



SOUTH DAKOTA  DEPARTMENT OF CORRECTIONS POLICY AND PROCEDURE		POLICY NUMBER 1100-03	PAGE NUMBER 1 OF 7
		DISTRIBUTION:	Public
		SUBJECT:	Canine Teams
RELATED STANDARDS:	ACA 5-ACI: 5-ACI-3A-43, 5-ACI-3A-44; 5-ACI-3A-45	EFFECTIVE DATE:	June 15, 2024
		SUPERSESSION:	06/18/2021
DESCRIPTION: Inspector General	REVIEW MONTH: May	 KELLIE WASKO SECRETARY OF CORRECTIONS	

I. POLICY

It is the policy of the South Dakota Department of Corrections (DOC) to provide a safe environment for staff, offenders, and the public by conducting controlled searches of individuals, institutions, and property. Canine teams enhance the security of DOC institutions through the detection of contraband.

II. PURPOSE

The purpose of the canine teams is to enforce a zero tolerance for drug use and possession at all DOC sites and offender work areas. The canine teams assist in providing a safe environment for staff, offenders, and the public by conducting controlled searches of individuals, institutions, and property.

III. DEFINITIONS

Canine Handler:

A specially trained staff member of the Department of Corrections authorized and designated by the department to utilize a department owned service canine to perform searches.

Corrections Canine Team:

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

Corrections Service Canine:

A canine (dog) owned and used by the Department of Corrections trained to detect the odor of specific articles which are unlawful for an offender to possess (contraband), pursuant to state law or contrary to the rules of the Department of Corrections.

IV. PROCEDURES

1. Utilization of Canine Teams:

- A. Corrections canine teams provide specialized security and public safety support through training, education, and prevention. The canine unit policy, procedure, and practice provide for the following:
 1. Mission statement including goals and objectives:
 - a. The mission of the SDDOC canine team is to provide specialized security and public safety to our institutions by assisting in the detection of contraband.

SECTION	SUBJECT	DOC POLICY	Page 2 of 7
Inspector General	Canine Teams	1100-03	Effective: 06/15/2024

2. ***Emergency plans that are integrated into the overall emergency plans of the facility [ACA 5-ACI-3A-43].***

B. Corrections canine teams will:

1. Contribute to a safe, secure environment for staff, offenders and the public.
2. Enforce zero tolerance of possession or use of drugs and other contraband within DOC facilities through search operations.
3. Maintain a high state of readiness to provide canine search services to the DOC.
4. Contribute to maintaining a quality training program for certification of canine handlers and canines that prepares each team to perform assigned duties efficiently and effectively.
5. When appropriate, participate in and support specialized training and operations, such as Corrections Emergency Response Team (CERT) responses, or in response to information supporting the presence of contraband.

C. All requests for canine team assistance outside of DOC duties assigned to the team must be requested by the director and approved in advance by inspector general (IG).

2. Organizational Structure, Authority, and Responsibility:

A. The canine commander is responsible for the daily operation, training, certification, and general administration of the canine teams, including but not limited to the following:

1. Reporting information to the IG.
2. Assisting in determining the number of canine teams necessary to complete sufficient searches, including the home station of each team, area of specialization, work duties, training requirements and schedules and work hours of the team. The IG will have oversight over these decisions.
3. The canine commander must complete all required training and certification and demonstrate proficiency in the performance of his/her assigned duties. The canine commander shall exercise statewide responsibility over all canine teams.
4. The policy, procedure, and practice for training of handlers/dog teams and upkeep and care of animals provide for the following:
 - a. Training, and care of the animals.
 - b. Training requirements of handlers.
 - c. An approved sanitation plan which covers inspection, housing, transportation, and daily grooming for dogs.
5. ***Each handler / dog team should be trained, certified, and recertified annually by a nationally recognized accrediting body or a comparable internal training and proficiency testing program [ACA 5-ACI-3A-44].***
6. The SD DOC canine handler and dog team will have ongoing training and recertification and will remain certified and re-certified.
7. The canine commander will ensure continued development and annual review of the canine teams, including the following:
 - 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 operations, divisions, or teams and best practices utilization of teams.
 - c. Integration of canines into search procedures, including scheduled, targeted searches at the facility, as deemed appropriate and necessary.
 - d. Maintenance of canine and canine handler job descriptions, criteria, and procedures for selection of canines and canine handlers. Assignment of canines to canine handlers to achieve the most effective operational partnership/team possible.
 - e. Overseeing the procurement, selection, training, kenneling, and overall care of canines, including removal, retirement, and final disposition of canines.
 - f. Maintenance of an appropriate sanitation plan that provides for and directs the inspection, housing, transportation, grooming, and proper care of canines.

