



# Virginia Department of Corrections

## Facility Security and Control

### Operating Procedure 435.3

#### *Canine Operations Unit*

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## REVIEW

The Content Owner will review this operating procedure annually and re-write it no later than three years after the effective date.

## COMPLIANCE

This operating procedure applies to all units operated by the Virginia Department of Corrections (DOC). Practices and procedures must comply with applicable State and Federal laws and regulations, American Correctional Association (ACA) standards, Prison Rape Elimination Act (PREA) standards, and DOC directives and operating procedures.

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## DEFINITIONS

**Basic Canine Training Programs** - Approved training courses that provide instruction and training for certified and non-certified canine teams.

**Canine Adjunct Instructor** - A certified Canine Officer that assists the training section of the Canine Operations Unit.

**Canine Team** - The combination of a Canine Officer and canine, trained and certified as a team in one of the following areas: Contraband Detection, Mantrailing, Narcotic Detection, or Patrol.

**Canine Utilization** - An approved use or deployment assignment for canine teams, which may include searches for contraband, narcotics, escapees, absconding CCAP probationers/parolees, and the security management of inmates.

**Community Corrections Alternative Program (CCAP)** - A system of residential facilities operated by the Department of Corrections to provide evidence-based programming as a diversionary alternative to incarceration in accordance with COV §53.1-67.9, *Establishment of community corrections alternative program; supervision upon completion*.

**Contraband Detection Canine Team** - A canine team trained for the detection of cell phone, marijuana, narcotic, and tobacco odor.

**Department of Criminal Justice Services (DCJS)** - The agency with statutory authority to establish compulsory minimum entry-level, in-service, and advanced training standards for Corrections Officers, and time limits for completion of such training, qualifications for certification of criminal justice instructors, and standards for criminal justice training centers.

**Regional Canine Sergeant** - A Corrections Sergeant with specialized training and experience in canine training and field operations that provides support to the Statewide Canine Coordinator and the Canine Officers in that region.

**Dog Information Governance & Operation System (DINGO)** - An interactive database, used by the DOC Canine Operations Unit to maintain informational files as well as training, performance evaluation, veterinarian, and utilization reports for canine teams.

**Inmate** - A person who is incarcerated in a Virginia Department of Corrections facility or who is Virginia Department of Corrections responsible to serve a state sentence.

**Institution Kennel** - A fixed structure built to standards of this operating procedure to house DOC-owned canines at assigned sites.

**Institutional Canine Sergeant** - A Corrections Sergeant with specialized training and experience in patrol canine training and field operations that provides support to the institutional patrol Canine Officers, institutional Chief of Security, and the Statewide Canine Coordinator.

**Intern** - An individual who is undergoing supervised practical training and is serving an internship to advance their area of study; without compensation from the DOC; interns receiving compensation from the DOC are considered employees and will be managed in accordance with their employment status.

**Kennel Aide** - Provides daily canine care and kennel support to canine operations and oversees the overall health and safety of the detection canines housed in the kennels at State Farm Correctional Center.

**Mantrailing Team** - A canine team trained for tracking escaped inmates and CCAP probationers/parolees who have absconded as well as assisting non-Department of Corrections agencies in the tracking of a variety of other individuals.

**Narcotic Detection Canine Team** - A canine team trained for the detection of narcotic odor.

**Official Visitor** - A visitor who may be an employee of another agency or another DOC facility or unit, a private vendor, or an individual who is present for a purpose other than inmate or CCAP probationer/parolee visitation.

**On the Job Training (Canine)** - Scenario based training conducted with a certified Canine Officer of the same specialty to maintain proficiency.



**Organizational Unit** - A DOC unit, such as a correctional facility, Regional Office, Probation and Parole Office, Virginia Correctional Enterprises, Academy for Staff Development, Infrastructure and Environmental Management Unit, Agribusiness Unit, and individual Headquarters units, e.g., Human Resources, Offender Management, Internal Audit.

**Patrol Canine Team** - A canine team trained to assist in maintaining security, custody, and control of the inmate population.

**Probationer/Parolee** - A person who is on community supervision as the result of the commission of a criminal offense and released to the community under the jurisdiction of Courts, paroling authorities, the Virginia Department of Corrections, or other release authority; this includes post release supervision and Community Corrections Alternative Programs.

**Residential Kennel**

- **Static** - A fixed structure built to house a service canine at the residence of the Canine Officer; this kennel must meet the standards of this operating procedure to include a roof for weather protection.
- **Mobile** - A movable kennel (ex. K9 Castle) placed at a Canine Officer's residence for housing the assigned service canine.

**Service Personnel** - Vendors, maintenance, delivery, and repair personnel who need to gain access to a state correctional facility for business purposes.

**Statewide Canine Coordinator** - The DOC Administrative Manager who coordinates training and field operations and who provides leadership and guidance to the Canine Operations Unit staff.

**Statewide Detection Training Lieutenant** - A Corrections Lieutenant that provides leadership and guidance to the narcotics detection, contraband detection and mantrailing canine teams to include training, evaluating, certification, and assessments.

**Statewide Detection Training Sergeant** - A Corrections Sergeant that provides leadership and guidance to the narcotics detection, contraband detection, and mantrailing canine teams to include training, evaluation, certification, and assessments and who works directly for the Statewide Detection Training Lieutenant.

**Statewide Patrol Training Lieutenant** - A Corrections Lieutenant that provides leadership and guidance to the patrol canine teams to include training, evaluation, certification, and assessments.

**Statewide Patrol Training Sergeant** - A Corrections Sergeant that provides leadership and guidance to the patrol canine teams to include training, evaluation, certification, and assessments and who works directly for the Statewide Patrol Training Lieutenant.

**Surplus Canine** - A working canine removed from service due to a variety of circumstances to include, but not limited to, disease, injury, failure to certify or recertify, or age.

**Total Maintenance System (TMS)** - A web-based software system that provides a computerized system for managing materials and supplies inventories and a maintenance management system to schedule, track, and report maintenance work performed on DOC owned facilities, equipment, and vehicles.

**Volunteer** - Any citizen of the community who, of their own free will, provides goods or services to the DOC without any financial gain.

## PURPOSE

This operating procedure establishes the Department of Corrections (DOC) Canine Operations Unit, provides protocols on unit operations and on the training and utilization of DOC canines, and was written to comply with COV §53.1-39.3, *Use of canines in state correctional facilities; prohibited acts; policies and regulations made public; incidents of use of canines reported, exception.*

## PROCEDURE

### I. Canine Operations Unit Mission

- A. The mission of the Canine Operations Unit is to improve public safety by utilizing trained canines as a manpower multiplier; to assist in the detection of cell phones, marijuana, narcotics, and tobacco in DOC organizational units; to assist in controlling disruptive inmates in DOC institutions; and to assist in the apprehension of escaping inmates and absconding Community Corrections Alternative Program (CCAP) probationers/parolees. (5-ACI-3A-43)
- B. In support of public safety, the Canine Operations Unit assists in accomplishing the following objectives: (5-ACI-3A-43)
  - 1. Intercept contraband entering facilities and detect cell phones, marijuana, narcotics, and tobacco inside organizational units.
  - 2. Reduce assaults on staff and inmates by assisting to control disruptive and assaultive inmate behavior.
  - 3. Reduce escapes through patrol of institutions and assist in the rapid apprehension of an escaped inmate or a CCAP probationer/parolee who absconded.
  - 4. Supplement staff resources by assisting in searches.
  - 5. Provide specialized training to improve staff retention.
  - 6. Reduce manpower needs.
  - 7. Reduce injuries to staff, inmates, and CCAP probationers/parolees.
  - 8. Assist the Special Operations Unit in a coordinated response to emergencies; see Operating Procedure 075.1, *Emergency Operations Plan* (5-ACI-3A-43)
  - 9. Provide public demonstrations to citizens of the Commonwealth and assistance to other law enforcement or rescue agencies.
- C. DOC canines must not be associated with any society or organization unless that society is associated with canine training and the Statewide Canine Coordinator has approved such association.

### II. Canine Operations Unit Administrative Responsibilities

#### A. Canine Operations Unit Supervision

- 1. The Security Operations and Emergency Preparedness Administrator, Chief of Security Management, and the Statewide Canine Coordinator will provide guidance and direction for the administration of the Canine Operations Unit.
  - a. The Statewide Canine Coordinator will coordinate the development of uniform procedures and standards and will serve as the DOC point-of-contact on matters pertaining to Canine Officers, canines, and canine operations.
  - b. In conjunction with the Security Operations and Emergency Preparedness Administrator, Chief of Security Management, and Facility Unit Heads, when applicable, the Statewide Canine Coordinator will manage and supervise the Canine Operations Unit according to established canine practices and DOC operating procedures.
  - c. The Statewide Canine Coordinator in consultation with the Security Operations and Emergency Preparedness Administrator and Chief of Security Management will determine the number and



types of canines assigned to each institution.

