Bites:**

- A. To minimize the possibility of a bite, canine handlers are responsible for informing the public on how to approach the canine and directing/controlling any contact and/or interaction the public or offenders may have with the canine. No person shall touch or pet a canine unless permitted by the Canine Handler.
- B. The Canine Handler shall not permit offenders or the public to agitate or tease the canine.
- C. The Canine Handler must report any bite that occurs while the canine is on-duty or off-duty to the Canine Commander.
- D. Whenever there is an injury or complaint of injury related to the deployment or actions of the canine, the Canine Handler shall:
  - 1. Ensure anyone who needs or is requesting medical attention receives medical attention
  - 2. Document the reported injury, including photographs of the injury if possible, as soon as possible following the injury.
  - 3. The canine involved in the injury should be removed from the scene as soon as practical. If possible, the canine should not be redeployed until an investigation into the injury is complete.

4. Complete a detailed Incident Report within 48 hours and send this to the Canine Commander.
5. Staff will complete a *Report of Accident, Incident or Unsafe Condition* within seven (7) days of the exposure incident and forward the report to Risk Management and the Canine Commander
6. After receipt of the report, the Canine Commander shall conduct an after incident review to determine if any policy was violated or any mitigating factors that may be present at the time of the injury incident.
7. The final report shall be sent to the Director of Security and Director of Prison Operations.

## 10. Canine Care:

- A. Canine Handlers shall only use food and supplies approved and provided by the DOC for the care of their assigned canine.
- B. Canine Handlers are responsible for the care and handling of the canine when the canine is on and off duty. This includes maintaining the canine in a healthy environment, proper feeding, routine physical inspections, grooming, scheduling annual veterinary checkups and vaccinations and maintenance/replacement of canine supplies; such as leashes, dishes, reward toys, kennels, brushes, etc.
- C. The Canine Handler shall notify the Canine Commander of any significant, emergency veterinary services required by the canine.

## 11. Canine Retirement:

- A. A DOC canine may be retired from the program and/or service when the canine:
  1. Is no longer needed for official purposes.
  2. Has a temperament incompatible with service guidelines/policy requirements for the type of work the canine is trained.
  3. Fails to pass certification based on the approved standards.
  4. Can no longer perform the requirements for certification due to age, sickness, or injury.
- B. The Canine Handler and Canine Commander shall determine when to retire a canine.
- C. The canine's current handler shall be given first opportunity to adopt the retired canine.

## V Related Directives:

DOC policy 1.1.C.5 -- [Staff Dress and Grooming Standards](#)  
DOC policy 1.3.B.3 -- [Mutual Assistance to Law Enforcement Agencies](#)

SDCL § [23-3-35.4](#)

Administrative Rule of South Dakota, [2:01:13:01](#), [2:01:13:06.01](#) and [2:01:13:07](#).



## VI Revision Log:

**May 2015:** New Policy

**May 2016:** **Added** "Results of audits will be documented, recorded and available for inspection" in Section 1 C. 3. c. **Added** new Section 7.

**June 2017:** **Deleted** definition of "Indication", "Scent Memorization", "Search Patterns" and "Spin Hunts". **Deleted** E. in Section 2. **Added** 2. to Section 7 E.

**October 2017:** **Deleted** "Enhance public safety" and **Replaced** with "Provide a safer, more secure environment for staff, inmates and the public" in Section 1 B. **Deleted** "Director of Security" and **Replaced** with "Canine Commander" in Section 2 A. **Added** 7. to Section 2 B. **Added** 1. and 2. to Section 2 D. **Added** N. to Section 5. **Added** "This includes any bites by the canine" to Section 7 D. 1. b. **Added** "Canines may be deployed "off leash" when situations dictate, provided the canine is under direct supervision and control of the Canine Handler" to Section 7 B. **Added** Section 8.

**January 2018:** **Added** j. to Section 2 A. 3. **Added** D.-H. to Section 3. **Added** "when circumstances exist that clearly dictate the need for immediate canine deployment, provided the canine and/or canine team is trained and/or certified to complete the task" to Section 7 E. 2. **Added** 3. to Section 7 E. 2. **Added** Sections 9. 10. and 11. **Added** "to detect drugs (drug interdiction) and "Notice of search by canines shall be posted in a location within the visit room which is visible to the public or in a visible location adjacent to the visit room" to Section 8 A. **Added** "While screening persons in the visit room. A barrier may be a specially designed chair, screen or other physical barrier/object used to physically separate and prohibit any physical contact between the person being screened and the canine and **Deleted** "when visitors are present and at no time will the canine have direct physical contact with any visitor" and **Added** "Canines will remain on leash and under the direct, visual supervision of the handler at all times when having access to visitors or inmates" in Section 8 B.

