

WEBER COUNTY SHERIFF'S OFFICE		POLICY AND PROCEDURES	
SUBJECT: Police Service Dog Program		CHAPTER/SECTION NO.: 28.12, 28.13, 28.14, 28.15	
EFFECTIVE DATE: 10/7/03		REVIEW DATE:	
AMENDS/SUPERSEDES: See attached sheet		APPROVED: ** See Master File Sheriff	
STANDARD NUMBER: 41.1.4			

28.12 Purpose

- 28.12.1 The use of trained police service dogs (PSD) and handlers has proven to be an asset to law enforcement operations. The use of police service dogs shall be governed by these policies and procedures.

28.13 Definitions

- 28.13.1 PSD: Police service dog. A canine participating in the Office PSD program.
- 28.13.2 Dog Handler: means a peace officer who has been assigned to the PSD program and controls and provides care for a dog participating in the Sheriff's Office PSD program.
- 28.13.3 Deputy Service Dog Team: means an element consisting of a dog handler and a dog participating in the office PSD program.
- 28.13.4 Deputy Service Dog Unit: means the PSD teams (one or more) participating in the office PSD program.
- 28.13.5 Bite Injury: means penetration of a person's skin by the teeth of a deputy service dog.
- 28.13.6 Non-Bite Injury: means any physical injury other than a bite directly caused by the use of a deputy service dog.

28.14 Policy

28.12.1

- 28.14.1 The PSD unit is part of the patrol section.
- 28.14.2 A sergeant will be designated by the Sheriff to be responsible for the general direction and operation of the PSD unit, to include budgeting activities.
- 28.14.3 The on-duty patrol shift supervisor is responsible for directing and supervising the PSD teams that are on duty and performing patrol functions.
- 28.14.4 Specialized training will be coordinated through the PSD sergeant exercising administrative oversight of the PSD unit.
- 28.14.5 Responsibilities of PSD Handlers
 - A. Handlers are responsible for the maintenance and health of an assigned PSD, and for insuring veterinary care is provided.
 - B. The handler is responsible to maintain and clean all assigned equipment and vehicles issued as a part of the deputy service dog assignment.
 - C. A handler shall keep the assigned PSD sergeant apprised of a dog's physical condition and any logistical and administrative needs or concerns.
 - D. A handler shall use discretion in emergency driving situations to ensure that a police service dog is not injured.
 - E. Performance records for the PSDs will be maintained by the Administrative Support Bureau Training Section as a basis for evaluating the effectiveness of individual dogs and the drug detector dog program. The Training Section Sergeant will coordinate with the Central Services Section to enter and store training data in Office computerized records. Copies of these records will be maintained by the PSD sergeant.

- F. Dog handlers, based on Office needs and qualifications, should agree to remain in the handler assignment for at least two (2) years and should acknowledge the demands and duty hours associated with the assignment.
 - G. A police service dog will not be allowed in public buildings, restaurants, stores, or other businesses unless engaged in Office activities, and then only under the control of the handler.
 - H. Dog handlers assigned to the police service dog teams are subject to, and bound by, the same rules and procedures as other members of the office. This policy is not designed to restate or reiterate the current mission, policy, or philosophy already put forth in office directives.
 - I. Dog handlers are required to attend weekly scheduled training as assigned by the PSD Sergeant. No deviations or absence from assigned training will be allowed without prior notification and approval by the PSD Sergeant.
 - J. Dog handlers are considered to be on-duty when training and will conduct themselves in a professional manner when participating in training whether in or out of uniform.
- 28.14.6 Particular consideration should be given to using PSD teams when conducting:
- A. Searches for lost persons (children and/or adults).
 - B. Evidence searches.
 - C. Area or building searches for suspects.
 - D. Public relations activities.
 - E. Crowd control in those situations when there is a clear and articulate threat to safety of persons or destruction of property.
 - F. Activities directed to the protection of specific persons or property.
- 28.14.7 The use of a dog as part of a PSD team may be considered a use of force. In such cases,

the dog handler is responsible for ensuring that the use of force is limited to the degree and amount that is reasonable and necessary as provided for by statute and Office policy. See chapter/section 1.22.