2. The Statewide Canine Coordinator will plan, program, and budget for the Canine Operations Unit.
3. The Statewide Canine Coordinator and the Regional Canine Sergeants directly supervise the Contraband Detection Canine Teams and Narcotic Detection Canine Teams and will deploy teams when necessary and when requested.
4. The Institutional Canine Sergeant, with support from the Statewide Canine Coordinator and the Chief of Security, will supervise the Patrol Canine Teams for the institution.

#### B. Patrol Canine Team Establishment

1. The Facility Unit Head or designee must obtain written authorization from the Deputy Director for Institutions to establish a Patrol Canine Team at the institution.
2. The Statewide Canine Coordinator maintains a list of all Patrol Canine Teams authorized by the Deputy Director for Institutions.
3. Patrol Canine Officers fill an authorized specialty post at their assigned institution. Canine Officers must maintain status as a certified Corrections Officer under DCJS guidelines.

#### C. Canine Officer Position Selection (5-ACI-3A-44)

1. All Canine Officer positions are advertised through the DOC Vacancy List and Jobs.Virginia.gov.
  - a. Any Corrections Officer who successfully completes their probationary period may apply for a Canine Officer position by submitting their application online through Jobs.Virginia.gov; see Operating Procedure 102.2, *Recruitment, Selection, and Appointment*.
  - b. Applicants should possess exceptional work habits, a marked degree of resourcefulness, dependability, patience, and be in good physical condition.
  - c. The selection process requires an interview and may include physical ability/agility tests for Patrol Canine Officers; see *Patrol Canine Testing Scoresheet* 435\_F39.
2. If selected, a licensed medical practitioner must examine the candidate and determine the candidate is able to participate in training for the position without restriction now and for the foreseeable future prior to the candidate beginning basic canine training; see *Licensed Medical Practitioner's Report for Canine Officers* 435\_F5.

#### D. Canine Officer Removal from Position

1. Canine Officers who do not comply with DOC operating procedures are subject to disciplinary action; see Operating Procedure 135.1, *Standards of Conduct*.
2. The Security Operations and Emergency Preparedness Administrator, Chief of Security Management, Statewide Canine Coordinator, and the Facility Unit Head can at their discretion remove a Canine Officer from a canine post.
3. The following actions may result in a Canine Officer's removal from a canine post:
  - a. Failure to meet certification/recertification standards.
  - b. Failure to meet training standards during any canine training program including all mandated field and proficiency exercises.
  - c. Failure to maintain DCJS certification as a Corrections Officer.
  - d. Receipt of a group notice, at supervisor discretion, see Operating Procedure 135.1, *Standards of Conduct*.
  - e. Failure to provide proper canine care and feeding.
  - f. Failure to maintain accurate and up-to-date vaccinations and records for assigned canine.
  - g. Physical abuse of a canine.
  - h. Use of a canine for purposes or duties other than those for which the canine was purchased and



trained.

- i. Failure to follow DOC operating procedures.
- j. Selling a surplus canine for profit.
- k. Falsification of time or other records.
- l. Failure to report to assignments in a timely manner.
- m. Unprofessional conduct.
- n. Failure to complete and maintain all required canine documents.
- o. Other unsatisfactory performance.

E. Procurement of Canines (5-ACI-3A-44)

1. Canines assigned to the Canine Operations Unit are the property of the DOC and Canine Officers must not utilize a canine for purposes and duties other than as approved in this operating procedure.
2. The Statewide Canine Coordinator is responsible for the procurement of canines, when the canine budget allows for the purchase, and for contract oversight with the approved canine vendors for each specialty area.
3. The Statewide Canine Coordinator is responsible for accepting on behalf of the DOC any canine donated by individuals and/or organizations and will complete the *Canine Donor Form 435\_F20*.
4. The Statewide Canine Coordinator or designee must assign all canines a number, register the canine in the Dog Information Governance & Operation System (DINGO), and certify the canine before the canine is put into DOC service.

F. Surplus of Canines

1. Staff must notify the Statewide Canine Coordinator prior to deciding to surplus a DOC-owned canine, the Statewide Canine Coordinator will determine if the canine will be managed as surplus property or euthanized; see Operating Procedure 260.2, *Surplus Property*.
  - a. The Statewide Canine Coordinator may sell a surplus canine specially trained to support the DOC mission to a certified Canine Officer or an approved adopter at an appropriate price when the sale is not a violation of state and local government conflict of interest.
  - b. The Statewide Canine Coordinator may only sell surplus patrol canines to a Patrol Canine Officer.
  - c. Checks must be made payable to the Treasurer of Virginia and deposited directly into the state treasury.
2. Staff are not authorized to use a canine removed from service for DOC purposes.
3. Upon surplus of the canine, the DOC relinquishes all rights, title, and interest in the canine.
  - a. The purchaser must sign the *Canine Receipt Agreement 435\_F6*, before purchase of the canine is final, and agree to keep the canine as a personal household pet and to not train or use the canine for any commercial or other use.
  - b. The canine must be removed from DOC kennels/property within 30 working days of approved purchase.

III. Canine Team Training (5-ACI-3A-44)

A. General Training Administrative Duties

1. The Statewide Canine Coordinator or designee is responsible for coordinating all canine training.
  - a. The Statewide Detection Training Lieutenant and the Statewide Patrol Training Lieutenant are the primary trainers for the DOC and will coordinate all non-DOC training for canine teams.
  - b. A specialized group of experienced and trained instructors assigned to the training section of the Canine Operations Unit will oversee all training for the Canine Operations Unit.





## 2. Patrol Canine Master Roster Requirements

- a. The Institutional Canine Sergeant will prepare a Patrol Canine Master Roster that includes:
  - i. All scheduled trainings such as canine, firearms, Canine Officer in-service, and proficiency exercises.
  - ii. Quarterly evaluations.
  - iii. Annual recertifications.
  - iv. Veterinarian appointments.
  - v. All known time off for the following year.
- b. The Institutional Canine Sergeant must submit the Patrol Canine Master Roster to the Statewide Canine Coordinator and the Statewide Patrol Training Lieutenant for review to ensure all required canine training is scheduled for the following year.
- c. After review by the Statewide Canine Coordinator and the Statewide Patrol Training Lieutenant, the Institutional Canine Sergeant will submit the Patrol Canine Master Roster to the Chief of Security by December 16 of the current year.

## 3. The Statewide Canine Coordinator and Canine Operations Unit staff are responsible for all canine certifications and recertifications.

### B. Canine Instructors

1. The Statewide Detection Training Lieutenant, Statewide Detection Training Sergeant, Statewide Patrol Training Lieutenant, and the Statewide Patrol Training Sergeant positions are staffed in accordance with Operating Procedure 102.2, *Recruitment, Selection, and Appointment*.
2. Canine Operations Unit instructors must meet the following qualifications:
  - a. Must obtain DCJS General Instructor certification and maintain this certification while employed in the training section of the Canine Operations Unit.
  - b. Must have successfully completed an approved DOC Basic Canine Handler School in the specialty area in which they provide instruction.
  - c. Must have successfully served as a Canine Adjunct Instructor for DOC in at least one area of specialty training.
  - d. A minimum of three years of experience as a Canine Officer with extensive canine training is preferred.
3. Adjunct Canine Instructors
  - a. The Statewide Canine Coordinator will determine the number of Adjunct Canine Instructors required based on DOC operational needs and will review the performance of each Adjunct Canine Instructor at least annually.
  - b. The Statewide Canine Coordinator will select Canine Officers to serve as Adjunct Canine Instructors based on the following qualifications:
    - i. Must have a letter of recommendation from their supervisor, submitted to the Statewide Canine Coordinator.
    - ii. Must have no active disciplinary actions on file.
    - iii. Must have successfully completed an approved DOC Basic Canine Handler School consisting of a minimum of 480 hours instruction to secure initial certification as a Canine Officer.
    - iv. Must successfully complete DCJS General Instructor certification within the established time limits and maintain their certification while serving as an Adjunct Canine Instructor.
    - v. A minimum of three years of experience as a Canine Officer in the field of desired instruction is preferred.
  - c. Adjunct Canine Instructor candidates must attend one DOC Basic Canine Handler School of 480 hours in which they will serve as an instructor under the supervision of the Statewide Detection Training Lieutenant, Statewide Detection Training Sergeant, Statewide Patrol Training Lieutenant,



or the Statewide Patrol Training Sergeant.

