

RESOLUTION NO. 87--08

R E S O L U T I O N

BE IT RESOLVED BY THE BOARD OF MAYOR AND ALDERMEN OF THE TOWN OF
SPRING HILL, TENNESSEE:

WHEREAS, the purpose of this Resolution is to establish policies and
procedures for utilization of the Spring Hill Police Department's Canine Unit;
now, therefore, BE IT RESOLVED:

POLICY

Canine handlers are police officers and will comply with all the rules and
regulations governing the duties of a police officer. They will take appropriate
action in all situations calling for police service that are observed or brought
to their attention.

It is the policy of this agency to utilize properly trained canine teams to
supplement patrol and investigative functions. Additionally, it is the policy
of this agency to prohibit the use of canines for crowd control or deterrent
effect at the scene of a peaceful demonstration. It is also the policy of this
agency not to demonstrate the attack feature of the canine at any public
demonstration unless specifically authorized by the Chief of Police.

INTRODUCTION

The objective of the Police Canine (K-9) Unit is to provide the Department
with an additional specialized unit to increase its effectiveness in the detection
and prevention of crime as well as the apprehension of criminals. The Canine
Unit provides a tangible service to the Department and also has a psychological
effect on the criminal activity of the community.

The greatest value of the Canine Unit lies in the ability of the dog's keen
senses of sight, hearing, and smell to aid in the search of drugs, person, and
structures, as well as promoting a positive public image of the Department's
expertise and efficiency.

GENERAL ORDER NO:

SUBJECT: Spring Hill Police Canine Team

CANCELLATIONS: All orders previously issued regarding this subject are hereby cancelled.

PURPOSE

The purpose of this order is to establish policies and procedures for utilization of the Department's Canine Unit.

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INTRODUCTION

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OWNERSHIP OF DOGS

The police dogs assigned to the Canine Unit are the property of the Spring Hill Police Department and will not be used for purposes other than official duties. The dogs will not be registered with any society or organization unless that society or organization is directly related to department K-9 training. The Department will not use or permit the use of any dog for stud purposes without approval of the Chief of Police.

VETERINARY SERVICES

All Department dogs are examined periodically, according to the schedule arranged by the veterinarian. All medical needs will be administered by the veterinarian; any treatment given on his order only. Canine Handlers, in an EXTREME EMERGENCY ONLY, may take their animal to the nearest available veterinarian for treatment. In such instance, the Department veterinarian is to be notified by telephone immediately, as to the extent of the sickness or injury.

ANNUAL FURLOUGHS, SICKNESS, ETC.

When a Handler spends his annual furlough away from his home, he is encouraged to take his assigned dog with him. However, during the leave, his dog may be kenneled at the veterinary service provided by the City. Similar use may be made of the veterinary service when the Handler is sick and unable to care for his dog.

In the event the dog becomes ill or incapacitated for any reason and is unable to work, the Handler will report for regular duty. Whenever a Handler wishes to kennel his dog for any reason, he will submit a written request and report to the Canine Unit Sgt. in charge, stating the reason for the kenneling and the number of days required.

ADMINISTRATION

CANINE TEAM OFFICER-IN-CHARGE (OIC) DUTIES

The Canine OIC will be designated by the Chief of Police. The OIC of the team will report directly to the Team Leader (Sgt.). He will be responsible for the overall operation of the team.

The Team OIC is directly responsible for:

1. Regular inspections of the Canine vehicles and dogs and kennels (weekly).
2. Maintain current rabies and City and County licenses tags.
3. Scheduling of in-service refresher training.
4. The maintenance of inventory, i.e., equipment, food, etc.
5. Up-to-date record system, with written reports submitted periodically to the Uniformed Division Commander by the OIC.

The supervision of the man-dog team during the tour of duty will be the responsibility of the shift Supervisor or the officer in charge, keeping in mind, when practical, the procedures set forth in this manual.

RESPONSIBILITIES OF CANINE HANDLERS

The principal duty of a police dog handler is to serve as a support unit in aiding general law enforcement. In this capacity, the dog shall be regarded as an item of special equipment. This item of equipment is provided by the Department to assist the officer in carrying out his duties more effectively.