- 28.14.8 For the purpose of this policy, directing a dog to menace (snarl, bark, growl) at an individual is considered to be use of force.
- 28.14.9 The use of a police service dog as a use of force will be considered more force than pepper spray, but less than that of a baton.
- 28.14.10 A PSD team will normally work a regularly assigned shift and be responsible for usual patrol duties as a roving unit when staffing allows.
- 28.14.11 An on-duty PSD team should assist on calls for deputy service when directed by the on-duty patrol sergeant, requested by a deputy, or deemed appropriate by the dog handler.
- 28.14.12 Any use of a PSD team to assist other agencies or entities, while acting under the color of authority of this office, must have prior approval from a office supervisor.
- 28.14.13 The final decision to utilize a PSD team in a specific operation shall be that of the handler concerned.
- 28.14.14 The on-duty patrol shift supervisor is authorized to call PSD teams to immediate duty. Alerted dog handlers should be advised as to the nature of the call, to allow the handler to respond with proper equipment.
- 28.14.15 Public Relations
 - A. Requests for public displays of dog capabilities must be approved by the PSD sergeant and Patrol Section Lieutenant.
 - B. Assignments for talks, demonstrations, or public exhibitions will be made by the PSD sergeant, subject to requirements of the

office.

- C. Information, including performance statistics, relating to the drug detector dog program to be made available to the public will be cleared through the PSD sergeant and Patrol Section Lieutenant.
- D. Handlers will wear full duty uniform, and adhere to Office grooming standards and policy when participating in any competition, certification or public demonstration.

28.14.16 Employee Selection and Assignment

- A. Employees assigned as dog handlers should be selected on the basis of qualifications established by the Office.
- B. A Candidate for a position of Deputy Service Dog Handler should:
 - 1. Be a full time deputy.
 - 2. Have a minimum of three (3) years with the Weber County Sheriff's office, and have successfully completed the probationary period.
 - 3. Voluntarily apply to the program.
 - 4. Be willing to participate in a highly disciplined training program and committed to the additional responsibilities of the PSD program.
- C. Selection shall be based on:
 - 1. Strong interest and commitment to the program.
 - 2. Responsiveness to constructive criticism.
 - 3. High job proficiency as a peace officer.
 - 4. Satisfactory personnel evaluations.
 - 5. Recommendations from the applicant's supervisor.
 - 6. Recommendations from the PSD sergeant.
 - 7. Past interaction with public/violators.
- D. Selection of a PSD handler shall be made by the Sheriff or designee, following the

guidelines established by policy.

- E. Dog selection shall be made by the PSD sergeant, with the assistance of current handlers or selected handler trainees.
- F. The PSD sergeant shall be responsible for ongoing training, and for the integrity of the PSD program in general.

28.14.17 Training

- A. Dog handlers are to utilize constant training techniques to keep their dogs trained at a high level of proficiency.
- B. The Office should facilitate training of dog handlers such that the handlers receive an appropriate level of training.
- C. Dog handlers shall use training equipment issued by the Office when engaged in training Office dogs.
- D. A written record of dog training will be prepared and maintained by the handler. Copies of this training record will be furnished to the PSD sergeant who will provide all training records to the Administrative Support Bureau Training Section. The Training Section Sergeant will coordinate with the Central Services Section for entry and filing of records in Office Computerized records.
- E. Training should be conducted and supervised by a P.O.S.T. certified PSD instructor whenever possible.

28.14.18 Off-Duty Restrictions

- A. Dogs are to be kept secured in kennels except when under the direct or indirect supervision of the handler.
- B. Dogs will not be allowed off a leash or outside a kennel when non-family members are present at the home of the handler.

- C. Careful consideration should be given if the dog should be allowed off a leash outside the kennel when family members are present and should be under the direct supervision of the handler if such allowance is made.