- i. The candidate must complete this course as an instructor in addition to the course completed as a Canine Officer to gain their original certification.
    - ii. The candidate must not be training a canine during this course.
  - d. The Adjunct Canine Instructor must assist a Canine Training Instructor in teaching a block of canine instruction for a minimum of 8 hours each year to maintain instructor status. Adjunct Canine Instructors may assist with training but must not conduct training without prior approval of the Statewide Canine Coordinator or designee.
  - e. An Adjunct Canine Instructor will have the authority to remove a canine from service temporarily; with final authority to remove a canine from service resting with Canine Operations Unit training staff and the Statewide Canine Coordinator.
    - i. When a canine is removed from service temporarily, the Adjunct Canine Instructor must provide written notification by email to the Statewide Canine Coordinator or designee.
    - ii. The training section of the Canine Operations Unit will have two weeks to re-evaluate the canine in question and make a final determination on removal.
  - f. A Canine Officer's Adjunct Canine Instructor status can be revoked for:
    - i. Failure to meet the minimum number of hours required to teach annually.
    - ii. Removal from the Canine Operations Unit for any reason.
    - iii. Poor performance as an Adjunct Canine Instructor.
    - iv. At the request of their immediate supervisor.
    - v. For any other reason as determined by the Statewide Canine Coordinator on a case-by-case basis.
  - g. The Statewide Canine Coordinator or designee must grant permission before an Adjunct Canine Instructor can certify or recertify a canine.
- C. Canine Training Instructors will not certify Canine Officers at their assigned institution. The Statewide Canine Coordinator may grant an exception on an as needed basis.

#### IV. Contraband Detection Canine Teams (5-ACI-3A-44)

- A. The DOC has canine teams specifically trained to detect the odor of cell phones, narcotics, marijuana, and tobacco.
- B. Contraband Detection Canine Teams are comprised of a Canine Officer and a passive-response contraband detection canine who must be made available to any facility upon request.
- C. It is imperative that the contraband detection canines be maintained at maximum proficiency; Canine Officers and contraband detection canines must either be assigned to contraband detection duties or conducting daily training and should not be assigned to another institution post.
- D. Team Training
  1. Canine Instructors and Adjunct Canine Instructors will conduct training in accordance with the DOC approved curriculum for contraband detection canine training and will complete the *Detection Canine Certification* 435\_F40.
    - a. All new Canine Officers and canines must complete a 480-hour basic training course and must be successfully certified as a team.
    - b. Certified Canine Officers training with an uncertified canine must complete a 480-hour basic training course and must be successfully certified as a team.
    - c. Certified Canine Officers training with a certified canine must complete a 40-hour training course and must be successfully certified as a team.
  2. Canine Officers must be physically able to work outdoors, often under adverse weather conditions and must exercise a high degree of mental and physical coordination in effectively training and employing



their contraband detection canine. Canine Officers failing to meet these requirements are eliminated from training.

3. The Canine Officer and canine are certified together as a contraband detection canine team. The Canine Officer, only, is authorized to utilize their assigned contraband detection canine.
4. A Canine Instructor in contraband detection will complete the *Detection Canine Certification* 435\_F40 and log the Contraband Detection Canine Teams' certification and recertification in DINGO.

#### E. Monthly Proficiency Exercises

1. Contraband Detection Canine Teams must:
  - a. Receive 16 hours of proficiency exercises per month if operations allow to meet DOC, State, and Federal standards, or:
    - i. Eight hours of proficiency exercises per month at least six months of the year; and
    - ii. Sixteen hours of proficiency exercises per month at least six months of the year.
  - b. Attend 12 monthly proficiency exercise sessions per year with a certified instructor.
2. Contraband Detection Canine Teams trained to detect cell phones will be recertified annually. (5-ACI-3A-44)
3. All monthly proficiency exercise sessions and the recertification will be recorded in DINGO.
4. Training aids used for contraband detection will be stored in the Canine Operations Unit administrative offices in a secure area with limited access when not issued to a Canine Officer.
5. The training section of the Canine Operations Unit will establish a monthly schedule for Contraband Detection Canine Teams that will rotate mandated monthly proficiency exercises held at the Canine Operations Unit training site with field exercises.

#### F. Field Training

1. Maintaining the proficiency of a contraband detection canine is the primary responsibility of the individual Canine Officer.
2. Contraband Detection Canine Teams are allotted a minimum of 8 hours monthly for exercises to ensure that detection canines are maintained at peak proficiency.
3. The Canine Officer must log each exercise session in DINGO after completion for review by the Statewide Canine Coordinator and the Statewide Detection Training Lieutenant or designee.

#### V. Mantrailing Canine Training (5-ACI-3A-44)

- A. The *Mantrailing Canine Training Academy Certification and Re-certification Criteria and Guidelines* identifies the approved certification and recertification standards.
- B. Mantrailing canines are trained for multi-Canine Officer utilization and may be used by any certified Mantrailing Canine Officer.
- C. Canine Officers and canines will receive basic canine and monthly proficiency exercises to maintain certification and a high standard of efficiency.
- D. Team Training
  1. Basic training for newly assigned Mantrailing Canine Teams will be a minimum of 480 hours and must meet the *Mantrailing Canine Training Academy Certification and Re-certification Criteria and Guidelines* approved certification standards.
  2. Certified Mantrailing Canine Officers training with an uncertified canine must complete a 480-hour basic training course and must be successfully certified as a team.
  3. Certified Mantrailing Canine Officers training with a certified canine must complete a 40-hour training course and must be successfully certified as a team.



#### 4. Monthly Proficiency Exercises

- a. Mantrailing Canine Teams will be required to complete 8-hours of proficiency exercises each month. The Statewide Detection Training Lieutenant or designated instructors will conduct the exercise and document completion in DINGO.
- b. The Statewide Detection Training Lieutenant or designated instructors will recertify each Mantrailing Canine Team annually.
- c. A Canine Instructor in mantrailing will complete the *Mantrailing Recertification* 435\_F8 and log the Mantrailing Canine Team's recertification in DINGO.

#### E. Field Training

1. Certified mantrailing canines are required to conduct a minimum of six tracks per month, as part of their ongoing training, in the following areas:
  - a. Urban Trails
  - b. Rural Trails
  - c. Wilderness Trails
2. The tracks must be of various lengths and waiting periods must be varied before tracking/trailing is initiated.
3. Certified Mantrailing Canine Officers should conduct field exercises with another certified Canine Officer.
4. Canine Officers must conduct all field exercises during times when the canines are not being utilized for actual assignments.
5. The Canine Officer must log each exercise trail in DINGO and will submit this information at the end of the exercise for review by the Statewide Detection Training Lieutenant, or the Statewide Detection Training Sergeant.
6. Mantrailing Canine Officers may wear olive drab (OD) green uniforms during exercises and utilizations.

#### VI. Narcotic Detection Canine Training (5-ACI-3A-44)

A. The *Narcotic Detector Canine Training Academy Certification and Re-certification Criteria and Guidelines* identifies the approved certification and recertification standards.

##### B. Team Training

1. Canine Instructors and Adjunct Canine Instructors must conduct training in accordance with the DOC approved curriculum for narcotic detection canine training.
  - a. All new Canine Officers and canines must complete a 480-hour basic training course and be successfully certified as a team.
  - b. Certified Canine Officers training with an uncertified canine must complete a 480-hour basic training course and must be successfully certified as a team.
  - c. Certified Canine Officers training with a certified canine must complete a 40-hour training course and must be successfully certified as a team.
2. Canine Officers must be physically able to work out-of-doors, often under adverse weather conditions and must exercise a high degree of mental and physical coordination in effectively training and employing the narcotic detection canine. Canine Officers failing to meet these requirements are eliminated from training.
3. The Canine Officer and canine are certified as a Narcotic Detection Canine Team. The Canine Officer, only, is authorized to utilize their assigned narcotic detection canine.
4. A Canine Instructor in narcotic detection will complete the *Detection Canine Certification* 435\_F40



and log the Contraband Detection Canine Teams' certification and recertification in DINGO.