To better facilitate the strong working relationship necessary between dog and handler, the canine will be housed and maintained at the residence of the handler. Equipment, food, kennel and medical requirements shall be the responsibility of the Department. Each handler is responsible for the well-being of his assigned canine. He/she will feed, water, and keep his/her dog well-groomed. The kennel must be maintained in a clean and sanitary condition, and shall be cleaned out daily. The dog's feed bowl and water bucket will be scrubbed out with

a cleaning solution weekly, with the dog house being disassembled and cleaned out quarterly. Canine vehicles and the dog's living quarters shall be inspected at the discretion of the Team Leader (Sgt.). The Handler must familiarize himself with the basic responsibilities for the health and care of a working police dog.

Canine handlers shall insure that their assigned dog wears a Spring Hill Police Department Canine identification badge, which shall be attached to the nylon or leather collar at all times.

The Handler is responsible for the physical fitness of his animal. He is given instructions during the initial and refresher training on the checking of temperatures, appetite, stool, and general condition of the dog. If, in the opinion of the Handler, the dog is too ill to report for duty, the Department veterinarian will be notified by telephone on the day of the suspected illness. If, in the opinion of the veterinarian, an examination is warranted, an appointment will be made as soon as possible. When an animal is found to be unfit for duty, a written statement will be required from the veterinarian. This statement will be submitted to the Handler's Team Supervisor upon reporting for duty. The Handler will then perform regular patrol duty for the period of the dog's illness.

Canine Handlers shall be responsible for filing and maintaining with the OIC all pertinent reports and training logs, as well as certificated, health records, and all documentation with regard to their assigned canine.

- A. Handlers will keep their dogs on leash and under complete physical control at all times, except as outlined below.
- B. Handlers will release their dogs (off leash) while maintaining verbal control, when such release is necessary to:
 1. Protect a citizen or police officer from physical attack.

2. Pursue and stop a person whom the officer has reasonable ground to believe has committed a serious crime.
 3. Search an uninhabited structure or enclosure for the purpose of locating a criminal in hiding. Canine Handlers are advised to use a public address system, whenever possible, to allow the suspects reasonable time (5 minutes) to surrender before releasing their dogs.
 4. Guard and/or restrain an arrested person to prevent flight.
- C. If a dog is physically attacked, the animal will instinctively defend itself. In such instances, the dog will be kept on lead and under the control of the Handler, in order to prevent serious injury to the provoking person(s).
 - D. Handlers will discourage persons from attempting to pet, touch or otherwise come into physical contact with their dog, unless authorized.
 - E. Handlers are advised that the best utilization of their dogs is in the best interest of the Police Department, and they are to use discretion and caution in the use of the animals.
 - F. The Canine Team may be utilized for crowd control ONLY when authorized by the Chief of Police or his designee.
 - G. Under no circumstances shall Department dogs be unleashed when authorized for use in crowd control situations.
 - H. When the suspect is believed to be a juvenile, extreme caution must be used to prevent serious injury.
 - I. Handlers shall, wherever possible, prevent their canines from soiling public or private property.

J. No canine shall be used for breeding purposes without prior approval from the Chief of Police.

CANINE USE OF FORCE

While one of the greatest values of canine teams lies in the crime-detering effect of their presence, their use in making and/or maintaining an arrest is authorized when the circumstances justify such use. The canine handler must be constantly aware that a police officer may use only the amount of force necessary to make and maintain an arrest, and that the use of canine under such circumstances constitutes the use of force or the implied use of force. In determining the degree of force to be used, he/she must take into consideration all circumstances know to him/her.

The canine handler must also bear in mind that, in responding to a request for a canine team, he is responsible for determining whether use of the dog is justified and feasible. In each case of such use, an appropriate use of force report (SHPD Form #1) shall be completed promptly in keeping with established procedure.

Canine handlers shall immediately notify the Chief of Police when the canine bites or causes serious injury to any person, whether on-duty or off, regardless of the location of the incident. Additionally, should the bite or injury be inflicted in the line of duty, the handler must notify his immediate supervisor and the Team Leader (Sgt.).

In all cases where canine team personnel are confronted with a person being bitten by an animal assigned to this Department, the Handler concerned, or the officer in charge, will see that the victim received prompt medical attention. The Handler will then prepare a written report, carefully stating all pertinent facts concerning the injury; copies of this report will then be submitted to the Chief of Police and Uniform Divison Commander Team Leader (Sgt.) and a copy will be filed. The animal will then be placed under observation with the

Department veterinarian, in accordance with the Maury County Rabies Regulations governing animal bites.

