

	Winchester City Sheriff's Office Manual of General Orders Operations 321	Effective Date: June 8, 2017
		Accreditation Standards: OPR .01.09
		Original Policy: June 8, 2017 Review Date: June 8, 2020 Next Review: June 1, 2023
Subject: Canine Utilization		By Authority of: <hr/> Les R Taylor, Sheriff

I. PURPOSE

The purpose of this directive is to establish the procedures and guidelines governing the use of trained Sheriff's Office Canines.

II. POLICY

It is the policy of the Winchester City Sheriff's Office to utilize trained Sheriff's Office canines and deputies trained as canine handlers for the detection of explosives and the chemical compounds that make them up.

III. DEFINITIONS

- A. Sheriff's Office Canine - Any canine utilized by the Sheriff's Office.
- B. Canine Handler - Deputy trained to handle a canine.
- C. Explosives/Weapons Detection Canine – Sheriff's Office canine trained to search and alert on certain explosive substances.
- D. Explosive/Weapons Detection Canine Handler – Deputy trained to handle an explosive/weapons Detection canine.

IV. PROCEDURE

- A. Proper Utilization of Explosive/Weapons Canine
 - 1. The Explosive/Weapons Detection Canine is trained to detect a variety of different scents. The Explosive/Weapons Canine's Handler maintains a certification list of these items.
 - 2. The Explosive/Weapons Detection Canine will only be utilized when deemed safe by the handler.
 - 3. The Explosive/Weapons Detection Canine can be utilized to search vehicles, mail, parcels, cargo, freight, luggage, public transportation vehicles, buildings, lockers, and open areas. NOTE: The Explosive/Weapons Detection Canine may or may not be utilized to established probable cause for a search warrant strictly based upon a positive alert by the canine. Some substances that this canine is trained to detect are legal to possess in most situations.

4. The Explosive/Weapons Detection Canine will not be used in an area in an area or on any premises where the handler does not have a legal access.
5. The Explosive/Weapons Detection Team will be utilized to search for explosive devices at the scene of a bomb threat.
6. The Explosive/Weapons Detection Team can be utilized at crime scenes involving the use of firearms. The canine's ability will enhance the time and efficiency of the search for trace firearm evidence.
7. The Explosive/Weapons Detection Team will be utilized to search schools and other institutions for firearms/explosives.
8. A supervisor must approve all requests for Explosive/Weapons Detection canine, to include demonstrations.

B. Requests for Use of Sheriff's Office Canines outside of the City

1. All requests for use of a Sheriff's Office canine outside of the City must be approved by a supervisor. Full and immediate consideration shall be given to all requests.
2. All canines, when authorized to provide service to jurisdictions outside of the City, shall be governed by the same rules, regulations, and directives of the Winchester City Sheriff's Office, as if performing that same service within the City of Winchester.

C. Off-duty call out:

1. Deputies/Outside agencies needing the service of a Sheriff's Office off-duty canine shall contact the Sheriff.
2. Responsibilities of Canine Handlers
 - a. Canine handlers shall be responsible for the use of their Sheriff's Office canine unless directed by a Sheriff's Office supervisor.
 - b. The canine handler shall act in accordance with state, federal and local law, training, rules and regulations, and directives in the handling and deployment of the canine. The canine handler must be fully prepared to justify his/her actions and the actions of the Sheriff's Office canine.
 - c. "Horseplay" that agitates a canine is prohibited. This directive does not prohibit agitation of the canine under controlled conditions for training purposes.
 - d. The canine deputy shall report any unauthorized agitation of the canine by deputies to the Major.
 - e. The canine deputy shall be responsible for the care and handling of his/her canine.

3. Reporting of Sheriff's Office Canine Bites

- a. Canine handlers shall immediately notify the on duty supervisor when their Sheriff's Office canine bites any individual, whether the bite results in injury or property damage or not, whether on-duty or off-duty and regardless of the location of the incident. The on duty supervisor will notify the Major of the incident.
- b. In incidents of Sheriff's Office canine bites, the canine handler must complete an Incident Report, even if there is no injury to the individual.
- c. In incidents of Sheriff's Office canine bites to an individual not in custody, the canine handler and/or the supervisor present shall encourage the individual to seek medical attention and shall render any reasonable assistance. The canine handler shall complete the same reports that are required for canine bites to individuals in custody.
- d. In incidents of Sheriff's Office canine bites to any individual in custody or who is to be arrested, the rescue squad will be contacted to provide medical treatment for the individual. The canine handler and supervisor shall compile the following:
 - i. One copy of the Health Department's Animal Bite Report;
 - ii. A letter from a supervisor detailing his/her investigation of the canine bite and a supplement from any deputy who witnessed the bite.
 - iii. The supervisor shall take photographs of the injuries sustained to a complainant.
 - iv. Photographs must be taken even if there are no visible signs of injury to a complainant.

All required reports are to be submitted prior to the deputies ending their tour of duty.

4. Reporting/Training/Disposal/Care of Canines

- a. The canine handler will submit a monthly canine report detailing the patrol canine's participation in any requests for service to the Major.
- b. All Sheriff's Office canines and their handler will train as required by their certification. All Sheriff's Office canines and handlers are required to maintain their certification and their handler will immediately notify the Major if they or their canine fails to certify/re-certify.
- c. The Sheriff's Office will be responsible for the cost of the care, maintenance, and training of all Sheriff's Office canines.
- d. All canine records will be submitted to the Major where they will be retained and disposed of according to Schedule # 17 of the Library of Virginia's Records Management and Imaging Services Division. (Currently, it states records will be retained for 3 years after the end of the animal's service.)
- e. Sheriff's Office canines found no longer fit for service will be removed from service according to Virginia State Law. Sheriff's Office canines may be sold at an appropriate price to the handler who last was in control of the canine, which sale shall not be deemed a violation of the State and Local Government Conflict of Interest Act. (Virginia Code § 2.2-1124)

f. Required equipment

- i. Leashes/Harnesses
- ii. Training aids

g. Documentation

- i. The Sheriff's Office canine Handler is responsible for maintaining detailed records for both training and deployments.
- ii. When a request for canine deployment is received by a member of the Winchester City Sheriff's Office, the handler will document this deployment in the form of an IBR report. The report shall include at a minimum, who requested the canine services, reason services were requested, location of services rendered, and result of deployments.
- iii. The handler need not report or document normal routine patrol checks of the JJC other than for training purposes.