#### C. Monthly Proficiency Exercises

1. Narcotic Detection Canine Teams must:
  - a. Receive 16 hours of proficiency exercises per month with a certified instructor if operations allow to meet DOC, State, and Federal standards, or:
    - i. Eight hours of proficiency exercises per month at least six months of the year; and
    - ii. Sixteen hours of proficiency exercises per month at least six months of the year.
  - b. Attend 12 monthly proficiency exercise sessions per year with an instructor.
2. All monthly proficiency exercise sessions and the recertification will be recorded in DINGO.
3. The training section of the Canine Operations Unit will establish a monthly schedule for the Narcotic Detection Canine Teams that will rotate mandated monthly proficiency exercises held at the Canine Operations Unit training site with field exercises.

#### D. Field Training

1. Maintaining the proficiency of a narcotic detection canine is the primary responsibility of the individual Canine Officer.
2. Narcotic Detection Canine Teams are allotted a minimum of 8 hours monthly for training to ensure detection canines are maintained at peak proficiency.
3. The Canine Officer must log each exercise session in DINGO after completion for review by the Statewide Detection Training Lieutenant, the Statewide Training Sergeant, or designee.
4. Electronic Canine Collars
  - a. All Detection Canine Handlers must attend a mandatory 8-hour electronic collar training session to be assigned an electronic collar and will be required to maintain their training every year through proficiency exercise sessions.
  - b. Any handler who has not attended the mandatory 8-hour initial electronic collar training is not authorized to receive or use an electronic collar until they complete the mandated training.
  - c. A Detection Canine will not be allowed to wear an electronic collar for work or training unless the assigned Canine Officer has a current certification.
  - d. Any misuse of an electronic collar of any kind is subject to disciplinary action under the Standards of Conduct, and Canine Officer removal from the Canine Operations Unit; see Operating Procedure 135.1, *Standards of Conduct*.
  - e. An electronic collar certified Detection Canine Instructor must conduct electronic collar training; detection canine handlers cannot teach or be taught by another handler.
  - f. Instructors and handlers must not use an electronic collar on a canine without Statewide Canine Coordinator, Statewide Detection Training Lieutenant, or statewide Detection Training Sergeant approval. Any use of the electronic collar without approval is considered misuse of the collar.

#### E. Narcotic Training Aids

1. The Statewide Canine Coordinator or designee must maintain current licenses and authorizations from the DEA and the State Board of Pharmacy to possess narcotics for training purposes.
2. Narcotic training aids not issued to Canine Officers must be stored at the Canine Operations Unit administrative office in a secure area with limited access.
  - a. The Statewide Canine Coordinator and the Statewide Detection Training Lieutenant or designee must inventory and weigh narcotic training aids on a quarterly basis, at a minimum, to determine if spillage has occurred.
  - b. Documentation of the inventory must be maintained by the Statewide Detection Training Lieutenant and monitored by the Statewide Canine Coordinator.



3. Anytime training aids are issued and/or returned, the issuance and return should be documented, and an inventory conducted.
  - a. All issued narcotic training aids must be kept in a locked box, bolted into the trunk or rear area of the Canine Officer's assigned DOC vehicle.
  - b. The Canine Officer must never take narcotics into their private residence or inside the perimeter of a facility.
4. While on assignment, if a Canine Officer obtains or receives narcotics, the Canine Officer must handle the narcotics as evidence and immediately turn the narcotics with proper documentation over to the Office of Law Enforcement Services or other law enforcement officials.

## VII. Patrol Canine Training (5-ACI-3A-44)

- A. The *Patrol Canine Training Academy Certification and Re-certification Criteria and Guidelines* identifies the approved certification and recertification standards.
- B. To maintain a high standard of efficiency, Canine Officers and canines must receive basic canine training and proficiency training to maintain certification.
- C. Team Training
  1. Canine Instructors and Adjunct Canine Instructors must conduct training in accordance with the DOC approved curriculum for patrol canine training.
    - a. All new Canine Officers and canines must complete a 480-hour basic training course and be successfully certified as a team.
    - b. Certified Canine Officers training with an uncertified canine must complete a 480-hour basic training course and must be successfully certified as a team.
    - c. Certified Canine Officers training with a certified canine must complete an 80-hour training course and must be successfully certified as a team.
  2. Patrol Canine Instructors and certified Patrol Canine Teams are trained in the following areas:
    - a. On Leash Obedience
    - b. Off Leash Obedience
    - c. Obstacle Course
    - d. Controlled Aggression
      - i. On Leash Apprehension
      - ii. Off Leash Apprehension
      - iii. Reasonable Force
      - iv. Agitation
      - v. Muzzle Fighting
      - vi. Building Search
    - e. Gunfire-Decoy/Handler (with SRT)
    - f. Vehicle Response (optional)
    - g. Facility Environment Training
    - h. Report Writing (VACORIS and Dingo)
    - i. Introduction and Electronic Collars
  3. Patrol Canine Instructors and certified Patrol Canine Teams are trained in the following seven basic areas.
    - a. Inmate on Inmate Altercation (with or without a weapon)
    - b. Inmate on Staff Assault (with or without a weapon)
    - c. Hostage Scenarios



- d. Emergency Response to Riot or Group Demonstration
  - e. Mobile Security for High Profile Inmate or Mass Inmate Transportation
  - f. Prevent Escapes and Escapee Apprehension
  - g. Roving Security and Manning Checking Points
4. Canine Officers must be physically able to work out-of-doors, often under adverse weather conditions and must exercise a high degree of mental and physical coordination in effectively training and employing the patrol canine. Canine Officers failing to meet those requirements are eliminated from training.
  5. The Canine Officer and canine are certified as a Patrol Canine Team. The Canine Officer, only, is authorized to utilize their assigned patrol canine.

#### D. Field Training

1. The Institutional Canine Sergeant must implement a schedule for Canine Officers that alternates workdays and training days.
2. Patrol Canine Teams will be allotted a minimum of 16 hours proficiency exercise each 28-day cycle to ensure they are proficient. When a Canine Officer is assigned two patrol canines, the minimum proficiency exercise is 16 hours for the Canine Officer and 8 hours per canine for each 28-day cycle.
3. All exercises must be supervised by the Statewide Patrol Training Lieutenant, the Statewide Patrol Training Sergeant, or designated Canine Instructors for compliance and consistency with curriculum, procedure, and state and federal standards.
4. Patrol teams will train with Special Response Units to familiarize the team with their support during emergency situations. This type of training must be prearranged and approved by the Statewide Canine Coordinator and the Major of Extradition, Fugitive, & Emergency Services Unit.
5. The Statewide Patrol Training Lieutenant, the Statewide Patrol Training Sergeant, or a designated Canine Adjunct Instructor will:
  - a. Evaluate patrol canines every three months with the results documented on a *Patrol Canine Quarterly Evaluation* 435\_F22.
  - b. Conduct an annual recertification with the results documented on the *Patrol Canine Recertification* 435\_F23.
  - c. Log the results in DINGO after completion of training and exercises, to be reviewed by the Statewide Patrol Training Lieutenant or Statewide Patrol Training Sergeant. (5-ACI-3A-44)

#### VIII. Dual Certifications of Canine Officers and Canines

- A. Canine Officers may hold active dual certification in Mantrailing Canine and Narcotic Detection Canine, Mantrailing Canine and Contraband Detection Canine, or Narcotic Detection (non-marijuana) Canine and Contraband Detection Canine.
- B. Canine Officers cannot hold active dual certifications in the following combinations at the same time.
  1. Patrol Canine and Narcotic Detection Canine
  2. Patrol Canine and Contraband Detection Canine
  3. Patrol Canine and Mantrailing Canine
- C. DOC canines must not be cross-trained in multiple specialty areas at any time. Canine Officers who cross-train a DOC canine will be subject to disciplinary action under the Standards of Conduct and removal from the Canine Operations Unit.

#### IX. Canine Officer Firearms and Equipment

- A. Once a Canine Officer has satisfactorily completed all DOC requirements, the Statewide Canine





Coordinator or designee will issue the Canine Officer their uniforms and equipment.