CANINE UNIT TO BE UNIFORMED

The Canine Team is part of the uniformed patrol division. All members will report for duty under normal conditions in the regulation K-9 Handler uniform, or other uniform as approved by the Team Leader (Sgt.). Only in extreme cases on an emergency basis, and then only when authorized by the Team Leader of Uniform Division Commander will the canine personnel be assigned in civilian dress. Handlers reporting for in-service refresher training will wear the regulation training uniform.

PATROL PROCEDURES

Under normal manpower conditions, the officer -dog team will be assigned a free unit assignment with city-wide responsibility, subject to orders of the shift Supervisor. The Canine Team will be responsible for, but not limited to, the following duties:

1. Foot patrol of shopping and factory areas.
2. Foot patrol of residential areas when the need presents itself, or on order.
3. Respond to all alarms (excluding fire).
4. Respond to all felony-in-progress calls.
5. Respond to all open door or window reports if the investigating officer on the scene suspects person(s) to be in the building
6. Respond to all prowler calls when a threat to life has occurred.
7. Respond to all burglary calls in progress.
8. Handle any special duties as deemed necessary by the officer in charge or Team Supervisor.

9. The Canine Handler vehicle is not to be used for animal calls or for transportation of other animals. (The possibility might exist wherein a sick animal might infect the Unit's dogs.)

CALL-OUT PROCEDURES

When there is a need for a canine team for this Department, or a request from an outside police agency, the authority rests with the Watch Commander overtime will be signed by the supervisor making the call-out.

A request for immediate utilization of the services of the Canine Unit in accordance with the guidelines of this order may be made by any police officer at the scene of the incident. The requesting officer shall ascertain from the Communications Center if a Canine Unit is currently on duty.

-If on duty, the Canine Unit will respond at the request of the investigating officer.

-If a Canine Unit is not on duty, the immediate supervisor of the requesting officer shall evaluate the circumstances surrounding the incident. If the supervisor determines that the use of a Canine Unit is warranted, he shall notify the Team Leader or OIC, who will contact an off-duty Canine Team to respond.

At the time the Canine Unit is requested, the handler should be advised of the nature and location of the incident, the nature of the canine services desired, and the name of the officer in charge at the scene.

OPERATIONAL PROCEDURES

Upon arrival of the Canine Team, the investigating officer shall insure that the handler is fully advised of the circumstances surrounding the incident.

Building Searches

-When circumstances indicate that an unauthorized person or persons may be hiding in a building or similar structure, the investigation officer shall insure the establishment of an adequate perimeter around the building.

-In the event it is determined that an armed and dangerous subject may be hiding in a building, the canine handler will determine whether the police dog will search on a lead or be released into the building.

- a. If a controlled (on lead) search is conducted, the handler may request additional officers to accompany him into the building.
- b. Additional officers shall not be utilized in a building where the police dog has been released.

-No police dog shall be released into a building without warning being given to possible occupants. Such warning shall be given by the handler in a manner likely to be heard and understood by any persons present.

-By utilizing a patrol vehicle public address system, bullhorn, or loud speaker, the warning shall identify the handler, instructions for surrender, and notification that a trained police canine will be released if the occupants fail to surrender according to instructions.

Tracking Operations

Several factors must be present in order to conduct a successful tracking operation:

- (1) By eyewitness account or positive inference, the handler must be able to determine the path taken by suspect or person to be tracked, which is free and clear of contamination by other persons.
- (2) On a criminal suspect track, the immediate establishment of a crime scene perimeter may be the single most important factor which determines success or failure. The investigation officer is responsible for the implementation of the perimeter.

When tracking a suspect, the Canine Team will be accompanied by at least one other officer, who shall keep other units advised of the direction and progress of the track. Other personnel should remain out of the immediate area to avoid contamination of scene patterns.

Evidence Search

- A Canine Team may be requested if there is reason to believe that a suspect has discarded evidence by dropping the item in flight or attempting to hide it in a field, wooded area, or other open area.
- Evidence searches are generally conducted in a manner similar to tracking operations.

