

## 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, 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 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.

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

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

#### **Indication:**

The action a corrections service canine takes when he/she detects an odor he/she is trained to detect. Corrections service canines may be trained to either sit, scratch, or bark when an odor is detected. Corrections service canines will be trained to have one form of indication.

#### **Scent Memorization:**

The process of training a corrections service canine to recognize an odor by introducing a fetch toy to a target odor.

#### **Search Patterns:**

Training the corrections service canine to follow the canine handler's directions during a search.

### **Spin Hunts:**

Throwing an odored toy and spinning the corrections service canine prior to releasing him/her so the corrections service canine must rely on his/her smell to find the toy.

### **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. The 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. Enhance public safety.
  - B. Enforce zero tolerance for inmate possession or use of drugs and other contraband through search operations.
  - C. Maintain a high state of readiness in order to provide services for all DOC units.
  - D. Establish and maintain a quality training program for certification of DOC canine handlers and canines that prepares these teams to meet the challenges of missions they receive.
  - E. When appropriate, integrate training and operations with the Corrections Emergency Response Team (CERT).

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

- A. The Director of Security is responsible for the daily operation and administration of the Corrections Canine Teams, including but not limited to:
  - 1. Determining the number and type of canine teams, headquarters locations and areas of specialization based upon consultation with each Warden or designee.
  - 2. Ensuring the development and annual review of the Corrections Canine Team, including the following (See ACA #4-4209):
    - a. Operation and administration of the Corrections Canine Team training program, including proficiency testing and certification procedures.
    - b. Integration with other special operations components, e.g. CERT.
    - c. Integration of canines into search procedures.
    - d. Maintenance of job descriptions, criteria and procedures for selection of 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 and/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 requested.
  - h. Approval of Canine Team 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, the following: training, care of canines and participation in significant events.
- B. The Officer in Charge of the Corrections Canine Team will have a title of Canine Commander and will be under the supervision of the Director of Security. The Canine Commander will have completed all required training, demonstrated proficiency in the performance of assigned duties, and completed certification as a canine handler at the time of their assignment. One working canine partner may be approved by the Director of Security for assignment to the Canine Commander. The Canine Commander shall exercise statewide responsibility and authority over the Corrections Canine Team as follows:
1. Provide direction and supervision to the Canine Instructor/Inspector and Corrections Canine Teams. Develop Corrections Canine Team post orders to govern the administration and operation of the Corrections Canine Team for the review and approval by the Director of Security and Director of Prison Operations.
  2. Ensure Corrections Canine Team services are provided to all DOC institutions on a regular basis.
  3. Coordinate with facility CERT commanders and security staff to ensure an integrated, cohesive, collaborative and team-oriented approach to special operations.
  4. Assist in pairing canine handlers and canines to achieve the most effective operational partnerships.
  5. Removal of a Corrections Canine Team for failure to comply with the Corrections Canine Team procedures, standards, or expectations.
  6. Provide reports to the Director of Security and Director of Prison Operations regarding search activities, statistical information and corrections service canine performance.
- C. The Canine Commander may be assigned one Canine Instructor/Inspector, who will be supervised by the Canine Commander. The Canine Instructor/Inspector will have completed all required training, demonstrated proficiency in the performance of assigned duties and completed certification as a canine handler at the time of appointment. 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 exercise responsibility and authority over the Corrections Canine Team Training and Certification Program, including:
1. Serve as the senior canine instructor for the DOC

2. Ensure a quality training program is maintained to provide for initial and ongoing training, proficiency testing and certification of Corrections Canine Teams.
  3. Ensure ongoing inspection/audit of all canine teams, corrections service canines, vehicles, areas assigned to Corrections Canine Teams, contraband training aids and initiate appropriate corrective actions when necessary. Results of audits will be documented, recorded and available for inspection.
  4. Submit reports to the Canine Commander and the Director of Security regarding equipment inventory, training needs, corrective actions taken and training and certification status of all corrections canine teams (See ACA #4-4210).
  5. Document any training and use of the canine.
- D. Corrections Canine Team canine handlers will ensure all agency approved uniforms, equipment, vehicles, supplies, and services are issued and properly maintained. Only those cases specifically communicated via written order from the Director of Security will be excluded.
- E. Corrections Canine Teams will not be used in institutions for standing posts in facilities or during transport and/or escort of inmates except in cases of emergency and at the direction of the Director of Security and with approval from the Warden.

### **3. Physical Fitness:**

- 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.

### **4. Training:**

- A. Potential corrections service canines and canine handlers will participate in an 8-week training course (See [Attachment 1](#)) (See ACA #4-4209).
- B. The weekly goals for the training course are set out below. The timeframes may be shortened or extended depending on the skill level of the canine handler and the canine's trainability.

### **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 the Director of Security or designee. The designee must hold the rank of captain or higher. Any certified canine handler may judge a canine certification.

- 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. 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 Director of Security will decide if the handler will be removed from the position or allowed a final retest. A score below 80% on the final test will 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](#)).

## **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 will provide canine resources to institutions that do not maintain a canine team as directed.
- B. Canines will not be used to search an inmate during a strip search.
- C. All information concerning a search will be treated as confidential and communicated only to those staff that needs to know to preserve the efficiency of the search.
- D. The canine handler will direct the search and maintain control of the canine at all times.

1. Appropriate care will be taken to ensure the canine's safety and safety of all inmates being searched. Property will not be intentionally damaged during searches. An Informational report will be prepared and immediately submitted to the Officer in Charge anytime a canine or inmate is injured, assaulted or if any property is damaged during the search by the canine and/or handler.
  2. The canine handler will observe the canine during the search for any alert/indications.
- E. Confiscated contraband/unauthorized property will be documented and processed. A 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.

## V Related Directives:

DOC policy 1.1.C.5 -- [Staff Dress and Grooming Standards](#)

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.

<i>Denny Kaemingk (original signature on file)</i>	<i>07/22/2016</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:** \_\_\_\_\_