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<b>Canine Program</b>	<b>ACA Standards: 2-CO-3A-01, 4-4208, 4-4209, 4-4210</b>		
<b>Robert Patton, Director</b> <b>Oklahoma Department of Corrections</b>	<b>Signature on File</b>		

## Canine Program

For the purpose of this procedure, the term “offender” will apply to anyone under the authority, custody or care of a prison or a community-based facility operated by or contracted with the Oklahoma Department of Corrections (DOC).

### I. Purpose

Canine units have been established within the Oklahoma Department of Corrections (DOC) facilities to enhance the department’s mission of protecting the public, the employee, and the offender by preventing the introduction of contraband, assisting in the apprehension of escaped offenders, and assisting outside law enforcement agencies as required. (2-CO-3A-01, 4-4208)

#### A. Goals and Objectives

The goals and objectives of this program are to:

1. Reduce the amount of contraband introduced into the facility;
2. Discourage escapes by reducing apprehension time and/or enhancing the apprehension rate for departmental escapes; and

3. Increase cooperation between DOC and local law enforcement agencies by offering the support of the canine units for assistance.

## II. Personnel Requirements

### A. Canine Handlers

1. Interviews
  - a. An interview will be conducted by the chief of security, deputy warden, and the canine program manager to assess the applicant's knowledge of tracking and/or narcotic/contraband detection dogs.
  - b. Consideration will be given for the applicant's previous commitment to other tasks/assigned duties, experience and interest displayed in becoming the canine handler.
2. Once a handler has been selected, he/she will be required to obtain a researcher's license from the Drug Enforcement Agency (DEA) and Oklahoma Bureau of Narcotics and Dangerous Drugs (OBNDD) to legally possess the narcotics used for training purposes of the narcotic detection dog. (4-4209) The primary handler will be the only officer who will obtain this license.
3. The primary handler will be a Correctional Security Officer IV. The secondary handler may be a CSO II through CSO IV who has completed all probationary periods.
4. The facility head will be the final appointing authority for the primary and secondary canine handlers. (4-4209)
5. Prior to assuming duties as the facility's canine handler, and annually thereafter, the canine team (dog and handler) will receive initial training from the canine program manager and be required to successfully complete Council on Law Enforcement and Education Training (CLEET) canine certification. There is no requirement for the handler to be a CLEET certified officer; the certification requirement is as a canine team.

### B. Post Orders

1. Each facility with a canine program will develop post orders, to include a mission statement, for canine posts in accordance with [OP-040102](#) entitled "Master Roster and Post Order Guidelines." (4-4208)

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2. Post orders will include duties and responsibilities as outlined in Section VII. of this procedure.
3. Each facility's post orders will identify the duties and use of canines in facility operations (e.g., screening in the mail room, screening of visitors and integration of canines into facility emergency plans, as appropriate). (4-4208)

### III. Training

Canine handlers will receive initial training from the canine program manager. Handlers working tracking dogs will train with the canine program manager at a minimum of one day per quarter to ensure any new techniques/methods of training/handling tracking dogs are utilized. Handlers working narcotic detector dogs will conduct training with the canine program manager and other canine teams at least once per quarter. This training will take place at a designated facility and will focus on improving any weakness of each dog team (4-4209)

#### A. Training Tracking Dogs

1. Tracking dogs will be trained for apprehending escaped offender(s) and assisting outside law enforcement agencies. There are two types of tracking dogs authorized for use within the department; the type of dog used at a particular facility largely depends on terrain.
  - a. Leash Dogs: A tracking dog that is under the control and supervision of the handler using a 15 – 30 foot tracking lead.
  - b. Pack Dogs: A dog that is released with one or more other dogs and is followed on foot or by motorized vehicle. The handler maintains control of the dogs using voice commands or by use of a whistle. No tracking lead is used. The use of GPS tracking collars is highly recommended while using/training pack dogs.
2. Each tracking dog assigned to a facility will be worked at least once a week by the approved canine handler. At a minimum, each tracking dog assigned to a facility will be proficient in tracking/trailing a two mile long track which has been aged at least four hours.
3. Handlers are encouraged to increase proficiency of their assigned tracking dog(s) by increasing the distance and age of the tracks.
4. Offender orderlies may be used to lay track for the tracking dogs; however, orderlies should be rotated frequently. This prevents the offender from gaining too much knowledge of the dogs assigned to their facility.

5. Tracking dog handlers will maintain a separate training log that includes the date, name of the dog(s) trained, length of the track, time the track was laid, time the track was run, and the name of the person who laid the track.

B. Training Narcotic Detector Dogs

Narcotic detector dogs will be trained for basic obedience, the detection of illegal narcotics/contraband at DOC facilities and for assisting outside law enforcement agencies.