Narcotics Searches

- If a request is made for the assistance of a Canine Team in connection with a search warrant for illegal narcotics, the team handler should be given as much advance notice as possible as to the location of the search and the type of narcotics which are expected to be present.
- Upon execution of a search warrant, officers should secure the scene, contain all persons present in one area, and make no search other than for weapons. Once secured, the Canine Team will enter and begin the search. As the search progresses, persons present will be moved to an area already searched by the Canine Team. Once the Team has cleared an area or room, officers present shall conduct a secondary search.
- Narcotic searches other than those in connection with a search warrant will be conducted only with the approval of the Tactical Division Supervisor or, in his absence, the first-line supervisor of the requesting officer.

Unless otherwise assigned, a Canine Team on routine patrol may voluntarily respond to any incident where the team may be of assistance, upon approval of a Tactical Supervisor.

The responding handler may decline to conduct a specific canine operation when, in his opinion, such an operation is outside the capacity of the dog or

would present an unnecessary and unacceptable level of danger to the handler, dog or others present.

Release of a Police Canine

Although the use of a police canine dog is not regarded as deadly force, the utmost discretion will be used when releasing a police canine to apprehend a fleeing suspect or armed and dangerous subject. The use of police canine is regarded as a use of force and will be scrutinized under individual circumstances as in any use of force.

CANINE UNIT VEHICLES

The Canine Team vehicles will be an equipped unit assigned to the team for their use. This vehicle will be operated by members of the Canine Team only, unless otherwise directed by the Team Leader.

OUTSIDE POLICE REQUESTS FOR USE OF DOGS

Handlers will not offer or provide the services of any Department dog for use by any outside law enforcement agency. Any request for such service must be approved by the Uniformed Division Commander. When a Canine Team is on duty and is requested by another Department, it will be at the discretion of the Uniformed Division Commander or Team Leader, as to whether or not the team will be made available. In making this decision, the supervisor will consider the needs available. In making this decision, the supervisor will consider the needs of the Spring Hill Police Department first. This service may only be used in life-threatening situations.

MUTUAL AID/CROWD CONTROL

The Canine Team will not be sent on mutual aid requests wherein they are to be used in crowd control, unless so ordered by the Chief of Police.

SPECIAL CANINE DEMONSTRATIONS

All request for special canine demonstrations will be screened and approved by the Chief of Police. If approved, the request will be sent to

the Team Leader and Canine Team OIC for assignment. Whenever practical, the duty unit will be used with the approval of the Uniform Division Commander. Canine personnel will not be permitted to perform before any group or organization, in or outside the City of Spring Hill, wherein the team is to be included in advanced publicity of any event or function for the sole purpose of stimulating a ticket-selling campaign. The degree of the demonstration will be regulated by the Chief of Police.

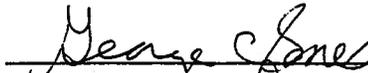
REFRESHER TRAINING

The success of an effective police canine unit lies, in large part, with both handlers and dogs of the organization. Therefore, it is important that the benefits gained through the initial training period be continuously developed. In order to maintain a high standard of efficiency, both the handler and his dog are to be given in-service refresher training, averaging one day every month. This training is under the supervision of the Team Leader (Sgt.). However, much of the responsibility for maintaining the work ability and efficiency of the dog rests with the handler himself. The officer/dog teams must constantly apply themselves to insure maximum performance.

It shall be the duty of the Team Leader (Sgt.) to establish training dates. There shall be a minimum of two designated training dates per month. Daily training of the canine is strongly recommended and permissible on duty when practical, with the approval of a Uniform Line Supervisor. Based on a demonstrated need, the Canine Unit may attend outside training facilities to increase effectiveness and efficiency in order to meet current or extended-Departmental goals, subject to approval by the Uniformed Division Commander and Team Leader (Sgt.).

To incorporate the policies of the Spring Hill Police K-9 Procedures into the Police Procedures Manual for Tennessee Municipalities, provided by the Municipal Technical Advisory Service; and adopt the manual as provided.

PASSED AND ADOPTED BY THE BOARD OF MAYOR AND ALDERMEN OF THE TOWN OF SPRING HILL this the 16th day of March, 1987.

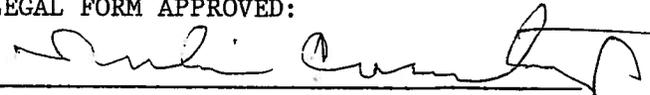


GEORGE C. JONES, MAYOR



JUNE QUIRK, CITY RECORDER

LEGAL FORM APPROVED:



ROBIN COURTNEY, TOWN ATTORNEY