1. The Statewide Canine Coordinator or designee will issue or make available to each Canine Officer the weapons and equipment specified on Attachment 1, *Canine Team Equipment*.
    - a. Prior to ordering equipment, staff must contact the Statewide Canine Coordinator for specifications to ensure standardization.
    - b. This equipment, when possible, will be issued to the Canine Officer so that the equipment is always readily available to the Canine Officer.
  2. The Statewide Canine Coordinator or Statewide Detection Training Lieutenant will issue each Canine Detection and Mantrailing Canine Officer a firearm and the following related equipment.
    - a. One DOC authorized handgun
    - b. One belt holster
    - c. One DOC authorized handgun carrying case.
    - d. Three magazines
    - e. One double magazine pouch
    - f. Locking device with two keys
    - g. DOC authorized ammunition
  3. The Statewide Canine Coordinator or designee will issue Canine Officers a Body Worn Camera (BWC) with accessories as part of their authorized equipment.
    - a. The Statewide Canine Coordinator or designee will issue a BWC with accessories to each Contraband Detection, Mantrailing, and Narcotic Detection Canine Officer; designated staff at the institution will issue these items to Patrol Canine Officers daily.
    - b. Canine Officers must activate their BWC when utilizing a canine:
      - i. To search for cellphones, marijuana, narcotics, tobacco, escapees
      - ii. To monitor inmate movement
      - iii. To escort inmates from one area to another
      - iv. To interact with or manage a disruptive/assaultive or potentially disruptive/assaultive inmate.
      - v. When responding to an incident
      - vi. For the security management of inmates
      - vii. For other duties as instructed by the Security Operations and Emergency Preparedness Administrator or designee and in compliance with Operating Procedure 430.6, *Body Worn Camera Equipment* (Restricted).
  4. All weapons and equipment issued to a Canine Officer must be documented on a *Canine Officer Equipment Issue Log* 435\_F25.
  5. The Statewide Canine Coordinator or designee will complete the *Canine Firearms Transmittal Record* 435\_F41 and enter the firearm into TMS for tracking purposes.
  6. The Regional Canine Sergeant or designee will inventory each Canine Officer's equipment every quarter and will document the results of the inventory on the *Canine Officer Equipment Inventory* 435\_F24
- B. The Statewide Canine Coordinator or designee will purchase all firearms and related equipment and will place these items in a Canine Operations Unit fireproof safe located in the Special Operations Unit Armory until issuance or re-issuance; see Operating Procedure 260.1, *Procurement of Goods and Services*.
- C. The Canine Operations Unit fireproof safe is a temporary storage location for firearms and ammunition to be issued, are returned, or are confiscated for Canine Officers on leave, or on any type of restrictions such as medical, usually not to exceed 30 days.
1. Firearms that have not been issued must remain in the Canine Operations Unit fireproof safe until

issued by the Statewide Canine Coordinator or Statewide Detection Training Lieutenant.

2. The Statewide Canine Coordinator, Statewide Detection Training Lieutenant, or designee are the only persons authorized to access the Canine Operations Unit fireproof safe.
3. The Canine Operations Unit fireproof safe will not be used for routine overnight firearms storage. The Canine Officer is responsible for securing their firearm, when not in use, in a gun vault bolted inside the trunk of the canine vehicle.

D. The Statewide Canine Coordinator or designee will conduct and document a monthly and quarterly visual inspection and count of all weapons and ammunition in the Canine Operations Unit inventory. A monthly inventory of ammunition will be sent to the ASD armorer at [academy.armory@vadoc.virginia.gov](mailto:academy.armory@vadoc.virginia.gov).

X. Care of Canines (5-ACI-3A-44)

A. Canine Officers are personally responsible for their assigned canines.

1. The Canine Officer trains, utilizes, feeds, cares for, cleans, and otherwise maintains their assigned canine(s).
2. The use of unqualified persons to care for and maintain canines may subject the DOC to unacceptable liability.

B. The *Canine Care Manual* provides Canine Officers with guidance on canine care; a copy of the manual will be provided to all certified Canine Officers.

1. Canine Officers must ensure that each canine receives the quality of care required in the *Canine Care Manual* and this operating procedure; Canine Officers will record such care daily on the *Individual Canine Care Log 435\_F21*.
2. Canine Officers must use the *Individual Canine Care Log 435\_F21* at all kennels housing DOC Canines.
  - a. The Statewide Detection Training Lieutenant and Statewide Patrol Training Lieutenant will inspect the *Individual Canine Care Log 435\_F21* for each canine to ensure the *Individual Canine Care Log* is complete and accurate.
  - b. The Statewide Canine Coordinator will conduct random inspections.

C. Canine Feeding

1. The Canine Officer should feed the canine once per day at the end of the Canine Officer's shift.
  - a. The amount of food each canine receives will normally be in accordance with the directions on the packaging. The Canine Officer must take care to ensure they do not overfeed the canine.
  - b. If recommended by a veterinarian to maintain a proper state of health, the Canine Officer may deviate from the packaging directions.
2. The Canine Officer must store canine food in such a manner as to prevent spoilage and insect or rodent infestation.
3. The Canine Officer will place all food in food bowls and not on the kennel floor to be left for the canine to eat.
  - a. The Canine Officer will leave the food bowls inside the kennel for 30 minutes and will then remove the food bowls and clean up all food dropped on the kennel floor.
  - b. Canine Officers must monitor the canine for a minimum of one hour after feeding. Once the Canine Officer removes the food bowls and dropped food the one-hour monitoring time begins.
  - c. The use of self-feeders for feeding a DOC canine is prohibited.
4. The Canine Officer must not expose the canine to strenuous exercise or activity for at least one hour after feeding as exercise immediately after feeding could be potentially fatal to the canine.
5. Water bowls, food bowls, and utensils must be durable, non-toxic, non-corrosive, and easily cleaned.



6. Water and food bowls should be secured or of a design that prevents the canine from easily tipping the bowls over.
7. Water containers should be of adequate size to ensure water is always available to the canine, especially during periods of hot weather.
8. When a canine is temporarily assigned to another institution or is scheduled for training at a designated canine training location, the Canine Officer must bring the appropriate amount of food for the canine to last for the duration of the assignment.

#### D. Grooming and Inspection

1. Routine grooming and inspection are essential to the proper care of the canine's skin and coat of hair.
  - a. During grooming, the Canine Officer will look for signs of illness or disease that may affect the health of the canine. (5-ACI-3A-44)
  - b. The Canine Officer will look for elements that may lead to possible health problems for the canine during grooming to include, but are not limited to ticks, fleas, skin rash, cuts and abrasions, hair loss, physical abnormalities, etc.
2. The Canine Officer will seek the advice of a veterinarian as to the frequency of bathing, type of soap to use, and how to protect the canine's eyes and ears.
3. The Canine Officer must not bathe a canine when the outside air temperature is below 65 degrees.
  - a. Upon completion of bathing, the Canine Officer will dry the canine with a towel or suitable substitute.
  - b. After towel drying, the Canine Officer may gently exercise the canine in warm sunlight to complete the drying process.

#### E. Inclement Weather Protection

1. During periods of inclement weather, the Canine Officer must take additional precautions to ensure the canine's health and safety are not in jeopardy.
  - a. Periods of extremely hot or cold weather require additional care for canines.
  - b. Outside air temperature may not necessarily be an accurate measure of the actual heat or cold felt by the canine.
  - c. The Canine Officer must also consider wind chill factors, precipitation, ground temperatures, location of kennel, humidity, etc.
2. Canine Officers must check the canines periodically during the day and night when temperatures are extremely hot or cold.
3. If the Canine Officer believes the weather warrants additional care for the canine, the Canine Officer is responsible for bringing their concerns to their supervisor's attention.
4. When the canine is utilized on an assignment during hot or cold weather, the Canine Officer must use caution to not allow the canine to drink toxic liquids such as leaking antifreeze, etc.
  - a. The Canine Officer must check for burned or cut pads and legs, ice encrusted feet, and bloody lips and tongues from ice and snow.
  - b. Canines will often attempt to clean their feet by licking away irritants which can also cause the canine to become ill.
5. Even though most doghouses have cedar shavings or another appropriate bedding, Canine Officers should add more insulating material such as hay or straw, cloth, and plywood in/or around the houses to ensure protection from the wind and to provide additional warmth.
6. Canine Officers should remove ice and snow from kennels.
  - a. Crusty ice can cause injury to the canine's pads.