1. At a minimum, the dog will, on command from the handler, execute the commands of SIT, DOWN, HEEL, and STAY.
2. Narcotic detector dogs will receive, at a minimum, four hours of detection proficiency training per week.
3. All training will be documented on the "Canine Training and Utilization Record" ([Attachment A](#), attached). The "Canine Training and Utilization Record" will be forwarded on the last day of each month to the canine program manager.

C. Socialization of Narcotic Detector Dogs

It is critical to remember that the narcotic detector dog is not the facility pet it is equally important for the dog to be socialized with other staff members to the fullest extent possible. The handler is responsible for determining how much socializing the dog needs and will accept from other staff members in accordance with the dog's temperament.

1. Staff members who wish to assist with the socialization of the canine should gain permission from the handler before attempting to pet the dog.
2. At no time will offenders or visitors be allowed to pet the dog.

IV. Activation of Canine Units

A. Assisting Outside Law Enforcement Agencies

1. Only the appropriate division manager may give permission for the canine handler(s) and tracking dogs/narcotic detector dogs to assist outside law enforcement agencies. The requesting outside law enforcement agency must be present while the canine handler(s) are providing assistance.
2. Each time the tracking/narcotic detector dogs are activated to assist outside law enforcement agencies, an incident report will be prepared and submitted to the facility chief of security and the canine program manager.

B. Searches of Staff

Any canine screenings of staff require the approval of the facility head and must comply with the requirements of [OP-040110](#) entitled "Search and Seizure Standards."

V. Logs, Records and Reports

The officer assigned to this post will ensure that daily activities (e.g., training, veterinary care, care of dogs, routine or emergency situations) are carried out and recorded daily in a daily activity log. The log will include any emergency situations, unusual incidents, and other pertinent information regarding offenders and activities of the post. (4-4210) Log entries will be in accordance with [OP-040103](#) entitled "Standards for Maintaining Logs."

VI. General Guidelines for Narcotic Detector Dogs

The division manager of Field Support, with the assistance of the canine program manager, will determine the need and number of canines required for facility interdiction programs based on security level, geographical location, and size. The facility head will ensure the development of written program guidelines within facility post orders. The division manager of Field Support will approve the purchase of any new canines. (4-4209)

VII. Routine Responsibilities and Guidelines (4-4209, 4-4210)

Post orders will be established in accordance with [OP-040102](#) entitled "Master Roster and Post Order Guidelines" and will, at a minimum, specify the following:

A. Duties

1. Canine handlers should not be assigned to posts that preclude utilization of their assigned dog. This is not intended to stop facilities from using canine teams to fill personnel shortages; however, care should be taken to assign canine teams to posts that allow the dog and handler to remain intact as a team. Canine teams should not be assigned to a post so often that the major function of the team is impaired.
2. While on duty, narcotic detector dog teams should be used to conduct searches of the following locations:
  - a. Central Control;
  - b. Incoming mail;
  - c. Visiting rooms;
  - d. Visitors;

- e. Work crews and work crew equipment;
- f. Housing units;
- g. Segregated Housing Unit (SHU);
- h. Education areas;
- i. Chapels;
- j. Deliveries; and
- k. Other areas as assigned by the warden, deputy warden or chief of security.

B. Care of Dogs and Kennels

1. Guidelines will be established by the facility head to ensure the following:
  - a. Regular inspections of animals, kennels, and equipment;
  - b. Maintenance of logs;
  - c. Maintenance of kennels
    - (1) Kennels will be washed and cleaned daily.
    - (2) Kennels will be sanitized weekly using soap and a disinfectant solution.
    - (3) Food pans will be washed and sanitized using BioVex disinfectant solution daily.
    - (4) Water buckets will be washed and sanitized at a sufficient frequency so that algae does not grow in the water bucket. The water bucket will be washed and sanitized a minimum of once per week using BioVex.
    - (5) Food will be stored in rodent proof containers;
  - d. The ground area around the kennel will be mowed, trimmed, and free of debris;
  - e. Pest control (e.g. ticks, fleas, rodents, flies) measures are in place;
  - f. Grooming and Inspection of dogs

