

1.3.A.14 Canine Teams

I Policy Index:



Date Signed: 07/02/2018
Distribution: Public
Replaces Policy: None
Supersedes Policy Dated: 01/08/2018
Affected Units: All Institutions
Effective Date: 07/13/2018
Scheduled Revision Date: May 2019
Revision Number: 4
Office of Primary Responsibility: DOC Administration

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, buildings and property. Canine teams enhance the security of DOC institutions through the detection of contraband located in or on DOC property or buildings. All Corrections Canine Teams are certified in accordance with the requirements of state law and administrative rule.

III Definitions:

Canine Handler:

A staff member of the Department of Corrections is authorized and designated by the department to utilize a department owned service canine to perform assigned duties.

Corrections Canine Team:

Composed of a corrections service canine and staff member of the Department of Corrections, who is assigned as the exclusive handler of the canine.

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 (contraband), pursuant to state law or contrary to 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 canine search services to all DOC units.
 - D. Contribute to maintaining a quality training program for certification of DOC canine handlers and canines that prepares canine teams to efficiently and effectively perform their assigned duties.
 - E. When appropriate, participate and support training and operations of a Corrections Emergency Response Team (CERT).

2. Organizational Structure, Authority, and Responsibility:

- A. The Canine Commander is responsible for the daily operation, training, certification process and general administration of the canine teams, including but not limited to the following responsibilities:
 - 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, location of each team, area of specialization and work duties and work hours of each team. The Director of Prison Operations will have general oversight over this process.
 - 3. 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 all required certification. The Canine Commander shall exercise statewide responsibility and authority over all canine teams. The Canine Commander will ensure 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. Assign canines to Canine Handler to achieve the most effective operational partnership possible.
 - e. Overseeing the procurement, selection, training, kenneling and overall care of canines. Also, the pairing of canine handlers and canines and removal of, retirement or final disposition of canines.

- f. Maintenance of an appropriate sanitation plan that provides for and directs 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 Director of Prison Operations.
 - h. Approval and acquisition 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.
 - k. 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.
 - l. Ensure Corrections Canine Team services are provided to all DOC institutions housing inmates on a regular basis.
 - m. Report any failure by a Corrections Canine Team member to comply with policies, orders or approved procedures, standards, or expectations.
 - n. Provide reports to the Director of Security and/or Director of Prison Operations regarding search activities, statistical information and corrections service canine performance.
 - o. Maintain all required certification to access and utilize controlled substances/drugs for the training and certification of the canines.
- B. 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, maintenance and 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).

- E. 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 ability to properly handle and control their assigned service canine.
- B. Canine handlers must maintain a residence that can accommodate a canine, including appropriate housing (a kennel) and basic needs of the canine.
- C. Canine handlers are responsible for the actions of their assigned canines at all times. This includes while the canine is engaged in assigned duties and off-duty and when the canine is on or off leash.
- D. Canines will not be left unattended in any area where the public may have direct access to or contact with the canine, unless left in the care of a veterinarian, another handler, or other authorized person(s).
- E. The canine handler is ultimately responsible for upkeep of the canine's training files and required training/certification or recertification.
- F. 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 state, federal and local laws.
- G. Canine handlers shall not deploy the canine for any unauthorized use or use skills and abilities acquired by the canine at the expense of the DOC for the handler's 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. Monthly canine team training goals and expectations will be set by the Canine Commander. Training will depend on the skill level of the canine handler and canine's trainability.
- C. Outside training attendance or participation 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. The Canine Commander will determine who will judge each certification. The Canine Instructor will be present at any 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 and Commitment:

- A. A 5% increase in pay may be granted to canine handlers upon hire. This will help offset the cost of additional non-reimbursable expenses (labor and materials) incurred as part of the duties for caring for a DOC canine.
- B. 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 of canine handler for at least three (3) years.

7. Searches:

- A. Canine teams may be dispatched to or assigned to any adult DOC facility.
- B. Canines will not be used to search inmates during a strip search.
- 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 searches by the canine and maintain control of the canine at all times.
 1. Appropriate care will be taken to ensure the canine's safety as well as the safety of inmates, staff and public present during the search.
 - 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.
- G. All approved procedures involving the collection and storage of confiscated contraband/unauthorized property discovered during a canine search 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](#)). Mutual aid may be provided 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 of 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). In such cases, the canine and/or canine handler should not be deployed to offer mutual aid.
- H. 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. The purpose of the screening is 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 approved barrier while screening persons in the visit room. A barrier may be a specially designed chair, screen or other physical object used to physically separate and prohibit physical contact between the person being screened and the canine.
 - 1. Canines will remain on leash and under the direct, physical 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 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 and the visitor will be removed from the facility. Visitors who fail to comply with the search 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 or strip search and 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 may have their visit terminated, future visits restricted and/or placed on Class II visits.

9. Canine Bites or other Injury:

- A. To minimize the possibility of a canine bite, Canine Handlers are responsible for informing the public on how to approach the canine and directing/controlling any contact or interaction the public or inmates 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 inmates 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 an 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 and as soon as possible following the injury.
 - 3. The canine involved in the injury should be removed by the Canine Handler from the scene as soon as practical. The canine should not be redeployed for job duty until an investigation into the injury is complete.

4. The Canine Handler will 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 bite incident or other injury allegedly caused by the actions of the canine 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 approved food and supplies 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 and watering of the canine, routine physical inspection, 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 or significant health issues experienced 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 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.

May 2018: **Deleted** "shall" and **Replaced** with "may" in Section 6 A. **Added** "The Canine Commander will determine who will judge each certification. The Canine Instructor will be present at any certification" in Section 5 E.

Denny Kaemingk (original signature on file)

Denny Kaemingk, Secretary of Corrections

07/02/2018

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:** _____