- b. Canine Officers are not to use chemicals, such as rock salt as some chemicals are poisonous and may cause serious illness or death if ingested.
- 7. When inspecting the canines during inclement weather conditions, Canine Officers should look for signs of canine distress such as shivering. The Canine Officer must closely check:
  - a. The canine's coat for freezing; especially the ears and tip of the tail.
  - b. The eyes for signs of dryness.
  - c. The extremities, as these areas will be the first to suffer frostbite.
  - d. The canine's temperature if the canine appears to be acting abnormally.
    - i. The normal body temperature of the canine should be between 101 - 102 degrees.
    - ii. Exercising the canine more often will help maintain the body temperature of the canine during cold weather.
    - iii. If the canine's body temperature is below 100 degrees, the Canine Officer must take the canine to the veterinarian immediately.
- 8. If a canine needs to be fed two to three times per day instead of the regular one time per day feeding, the amount of food given should equal the normal daily allowance.
  - a. The Canine Officer may give the canine some additional food when necessary to increase the calorie intake, which may provide additional warmth. Do not over feed.
  - b. Canine Officers must remain with and monitor the canines, especially bloodhounds, for a period of approximately one hour after feeding to ensure that the canine does not suffer bloat due to digestion process being slower than normal.
  - c. Canine Officers are to give canines water more frequently during cold weather due to water freezing in the buckets. The Canine Officer must remove the ice from the buckets before adding additional water.
- 9. Canine Officers should house canines in other areas, if available, that will provide shelter from the wind and cold.
  - a. These areas may be maintenance areas, or any other area approved by the immediate supervisor or designee.
  - b. If these areas are used, the Canine Officer will house the canine in a secure portable transportation crate and must not leave the canine unattended.
  - c. The Canine Officer must give the canine frequent breaks to exercise and relieve itself.
  - d. To prevent canine overheating, the Canine Officer should place the canine in the coolest area of the building to aid in the canine's adjustment to outside temperatures when the canine returns to the kennel.
- 10. Canine Officers must not transport canines in vehicles that do not provide protection from the wind. Canines must be transported in an approved and secured transport box inside an enclosed vehicle equipped with a temperature monitoring device.
- 11. Canine Officers should inspect canines for symptoms associated with heat related illnesses during warmer weather and will give canines water more frequently during warmer weather due to increased consumption.

#### F. Canine Medical Care

- 1. The Statewide Canine Coordinator oversees the preparation and distribution of a *Pet First Aid and Disaster Response Guide* to be available at all canine team sites.
- 2. The *Pet First Aid and Disaster Response Guide* serves as a reference for canine first aid and canine CPR. Canine Officers must not use this *Guide* in place of a licensed veterinarian.
- 3. Canine Officers must have their canine examined in accordance with the schedule arranged by a licensed veterinarian.



- a. The Canine Officer must be alert and maintain strict control of the canine to restrain and eliminate possible injury to veterinary clinical staff.
  - b. It is mandatory that each canine receive heartworm preventative medication.
    - i. This medication will be administered upon the advice of the canine's regularly assigned veterinarian.
    - ii. The Canine Officer must have their canine's blood tested every 10 to 12 months for heartworms.
  - c. Canine Officers must only administer medications authorized by a veterinarian.
4. The Canine Officer is responsible for notifying their immediate supervisor and the Statewide Canine Coordinator immediately if a canine becomes ill or incapacitated for any reason.
  5. Canine Officers are responsible for maintaining accurate medical documentation on their assigned canine, for completing a *Canine Medical Log 435\_F7* for each veterinarian visit, and for submitting copies to the Institutional Canine Sergeant, Regional Canine Sergeant, and Statewide Canine Coordinator.

## XI. Kennel Construction and Maintenance (5-ACI-3A-44)

### A. Institution Kennels

1. Canine Officers will house all patrol canines in institution kennels.
2. Canine Officers may use institution kennels for Mantrailing, Contraband Detection, and Narcotic Detection canines upon approval from the Statewide Canine Coordinator, the Statewide Detection Training Lieutenant, or Statewide Patrol Training Lieutenant.
3. Canine Officers with approval of the Statewide Canine Coordinator or designee may only house Narcotic and Contraband Detection canines at institution kennels for short-term emergencies.
4. It is the responsibility of the institution to pay for the material to construct the kennels, and for the actual construction of the kennels.
  - a. Kennels must be constructed and maintained in accordance with Attachment 2, *Canine Kennel Specifications*.
  - b. The institution will be responsible for all cost of repair and upkeep to the kennel.

### B. Residential Kennels

1. Canine Officers will use residential kennels for housing Contraband Detection and Narcotic Detection canines, and if the Canine Officer is dual-certified, their residential kennel will house the Mantrailing canine as well.
2. It is the responsibility of Security Operations Unit to pay for the cost of the material to construct the kennel, and for the actual construction of the kennels.
  - a. Security operations will be responsible for all cost of repair and upkeep to the kennel.
  - b. Inmate work crews must not be used to construct or repair residential kennels.
3. Canine Officers with preexisting static kennels may retain them if they remain in compliance with this operating procedure.
  - a. All new residential kennels will be established using mobile kennels, K9 Castle or similar, and must have immediate and constant access to water and electricity at the kennel site.
  - b. At no time will a Canine Officer move a residential kennel without written permission from the Statewide Canine Coordinator.

## XII. Canine Transportation

- A. General Services provides vehicles for the Canine Operations Unit. These vehicles must be assigned to a canine team(s) and used only for canine operations. (5-ACI-3A-44)



- B. Canine Officers must ensure canine vehicles are always clean and maintained in good operating condition.
  - 1. All vehicle equipment must be in proper working order.
  - 2. The exterior and interior of the vehicle must be clean always.
  - 3. The canine cargo area must always be kept clean and orderly.
- C. The Statewide Canine Coordinator, Regional Canine Sergeants, and Patrol Canine Sergeants should periodically inspect Canine Officer vehicles to ensure compliance.
- D. Vehicles assigned to transport of canines must be equipped and maintained in accordance with Attachment 3, *Canine Transportation*.
- E. Canine Officers must not transport a canine with any material, substance, or device in such a way that can injure the canine's health or well-being.

### XIII. Canine Team Activation and Response

- A. Canine Teams must only perform the tasks for which they were trained and in the manner for which they were trained.
- B. DOC trained and certified staff, only, are allowed to utilize DOC canines.
- C. Facilities without canines assigned, outside agencies, federal, state, local law enforcement, and search and rescue organizations must direct all requests for canine assistance to the Statewide Canine Coordinator.
  - 1. The Statewide Canine Coordinator will ensure that any non-DOC entity requesting the use of canine teams are notified that DOC canine teams are not law enforcement.
    - a. With approval of the Director and support of the State Police or local law enforcement, the Canine Operations Unit will assist.
    - b. Any utilization of canine teams outside the DOC must be approved by the Director.
  - 2. All requesting law enforcement agencies must have a trained law enforcement officer on the scene to assist in the apprehension of suspects and to take custody of any seized narcotics and contraband.
  - 3. If an arrest is made in connection with the assistance of a DOC canine team, the law enforcement agency requesting the canine team should conduct all follow-up activities, such as obtaining warrants, investigative reports, bond hearings, collecting evidence, arraignments, etc.

### XIV. Contraband Detection Canine Team Utilization

- A. Contraband Detection Canine Teams are comprised of passive response contraband detection canines specifically trained to detect the odor of contraband, i.e., cell phone, marijuana, narcotics, and tobacco.
- B. A canine team graduates from the DOC Basic Canine Handler School and arrives at their assignment with the "basic skills" of their occupation comparable to the skill level of a newly assigned Corrections Officer.
- C. In the first 30 days after initial training, the Canine Officer must follow the standardized procedure to introduce the contraband detection canine into the work environment.
- D. Canine Officers should be assigned to contraband detection duties or conducting daily training with their canine as it is imperative that Canine Officers maintain contraband detection canines at maximum proficiency.
- E. The certified Canine Officer has a duty and responsibility for the use and safety of their assigned canine. The Statewide Canine Coordinator, Chief of Security Management, or the Security Operations and Emergency Preparedness Administrator have final responsibility for approving the use and safety of the canine.
  - 1. As a general matter, Canine Officers must not use contraband detection canines to screen any person except inmates or CCAP probationers/parolees. The Statewide Canine Coordinator may grant specific





approval for Canine Officers to screen staff on a case-by-case basis to support an active investigation.

2. Canine Officers must not use contraband detection canines to screen vehicles other than inmate and CCAP probationer/parolee transportation vehicles.
3. Canine Officers should limit canine utilizations to a maximum of 90-minute working intervals with a minimum break of a 60-minutes between each interval unless the situation cannot accommodate this practice.
  - a. The Canine Officer should make every effort to limit the size of the area to be controlled when possible.
  - b. The Canine Officer should provide the contraband detection canine a break as soon as it is safe and convenient to the operations of the unit and DOC.
  - c. The Canine Officer may alter this practice due to temperature and humidity effects on the canine.
- F. Canine Officers must log Contraband Detection Canine Team utilizations in DINGO weekly. The Regional Canine Sergeant will review these reports biweekly.
- G. Canine Officers must complete the *Utilization Report* in DINGO before the end of shift/assignment for review by the Regional Canine Sergeant when canine utilization results in finding cell phones, marijuana, narcotics, tobacco, or other contraband or results in an arrest or termination of a staff member.
- H. Canine Officers should, as needed, retain cell phones, marijuana, narcotics, tobacco, and other contraband detected inside a facility or concealed for transport into a facility for evidence in disciplinary or criminal actions or for use as training aids when no longer needed as evidence.