- (1) Handlers will groom their assigned dog(s) at the beginning of their assigned shift.
  - (2) An occasional bath may be necessary, but may remove the oils that keep the skin soft, prevent drying and cracking, and make the coat water repellent. For this reason, dogs will not be bathed more than twice a month, unless recommended by the veterinarian. After drying with a towel, the dog may be gently exercised to complete the drying process.
  - (3) Dogs will not be bathed if the outside temperature is below 65 degrees, unless they can be dried in a warm place.
  - (4) A daily health inspection is part of the grooming process. During grooming, the handler will look for elements which may lead to possible health problems for the dog, including, but not limited to: ticks, fleas, skin rash, cuts and abrasions, hair loss, physical abnormalities, etc.;
- g. Dogs will have convenient access to food and water daily;
  - h. Water buckets will be dumped and fresh water provided at least once per day;
  - i. As a preventative measure to bloat, dogs should not be fed within a one hour period prior to or after hard work or vigorous exercise. Giving small amounts of water during training or working in hot weather will prevent excessive thirst. For the first hour after working or training, only three inches of water in the bucket should be available. After this cooling-off period, more water may be given. Dogs should be fed in elevated (8" – 12") feed pans;
  - j. Dogs in outside kennels will have shelters available;
  - k. Kennels will have sufficient shade structures and ventilation;
  - l. Dogs will have appropriate identification tags;
  - m. The feeding schedule will be maintained as recommended by a veterinarian; and
  - n. Temperature controlled areas are maintained between 45 and 85 degrees Fahrenheit.

2. In the absence of the primary canine handler, the chief of security or shift supervisor will ensure the secondary canine handler is assigned to carry out the duties outlined above.

C. Transportation of Canine(s) (4-4209)

Each facility will provide vehicles which are properly equipped to transport one or more dogs. Vehicles used to transport dogs will be well ventilated and provide adequate space for an enclosure in which to transport the dog(s).

1. Dogs will not be allowed to roam free in the passenger compartment of the vehicle.
2. Primary enclosures used to transport a dog in a vehicle will provide sufficient space that the dog can stand up and turn around freely.
3. Primary enclosures will be positioned within the vehicle in such a manner that, in an emergency, the dog can be quickly and easily removed.
4. The primary enclosure will be secured to the vehicle by either bolting or strapping it down.

D. Veterinary and Medical Care

A local licensed veterinarian will be utilized for veterinary and medical care. A "Canine Individual Medical Record" (Attachment B, attached) will be maintained on each dog, to include all administered veterinary care (i.e., shots, worming, medication) and type and amount of food that is to be provided.

1. The canine officers will ensure annual vaccinations of the dogs are conducted by the licensed veterinarian.
2. The dogs will be checked regularly for injuries, loss of appetite and any other condition that might indicate the need for medical treatment.
3. An incident report will be completed when a dog is injured, becomes ill, or dies to the canine program manager.
4. Parasite control will be maintained on each dog through dipping, dusting, flea collars, or procedures as recommended by the veterinarian.
5. Heartworm preventative will be given to each dog as directed by the attending veterinarian. The handler will ensure that the date and type of heartworm preventative given to each dog is annotated on the "Canine Individual Medical Record" ([Attachment B](#)).

E. Euthanasia /Retirement of Dogs

1. Retirement of a Dog

When the dog can no longer achieve facility demands either physically or mentally, the dog will be retired from service based on input and agreement from the warden, chief of security, canine program manager, handler, and veterinarian. Retired dog disposition is as follows:

- a. Possession of the dog will first be offered to the current handler, then through other handlers in sequence, and if needed, be offered to other facilities or other DOC staff.
- b. New owners will be required to sign an agreement stating they understand and agree to:
  - (1) Assume full responsibility for the care of the dog;
  - (2) Assume all costs associated with any veterinary care and medication required by the dog;
  - (3) Not use the dog in the performance of any law enforcement function;
  - (4) Assume all liability for any injury or damage caused by the dog; and
  - (5) Provide proof of neutering (male dogs only) to the canine program manager with 30 days from the date the dog is released from the facility.
- c. The new owner will be allowed to take any medication that is on hand and prescribed to the dog when it is released from the facility.
- d. If there is no acceptance of ownership, the facility is responsible for adequate care until expiration of the dog.

2. Euthanasia of a Dog

When the quality of the dog's life does not seem humane, based on concurrences with a veterinarian, warden, chief of security, canine program manager, and handler then euthanasia may be enacted by a licensed veterinarian.

3. Death of a Dog

If the death of a dog is unexplained or unexpected, a necropsy will be completed by a licensed veterinarian. The copy of the necropsy report will be forwarded directly to the warden and the canine program manager.

4. Burial of a Dog

The dog will be buried in a designated area on facility property.

VIII. Procurement, Storage, Accountability, and Use and Return of Narcotic Training Aids for Canine Training

A. Registration

Narcotic detector dog primary handlers are required to obtain a researcher's license from the Drug Enforcement Agency (DEA) and Oklahoma Bureau of Narcotics and Dangerous Drugs (OBNDD) to legally possess the narcotics used for training of the narcotic detection dog. (4-4209) All primary handlers must register individually with the DEA and OBNDD.