SECTION	SUBJECT	DOC POLICY	Page 3 of 7
Inspector General	Canine Teams	1100-03	Effective: 06/15/2024

- g. Ensuring canine team services are provided to DOC divisions as required or directed by the IG.
- h. Approval and acquisition of uniforms, insignia, equipment, supplies, and services, consistent with DOC policy.
- i. Organizing and maintaining records concerning canine team activities, including but not limited to, training, completion of certification, proficiency testing, and participation in significant events or special duties, as assigned. ***Policy, procedure, and practice provide daily and current records on training, care of dogs, and significant events [ACA 5-ACI-3A-45].***
- j. Coordinating with the IG for canine team demonstrations to further community relations and provide information and education about the DOC and canine teams.
- k. Providing direction and supervision to the canine teams, including developing and maintaining post orders for each team, which will be reviewed and approved by the IG. Ensuring canine team services are provided to all DOC institutions housing offenders on a regular basis.
- l. Reporting and correcting any deficiencies exhibited by a team while also complying with DOC policy, orders, directives, procedures, standards, or expectations. The safety of each team shall always be a priority.
- m. Providing monthly reports to the IG regarding team search activities, including statistical information.
- n. Maintaining all required certification of canines and canine handlers, including accessing substances/drugs used to train the teams.
- o. The canine commander will ensure all department provided uniforms, equipment, vehicles, supplies, and gear is properly maintained and accounted for by the canine handlers.

3. Canine Handlers:

- A. All canine handlers must demonstrate proficiency and the ability to properly handle and control their assigned canine.
- B. Canine handlers must maintain a residence that can accommodate the canine, including appropriate housing (a kennel) and meeting the basic needs of the canine.
- C. Canine handlers are responsible for the actions of their assigned canine at all times. This includes when the canine is on duty and off duty.
- 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). The canine commander must be notified in advance if temporary care of the canine will be transferred to another authorized person.
- E. Canine handlers are responsible for upkeep of the canine's training files and required training/certification or demonstrated proficiency testing.
- F. All canine training aids must be properly secured and accounted for while in the canine 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 the skills and abilities acquired by the canine and at the expense of the DOC for the handler's own personal benefit or gain. Handlers shall not register the canine with any society or organization without approval of the OIG. Canines shall not be entered in any show, competition, or demonstration.
- H. Canine handlers are responsible for the maintenance of all state-owned property assigned to them.

SECTION	SUBJECT	DOC POLICY	Page 4 of 7
Inspector General	Canine Teams	1100-03	Effective: 06/15/2024

- I. Canine handlers who will be on leave and unable to care for their canine due to travel or other circumstances, will notify the canine commander in advance with dates that the canine will be out of service, and the name of the boarding kennel or name of another DOC canine handler who will be caring for the canine.

4. Certification:

- A. The training course and certification process are designed to take a canine and canine handler with no prior training or certification to being certified.

5. Searches:

- A. Canine teams may be assigned to any division of the DOC.
- B. Canine teams will primarily be used to search DOC facilities and grounds.
- C. Canines will not be used to search offenders during strip searches.
- D. Canines may be deployed “off leash” when situations dictate, provided the canine remains under the direct supervision and control of the canine handler.
- E. 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.
- F. All information about when and where a canine search will be conducted will be treated as confidential. Advance notice of the arrival or dispatch of a canine team to a facility is at the discretion of the IG. Notice should be provided to the warden or associate warden sufficiently in advance of the arrival of a canine team to a facility, when possible.
- G. The canine handler will direct searches conducted by the canine.
 1. Appropriate care will be taken to ensure the canine’s safety, as well as the safety of offenders, staff and public during the search.
 - a. The canine handler is responsible for observing the canine during searches for any alert/indications.
- H. All approved procedures and directives involving the collection, processing and storage of confiscated contraband/evidence discovered during a canine search will be followed. An Offender Disciplinary Report will be completed, as deemed appropriate. The chain of custody will be maintained for all contraband recovered in accordance with best practices adopted by DOC.
 1. Law enforcement will be contacted, as deemed appropriate by the IG when illegal contraband is located.
 2. Canine teams may be called upon, with approval from the secretary of corrections (SOC) and IG, to provide mutual aid to outside agencies. Mutual aid may be provided when circumstances exist that clearly dictate the need for immediate canine deployment, provided the canine and canine handler are 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 IG if the team cannot safely and legally perform the requested task(s). In such cases, the team should not be deployed to offer mutual aid.

SECTION	SUBJECT	DOC POLICY	Page 5 of 7
Inspector General	Canine Teams	1100-03	Effective: 06/15/2024

- I. Institutional staff may accompany the canine handler when conducting searches of the facility, including offender living quarters. When a canine alerts to the presence of contraband in an area that may result in disciplinary action against an offender, the handler may request the assistance of institutional staff to positively identify the property and location of the contraband.
- J. Canine handlers must carry nasal Narcan while performing searches. Any possible exposure of the handler or canine must be immediately reported to the respective facility Clinical Services staff.