<i>Denny Kaemingk (original signature on file)</i>	<i>01/08/2018</i>
Denny Kaemingk, Secretary of Corrections	Date

## Attachment 1

### 8-Week Training Course

This 8-week training course is designed to take a canine with no prior training or certification to being certified. The timeframes may be shortened or extended depending on the skills of the canine handler and the canine's trainability.

#### Weekly Goals:

- Weeks 1 & 2** Scent memorization  
Throws in open and into search areas (playing fetch)
- Weeks 3 & 4** Start with throws, work into beginning stages of indication work.  
Hides that canine can see. Build up indication  
Throws the K9 cannot see – Spin Hunts  
Throws in harder to reach areas to build up confidence.
- Weeks 5 & 6** Start with beginning stages of indication  
More frequent and longer lasting indication work – build up  
Start beginning stages of search patterns – discretionary boxes, wooden wall  
Begin transition away from odored toys and using real items in hides.
- Week 7** Search patterns – on and off line  
Pure odor on hides  
More searching scenarios  
Prepare for test and turn in assignments
- Week 8** Work on areas where needed  
Written test  
Certification test  
Graduation ceremony

**Note:** All toys that are used will have the odor of a target contraband item.

**Attachment 2**

**South Dakota Department of Corrections  
Corrections Canine Team Certification**

**Canine Team:** \_\_\_\_\_

**Date of Certification:** \_\_\_\_\_ **Location:** \_\_\_\_\_

**Judge:** \_\_\_\_\_ **Witness:** \_\_\_\_\_

**Odor #:** \_\_\_\_\_

Detected: \_\_\_\_\_ Did not detect: \_\_\_\_\_ **Pass / Fail**

Notes / Comments: \_\_\_\_\_

\_\_\_\_\_

**Odor #:** \_\_\_\_\_

Detected: \_\_\_\_\_ Did not detect: \_\_\_\_\_ **Pass / Fail**

Notes / Comments: \_\_\_\_\_

\_\_\_\_\_

**Odor #:** \_\_\_\_\_

Detected: \_\_\_\_\_ Did not detect: \_\_\_\_\_ **Pass / Fail**

Notes / Comments: \_\_\_\_\_

\_\_\_\_\_

**Odor #:** \_\_\_\_\_

Detected: \_\_\_\_\_ Did not detect: \_\_\_\_\_ **Pass / Fail**

Notes / Comments: \_\_\_\_\_

\_\_\_\_\_

**Odor 1:** \_\_\_\_\_ **Quantity** \_\_\_\_\_ **Location of Hide:** \_\_\_\_\_

**Odor 2:** \_\_\_\_\_ **Quantity** \_\_\_\_\_ **Location of Hide:** \_\_\_\_\_

**Odor 3:** \_\_\_\_\_ **Quantity** \_\_\_\_\_ **Location of Hide:** \_\_\_\_\_

**Odor 4:** \_\_\_\_\_ **Quantity** \_\_\_\_\_ **Location of Hide:** \_\_\_\_\_

**Odor 5:** \_\_\_\_\_ **Quantity** \_\_\_\_\_ **Location of Hide:** \_\_\_\_\_

**Odor 6:** \_\_\_\_\_ **Quantity** \_\_\_\_\_ **Location of Hide:** \_\_\_\_\_

**Odor 7:** \_\_\_\_\_ **Quantity** \_\_\_\_\_ **Location of Hide:** \_\_\_\_\_

**Odor 8:** \_\_\_\_\_ **Quantity** \_\_\_\_\_ **Location of Hide:** \_\_\_\_\_

**Odor 9:** \_\_\_\_\_ **Quantity** \_\_\_\_\_ **Location of Hide:** \_\_\_\_\_

**Odor 10:** \_\_\_\_\_ **Quantity** \_\_\_\_\_ **Location of Hide:** \_\_\_\_\_