28.15 **Procedure**

- 28.15.1 Prior to using a police service dog to search for a suspect inside a building or in another area, the following procedure shall be completed at least two times:
 - A. The handler must identify him/herself as a police deputy and announce that he/she is on the scene with a police service dog.
 - B. The handler must give clear direction to the suspect, such as "Show yourself," "Identify yourself," or give whatever direction the situation demands.
 - C. The handler must give the suspect a reasonable amount of time to do what is asked.
 - D. The handler must clearly state the consequences for the suspect's failure to comply with the instructions, such as "I will send in my dog."
- 28.15.2 No announcement need be made if there is reason to believe that such announcement would jeopardize any deputy or other person's safety.
- 28.15.3 When a PSD team responds as an assisting police unit, the dog handler is responsible for completing reports documenting actions of the PSD team.
- 28.15.4 Dog Bites and Scratches
 - A. Whenever a dog scratches or by mouth grabs, bites, nibbles, or pinches any person, the dog handler must report the matter verbally, as soon as practical, to the on-duty

supervisor. A written use of force report and report of injury on the bite or scratch shall be submitted by the handler prior to going off duty.

- B. A medical examination will be routine procedure in the event of a scratch or bite. The dog handler or other Office representative will provide assistance in obtaining medical assistance for examination and treatment.
- C. The dog handler shall closely examine the alleged bite or scratch area. The incident report will include an accurate description of what the handler observed. Obtain a photograph of the affected area whether or not there is any visible injury. If available, the shift supervisor or another deputy should also examine the affected area.
- D. If a subject refuses to allow the dog handler to examine the affected area, the handler should obtain a witness (preferably the shift supervisor or another deputy) to the request by the handler to be allowed to examine the alleged bite or scratch.
- E. When testifying in court, unless ordered by the court, the handler will not specify what command is used to send the police service dog to engage or apprehend.
- F. The on-duty supervisor will notify the appropriate risk management personnel and prepare the necessary reports in those incidents where a suspect sustains an injury through the deployment of a PSD.

28.15.5 Equipment

- A. Dog handler equipment will be issued to dog handlers. Equipment to be issued for dog handling duties will be approved by the PSD supervisor.
- B. Special uniform items may be issued to dog handlers for use in training, inclement

weather, field conditions, or call-out situations. The authorized Office uniform will be worn while performing routine patrol duties.

- C. Dog handlers are responsible for the care and condition of equipment issued for training and control of their assigned dog.

28.15.6 Dog Acquisition, Control, and Selection

- A. Dogs assigned for duty with the PSD unit shall be acquired or controlled by the Office through purchase, lease, or other specific arrangements. Dogs will remain under control of the Office for the duration of the assignment, which is normally a period of not less than two (2) years.
- B. Selection of dogs will be based on physical condition and soundness, temperament, size, agility, state of training and training adaptability, availability, and cost.
- C. Retirement or separation of dogs assigned to the PSD unit shall be coordinated through the PSD supervisor and approved by the Sheriff or Chief Deputy.
- D. Police Service Dogs owned by the Weber County Sheriff's Office will not be used for breeding purposes without the written permission of the Sheriff or his/her designee.
- E. Care, Feeding and Maintenance
- F. Dog handlers are responsible for care, feeding, grooming, cleanliness, security, and maintenance of performance standards for assigned dogs.
- G. Dogs shall be groomed, inspected, and worked every business day.
- H. Dogs living areas are to be cleaned as necessary to maintain a sanitary condition. Cleanup and disposal of a dog's excrement is

the responsibility of the handler assigned the dog.

- I. The office shall make arrangements with a qualified veterinarian who shall have responsibility for medical care, physical examinations, diet, and controlling treatment of dog injuries or illnesses.
- J. Injuries, ailments, and medical treatment will be documented and maintained in the dog's file. Health and inoculation records of the dog will be kept current.
- K. A separate file will be maintained by the PSD sergeant for each dog. All records of use and maintenance of a dog will be submitted to the Central Services Manager and a copy of same may be retained by the PSD sergeant for reference.