6. 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 controlling any contact 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 or injury caused by the canine, on or off-duty, to the canine commander, IG, and warden.
- 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.
 - 3. Ensure the canine shall be removed from the scene as soon as practical. The canine shall not be deployed for job duty until an investigation into the incident is complete.
 - 4. The canine handler will complete a detailed Incident Report immediately and send this to the canine commander, and IG.
 - 5. Staff will complete an Incident, Accident or Unsafe Condition Report by the end of shift of any injury caused by the canine/team and forward the report to the Office of Risk Management (ORM). The same report is required anytime the canine is seriously injured or requires medical care as a result of injury or incident.
 - 6. After receipt of the report, the canine commander shall conduct an after-incident review of the incident and report the findings to the IG. The IG shall report the findings/incident to the SOC, and director of Prisons.

E. Canine Care:

- A. Canines shall not be used for breeding purposes. Female canines must be spayed as soon as possible upon being assigned to the DOC.
- B. Canines shall be provided the proper amount of daily food consumption and exercise that ensures proper nutrition and health, so the canine stays fit, agile and muscular.
 - 1. No "off label" brand of dog food will be fed to the canine.
- C. Canine handlers are responsible for the care and handling of the canine on and off duty. This includes maintaining the canine in a healthy environment and ensuring proper feeding and watering of the canine, routine physical inspection, grooming, scheduling annual veterinary checkups, vaccinations, and maintenance/replacement of canine supplies, such as leashes, collars, dishes, reward toys, kennels, brushes, etc.

SECTION	SUBJECT	DOC POLICY	Page 6 of 7
Inspector General	Canine Teams	1100-03	Effective: 06/15/2024

- D. Canine handlers shall provide for the humane treatment of the canine and shall not neglect or misuse the canine at any time. Canines shall not be used in any manner inconsistent with training and deployment practices established by policy and directive. Willful or negligent misuse or improper handling of the canine will subject the handler to disciplinary action.
- E. Unless otherwise authorized, all canines must have access to an appropriately constructed kennel at the handler's residence. Kennels must be cleaned daily. Vehicles and canine equipment shall be kept clean and sanitary.
- F. DOC canines may be housed with personal canines owned by the canine handler. Proper precautions shall be applied by the handler to prevent adverse behaviors by either canine, i.e., fighting, breeding, escape from control of the canine handler, or otherwise interfering with training, obedience, or performance of duties of the DOC canine.
- G. The canine shall be controlled by a leash, placed in a secure area (kennel, office, vehicle, portable crate, etc.), or otherwise under the control of the canine handler at all times. Handlers may be deemed responsible for adverse actions by their canine.
- H. The handler's residence and kennel where the canine is kept is subject to periodic inspections with or without notice by the canine commander.
- I. The handler shall maintain yearly health and immunization records, to include vaccination for rabies, distemper, and parvo. A copy of all veterinary records and bills shall be promptly provided to the IG or designee.
- J. Each canine must receive a maintained, veterinarian-approved diet, and a required medication schedule (e.g., heartworm pills, vitamins, and any other medication prescribed).
- K. If, at any time, the canine handler determines he/she is no longer able to properly provide for or handle the canine, the canine commander must be promptly notified.
- L. The canine commander may reassign a specific canine to another handler, as deemed appropriate and/or necessary. Each canine handler must be matched and trained with the selected canine in order to ensure their utmost performance as a team.

8. State-Owned Canine Retirement:

- A. Canines will 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.
 - 4. Can no longer perform the requirements for certification due to age, sickness, or injury.
- B. Upon recommendation from the canine commander, the IG shall determine when to retire a canine based upon the criteria in Section "Canine Care" in this policy. At the discretion of the IG, the retired canine may be replaced.
- C. The canine's current handler shall be given first opportunity to adopt the retired canine. The disposition of a DOC canine shall be in accordance with South Dakota state statute governing the handling of state property.

SECTION	SUBJECT	DOC POLICY	Page 7 of 7
Inspector General	Canine Teams	1100-03	Effective: 06/15/2024

- D. The DOC business manager will work with the Office of Procurement Manager, Property Management, to sell the retired canine to the canine handler. Upon transfer of the canine and any approved equipment, the canine handler is required to sign a release form accepting all responsibilities for the canine and approved equipment.
- E. If it is necessary to find an owner for a canine other than the canine’s handler, preference will be given to staff of the Department of Corrections. Upon transfer of the canine and any approved equipment, the staff member is required to sign a release form accepting all responsibilities for the canine and approved equipment.
- F. If recommended by a licensed veterinarian, an active-duty canine determined to be medically unfit for service or unhealthy, may be retired, or euthanized by a licensed veterinarian.

V. RESPONSIBILITY

The persons responsible for annual review and enforcement of this policy are the canine commander and the IG.

VI. AUTHORITY

- A. SDCL § [23-3-35.4](#) **Law enforcement canine team certification--Specialties.**
- B. ARSD [2:01:13:06.01](#) **Standards for certification as a corrections canine team.**
- C. ARSD [2:01:13:07](#) **Expiration of certification as a drug detection, explosive detection, patrol, or corrections canine team.**

VII. HISTORY

June 2024
June 2021
June 2020
December 2019
May 2019
May 2018
January 2018
October 2017
June 2017
May 2016
May 2015 – New Policy

ATTACHMENTS *(*Indicates document opens externally)*

1. DOC Policy Implementation / Adjustments