#### XV. Mantrailing Canine Team Utilization

- A. Mantrailing Canine Teams are available to any facility or other public safety agency to assist with finding a person or item outside of a dwelling to include scouting fields and other open areas.
- B. Canine Officers will use mantrailing canines with or in support of a special response or special operations team whenever possible.
- C. When a Mantrailing Canine Team has been requested for tracking or trailing, the requesting agency should not use manpower to search prior to the canine being used to restrict the area to as few human odors as possible.
- D. Canine officers must always work mantrailing canines “on leash” and under physical control when tracking or trailing.
- E. When tracking or trailing an escapee or suspect, it is mandatory that at least one, armed member of the requesting agency, preferably, a tactical team member, stay in escort and accompany the Mantrailing Canine Team.
- F. When tracking/trailing, at least one member of the requesting agency in addition to the escort will remain on the scene and always maintain radio contact with the Canine Officer.
- G. Canine Officers must log each mantrailing canine utilization in DINGO.
- H. The certified Canine Officer has a duty and responsibility for the use and safety of their assigned canine. The Statewide Canine Coordinator, Chief of Security Management, or the Security Operations and Emergency Preparedness Administrator have final responsibility for approving the use and safety of the canine.

#### XVI. Narcotic Detection Canine Team Utilization

- A. Narcotic Detection Canine Teams are comprised of passive response narcotic detection canines specifically trained to detect the odor of narcotics.
  1. Narcotic detection canines can detect the odor of cocaine, heroin, marijuana, methamphetamines, and



- derivatives thereof and may be made available to any facility or law enforcement agency upon request.
2. Narcotic Detection Canine Teams may be utilized as individual units, or in groups.
- B. A canine team graduates from the DOC Basic Canine Handler School and arrives at their assignment with the “basic skills” of their occupation comparable to the skill level of a newly assigned Corrections Officer.
  - C. In the first 30 days after initial training, the Canine Officer must follow the standardized procedure to introduce the narcotic detection canine into the work environment.
  - D. Canine Officers should be assigned to narcotic detection duties or conducting daily training as it is imperative that Canine Officers maintain narcotic detection canines at maximum proficiency.
  - E. The certified Canine Officer has a duty and responsibility for the use and safety of their assigned canine, the final responsibility of the use and safety of their assigned canine will be approved by either the Statewide Canine Coordinator, Chief of Security Management, or the Security Operations and Emergency Preparedness Administrator. Canine Officers should limit utilizations to a maximum of 90-minute working intervals with a minimum of a 60-minute break between each interval unless the situation cannot accommodate these intervals.
    1. The Canine Officer should make every effort to limit the size of the area to be controlled when possible.
    2. If the interval cannot be accommodated the Canine Officer should provide the narcotic detection canine a break as soon as it is safe and convenient to the operations of the unit and DOC.
    3. The Canine Officer may alter this requirement due to temperature and humidity effects on the canine.
  - F. The requesting authority is responsible for the collection and handling of evidence; the Canine Officer should not handle narcotics except in cases where the presence of the narcotic poses an immediate threat to the canine.
  - G. The Canine Officer must log all canine utilizations in DINGO weekly. The Statewide Canine Coordinator or Regional Canine Sergeant will review these reports biweekly.
  - H. Canine Officers must complete the *Utilization Report* in DINGO and VACORIS before the end of shift/assignment for review by the Regional Canine Sergeant when canine utilization results in finding narcotics or results in the arrest or the termination of a staff member.

## XVII. Patrol Canine Team Utilization

- A. The DOC maintains specially trained Patrol Canine Teams capable of performing the following duties:
  1. Perimeter Security by:
    - a. Roving the outer perimeter of the institution to include DOC owned property.
    - b. Patrolling during periods of low visibility due to fog and when exterior/interior fence detection systems are disabled due to lightning strikes, power failures, etc.
    - c. Providing general patrol resources on foot or by vehicle.
    - d. Searching, escorting, and securing, vehicles for vendors, Virginia Correctional Enterprise (VCE), maintenance, etc. when the vehicle enters the secure perimeter of the institution.
  2. Inmate Work Crews by:
    - a. Providing additional inmate work crew security, the Canine Officer must not supervise the work crew.
      - i. The canine is only to be used for additional security when the inmate work crew is on state property.
      - ii. Caution should be utilized when performing these assignments; often canines react aggressively to the swinging of axes, swing blades, shovels, etc.



- b. Monitoring the loading and unloading of inmates assigned to work outside the perimeter.
- 3. Mass Movement by:
  - a. Monitoring inmates during meals in the dining halls.
  - b. Monitoring movement to education, treatment, work assignments, sick call, etc.
  - c. Evacuating inmates during fires or fire drills and similar situations.
  - d. Monitoring inmate recreation for general population.
  - e. Monitoring inmate movement during showers when housing units are on lockdown.
  - f. Assisting in the movement of disruptive inmates assigned to a Restorative Housing Unit.
  - g. Emergency Response to Riot or Group Demonstration by:
    - i. Providing riot control, yard extractions, clearing housing units, securing inmates in cells, etc.; Patrol Canine Teams who trained with Special Response Teams only can be utilized.
    - ii. Assisting when movement, containment, or any other form of control is necessary, and a show of force has not proven effective.
      - (a) Canine Officers may utilize patrol canines to bring the situation under control.
      - (b) Exact impact rounds do not have to be fired before a patrol canine can be utilized.
- 4. Escape Searches and Apprehensions by:
  - a. Assisting in the search of escapees with the approval of the Security Operations and Emergency Preparedness Administrator.
    - i. Searches may include hiding places such as buildings, wooded areas, or open field areas.
    - ii. The Canine Officer must use caution during utilization as to not contaminate the area due to mantrailing canines in the vicinity.
  - b. Immobilizing an escapee until restraints can be applied safely; only the appropriate minimum level of force deemed necessary for the apprehension and restraint process will be utilized; see Operating Procedure 420.2, *Use of Restraints and Management of Inmate Behavior* (Restricted).
- 5. Special Assignments by:
  - a. Assisting in special operations if warranted and approved by the Deputy Director for Institutions.
  - b. Escorting vehicles for high profile inmates on transportation, perimeter security during the transport of a large group of inmates, or during the loading and unloading of inmates entering/exiting institutions.
  - c. Supporting response or special operations teams whenever possible.
  - d. Assisting outside agencies when approved by the Director.
- B. Canine Officers should normally keep their patrol canines on leash and under physical control.
  - 1. Canine Officers may release their canine (off leash) under verbal control when such release is necessary to:
    - a. Protect a staff member, volunteer, intern, visitor, or inmate from physical attack.
    - b. Prevent an escape.
  - 2. Canine Officers must always maintain control of their patrol canine and must never allow anyone to pet, touch, or make physical contact with their canine.
- C. While one of the greatest values of Patrol Canine Teams lies in the deterrence effect of their presence, Canine Officers are only authorized to engage a patrol canine within a DOC institution in the following circumstances:
  - 1. If the Canine Officer reasonably believes that engaging the canine is immediately necessary to protect an inmate or DOC staff member from the threat of serious bodily injury or death; or
  - 2. If the Canine has prior approval from the Warden or a supervisor to engage the canine to intervene in an altercation, fight, or other incident between three or more inmates.