B. Use of Pseudo-Narcotic Training Aids

The use of pseudo-narcotic substances to train narcotics/contraband detector dogs belonging to DOC is prohibited. In order to maintain the proficiency of narcotics/contraband detector dog teams, authentic controlled dangerous substances will be obtained and used to conduct training.

C. Storage of Narcotic Training Aids

1. Narcotic training aids will be secured in a safe or security container in a controlled access area. The only individual that will have access to the combination to the safe(s) or security container(s) will be the registrant. The combination to each safe will be maintained in a sealed envelope in the canine program manager's safe. The combination to the handler's safe will be changed by the canine program manager whenever the canine handler leaves or is removed from the position.
2. Controlled Dangerous Substances (CDS) procured by a registrant will remain at all times in the exclusive custody and control of the registrant. CDS training aids will not be stored with seized narcotics.
3. CDS training aids will be stored in separate odor proof containers inside the safe or security container.

4. When an officer leaves the canine handler position he/she is required to turn in his/her training aids to the canine program manager.

D. Accountability of Narcotic Training Aids

1. Each handler is required to maintain a narcotic training aid accountability log book. The log book will be stored in the security container with the handler's narcotic training aids.
2. When a narcotic training aid is removed from the security container the date, time, weight, and training location will be annotated in the log book.
3. When a narcotic training aid is returned to the security container the handler will annotate the date, time, and weight of the training aid returned.
4. The handler will conduct a monthly inventory, with a designated staff member appointed by the warden. The inventory will be annotated in the narcotic training aid accountability log book. The inventory will contain the date and time conducted, the weight of each narcotic training aid, and the printed name and signature of the designated staff member and handler.
5. The narcotic training aid accountability log will be available for inspection by the canine program manager, who may also conduct an inventory of the handler's narcotic training aids at his/her discretion.

E. Procurement of Narcotic Training Aids

1. New CDS will be obtained from the DEA anytime it is believed that the narcotic training aids have become contaminated or, at a minimum, every two years.
2. Handlers will contact the canine program manager for instructions for obtaining the replacement narcotic training aids.

F. Transportation of Narcotic Training Aids

Narcotic training aids transported in a vehicle must be maintained in a locked container inside the vehicle.

G. Return of Narcotic Training Aids

1. Handlers will return narcotic training aids to the canine program manager when instructed by the DEA for the procurement of new training aids or when the handler leaves the position as facility canine handler.

2. The canine program manager will:
  - a. Complete the DEA Form 41.
  - b. Issue a completed copy of the DEA form 41 to the handler.
  - c. Fax or e-mail a copy of the DEA Form 41 to the DEA laboratory.
  - d. Fax or e-mail a copy of the DEA Form 41 to the facility's chief of security
  - e. Ensure the narcotic training aids are delivered to the OSBI laboratory for destruction.

IX. Breeding of Dogs

- A. Breeding of dogs for DOC is the responsibility of the canine program manager. No breeding will take place at the facility level without the approval of the canine program manager and the division manager of Field Support.
- B. Dogs will be selected for breeding by the canine program manager. All female dogs not selected for participation in the breeding program will be spayed.

X. Adoption of a Dog

A. Disposition of Dogs Not Meeting Minimum Training Standards

1. When it has been determined that a puppy bred by DOC will not meet minimum training standards, the dog will be put up for adoption.
2. Adoption of puppies will first be offered to current DOC handlers, other staff members and then, if necessary, to the general public.

B. Release of Adopted Puppy

1. Adopted puppies will be current on vaccinations before being released to their new homes.
2. The new owner will be required to sign an agreement as specified in Section VII. item E. of this procedure.
3. Puppies will be neutered/spayed before being released.

4. A three-day supply of food will be provide to prevent stomach upset by an immediate and abrupt change in the puppy's diet. Instructions will be provided to the new owner regarding food transition methods.

XI. References

Policy Statement No. P-040100 entitled "Security Standards for the Oklahoma Department of Corrections"

OP-040102 entitled "Master Roster and Post Order Guidelines"

OP-040103 entitled "Standards for Maintaining Logs"

OP-040110 entitled "Search and Seizure Standards"

XII. Action

The appropriate division manager is responsible for compliance with this procedure.

The associate director of Field Operations is responsible for the annual review and revisions.

Any exception to this procedure will require prior written approval from the director.

This procedure is effective as indicated.

Replaced: Operations Memorandum No. OP-040120 entitled "Canine Program" dated July 17, 2013

Distribution: Policy and Operations Manual  
Departmental Website

<u>Attachments</u>	<u>Title</u>	<u>Location</u>
<a href="#">Attachment A</a>	"Canine Training and Utilization Record"	Attached
<a href="#">Attachment B</a>	"Canine Individual Medical Record"	Attached