- D. The use of a canine constitutes a use of force, or the implied use of force and Canine Officers like Corrections Officers are only authorized to use the amount of force necessary to overcome resistance, mitigate an incident, or gain control; see Operating Procedure 420.1, *Use of Force* (Restricted).
  - 1. The Canine Officer is responsible for determining whether the use of a patrol canine is justified and reasonable when responding to a request for a Patrol Canine Team.
  - 2. In determining the amount and/or type of force to be used, the Canine Officer should take into consideration all circumstances known to them.
  - 3. The Canine Officer must give at least one verbal warning directly to the inmate to comply with the order given or they will release the canine. The Canine Officer will allow the inmate an opportunity to comply unless circumstances require the Canine Officer engage immediately.
  - 4. Canine Officers will not directly use a patrol canine to extract inmates from cells or other small, enclosed spaces except as necessary for the safety of staff and other inmates. The Facility Unit Head and the Statewide Canine Coordinator must approve the utilization of a patrol canine for extraction purposes.
  - 5. Canine Officers must never use patrol canines as a means of punishment.
- E. A Patrol Canine Team graduates from the DOC Basic Canine Handler School and arrives at their assigned institution with the basic skills of their position.
  - 1. In the first 14 days after initial training is completed, Canine Officers will introduce the patrol canine into their work environment consistent with the specific needs of the institution.
  - 2. New Patrol Canine Team graduates must be introduced to the institution gradually with the experienced Patrol Canine Teams serving as primary coverage.
- F. Patrol Canine Officers are assigned to the institution and work at the discretion of the Facility Unit Head.
  - 1. Patrol Canine Officers may use patrol canines assigned to an institution, at other institutions with approval of the Security Operations and Emergency Preparedness Administrator and Chief of Security Management in consultation with the Statewide Canine Coordinator and/or Facility Unit Head.
  - 2. After a Canine Officer's normal working hours that includes cleaning, feeding, and training, and during institution lockdown when a Patrol Canine Team is not required, the Chief of Security or the Shift Commander can assign a Canine Officer to another post inside the institution as deemed necessary.
- G. The Canine Officer must log the utilization of patrol canines in DINGO daily. The Statewide Canine Coordinator or designee will review these reports daily.

#### XVIII. Canine Bite Report Package

- A. If utilization of a DOC canine results in a bite, the Canine Officer or other responsible party must ensure that the individual bitten receives prompt medical attention.
- B. The Canine Officer or other responsible party must immediately notify the Statewide Canine Coordinator and Institutional Canine Sergeant of the incident.
- C. The Canine Officer or other responsible party must complete a *Bite Report* in DINGO before the end of their shift or assignment and must send the *Bite Report* to the Statewide Canine Coordinator, Shift Commander, Administrative Duty Officer, and Facility Unit Head.
- D. The Canine Officer or a Canine Supervisor must photograph all bites and abrasions to include a photograph of the ID card of the individual bitten along with a full body, clothed picture. Tears in the clothing attributed to the canine should also be photographed.
  - 1. The Canine Officer or a Canine Supervisor will email a copy of all such photographs to the Statewide Canine Coordinator and Statewide Training Lieutenant.



2. The Statewide Canine Coordinator or designee will download a copy of all such photographs to the Canine Operations Unit shared folder or to evidence.com.
  3. When Canine Operations Unit staff review rapid eye, MAXPRO, or body camera footage for a possible patrol canine bite, staff must download a copy of the video footage to the Canine Operations Unit shared folder or to evidence.com.
- E. The Canine Officer or other responsible party will prepare a Bite Report Package that includes the following:
1. *Dingo Report* to include (*Utilization Report, Bite Report, and Rabies Tag*)
  2. *Incident Report*
  3. All related *Internal Incident Reports* associated with the *Incident Report*
  4. List of all related MAXPRO or Bodycam footage by Corrections Officer name and rank
  5. MAXPRO and Bodycam footage (the videos)
  6. Medical Information (anatomical medical report, injury photographs, clothing, wounds, and a copy of inmate's Identification Card)
  7. All related Office of Law Enforcement Services (OLES) information, if available
- F. Staff must treat and manage all photographs and video footage as evidence; see Operating Procedure 030.1, *Evidence Collection and Preservation*.
- G. Upon completion of their review, the Statewide Canine Coordinator will forward the Bite Report Package to the Office of Law Enforcement Services for investigation when necessary.
- H. A copy of the Bite Report Package must be submitted to the Deputy Director for Institutions within 72 hours from any engagement.

XIX. Injuries to Canine Officers or Canines

- A. When a Canine Officer is injured and unable to maintain control of their canine, the nearest Canine Officer should respond and assume control of the canine.
1. The responding Canine Officer must ensure their personal safety when taking control of the canine.
  2. The Institutional Canine Sergeant, Regional Canine Sergeant, and the Statewide Canine Coordinator must be notified as soon as possible.
- B. When a canine is lost, injured, or killed, the Canine Officer must notify the Institutional Canine Sergeant if applicable, Regional Canine Sergeant, and Statewide Canine Coordinator as soon as possible.
1. When a canine dies unexpectedly or as the result of an injury, the Canine Officer must notify the Statewide Canine Coordinator to approve an autopsy.
  2. Replacement of the canine must be coordinated through the Statewide Canine Coordinator and the Statewide Detection Training Lieutenant and Statewide Patrol Training Lieutenant.
  3. No canine will be destroyed without the expressed approval of the Statewide Canine Coordinator.
- C. If an inmate harms a canine, the Canine Officer will initiate a *Disciplinary Offense Report*; see Operating Procedure 861.1, *Inmate Discipline*.
- D. Any person that harms a DOC canine may have felony charges placed against them and may be required to pay restitution for the cost of the canine and all associated training expenses; see COV §18.2-144.1, *Prohibition against killing or injuring police animals; penalty*.

XX. Inspections (5-ACI-3A-44)

- A. The Statewide Canine Coordinator, Statewide Canine Lieutenants, and Regional Canine Sergeants or



designees have the authority to inspect all canine kennels, canines, appearance of Canine Officers, and equipment.

- B. Kennels, canines, Canine Officer appearance, and equipment must always comply with DOC operating procedures.
- C. During an inspection, if an area is out of compliance, the individual conducting the inspection must address their concerns with the Canine Officer so that the Canine Officer can make on-the-spot corrections, when possible. If the Canine Officer cannot correct the deficiency immediately, the Statewide Canine Coordinator or designee will address their concerns with the Canine Officer's immediate supervisor.
- D. Canine Officers who do not comply with DOC operating procedures are subject to disciplinary action under Operating Procedure 135.1, *Standards of Conduct*.

## XXI. Canine Records

- A. Canine Officers must use DINGO to maintain daily and current records for each canine under their control, to record training, care of canines, and significant events. (5-ACI-3A-45)
- B. The Institutional Canine Sergeant will maintain a hard copy record for each of the topics listed below. (5-ACI-3A-45)
  - 1. Medical Reports
  - 2. Certification Tests
  - 3. Certification Certificates
  - 4. General Information

## REFERENCES

*Canine Care Manual*

*Pet First Aid and Disaster Response Guide*

COV §18.2-144.1, *Prohibition against killing or injuring police animals; penalty*

COV §53.1-39.3, *Use of canines in state correctional facilities; prohibited acts; policies and regulations made public; incidents of use of canines reported, exception*

COV §53.1-67.9, *Establishment of community corrections alternative program; supervision upon completion*

*Mantrailing Canine Training Academy Certification and Re-certification Criteria and Guidelines*

*Narcotic Detector Canine Training Academy Certification and Re-certification Criteria and Guidelines*

*Patrol Canine Training Academy Certification and Re-certification Criteria and Guidelines*

Operating Procedure 030.1, *Evidence Collection and Preservation*

Operating Procedure 075.1, *Emergency Operations Plan*

Operating Procedure 102.2, *Recruitment, Selection, and Appointment*

Operating Procedure 135.1, *Standards of Conduct*

Operating Procedure 260.1, *Procurement of Goods and Services*

Operating Procedure 260.2, *Surplus Property*

Operating Procedure 420.1, *Use of Force* (Restricted)

Operating Procedure 420.2, *Use of Restraints and Management of Inmate Behavior* (Restricted)

Operating Procedure 430.6, *Body Worn Camera Equipment* (Restricted)

Operating Procedure 861.1, *Inmate Discipline*





## **ATTACHMENTS**

Attachment 1, *Canine Team Equipment*

Attachment 2, *Canine Kennel Specifications*

Attachment 3, *Canine Transportation*

## **FORM CITATIONS**

*Licensed Medical Practitioner's Report for Canine Officers* 435\_F5

*Canine Receipt Agreement* 435\_F6

*Canine Medical Log* 435\_F7

*Mantrailing Recertification* 435\_F8

*Canine Donor Form* 435\_F20

*Individual Canine Care Log* 435\_F21

*Patrol Canine Quarterly Evaluation* 435\_F22

*Patrol Canine Recertification* 435\_F23

*Canine Officer Equipment Inventory* 435\_F24

*Canine Officer Equipment Issue Log* 435\_F25

*Patrol Canine Testing Scoresheet* 435\_F39

*Canine Firearms Transmittal Record* 435\_F41

