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Canine Program	ACA Standards: 2-CO-3A-01, 5-ACI-3A-43, 5-ACI-3A-44, 5-ACI-3A-45		
Scott Crow, Director Oklahoma Department of Corrections		Signature on File	

Canine Program

I. Purpose/Mission Statement

Canine units have been established within the Oklahoma Department of Corrections (ODOC) to enhance the agency’s mission of protecting the public, the

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employee, and the inmate by preventing the introduction of contraband, assisting in the apprehension of escaped inmates, and assisting outside law enforcement agencies when approved by the canine program manager and the office of the Inspector General (OIG). (2-CO-3A-01, 5-ACI-3A-43 b#1)

II. Goals and Objectives (5-ACI-3A-43 b#1)

The goals and objectives of this program are to:

- A. Reduce the amount of contraband introduced into the facilities;
- B. Discourage escapes by reducing apprehension time and/or enhancing the apprehension rate for agency escapes; and (5-ACI-3A-43 b#2)
- C. Increase cooperation between ODOC and local law enforcement agencies by offering the support of the canine units for assistance.

III. Canine Handler Requirements (5-ACI-3A-44 b#2)

A. Interviews/Selection

- 1. Personnel must be eligible to register with the Oklahoma Bureau of Narcotics and Dangerous Drugs (OBNDD) and the Drug Enforcement Administration (DEA).
- 2. Canine handler applicants must be a correctional security officer (CSO) IV or a CSO III eligible for promotion to CSO IV when applying for a canine handler position.
- 3. Personnel will receive initial handler training from the central region kennel master and staff. Upon completion of training, the handler will have 60 days to pass the CLEET Canine Team Certification. The initial certification test will be scheduled by the handlers assigned regional kennel master.

B. Disqualification/Removal from the Canine Program

- 1. Failure of Annual Council on Law Enforcement Education and Training (CLEET) Certification
 - a. A handler will be given two opportunities to pass the annual CLEET Canine Team Certification Testing.
 - b. After the first failed attempt, the handler will receive additional training provided by the central regional kennel master and his staff to determine the cause of the failure.
- 2. Repeated safety violations.
- 3. Negligence that causes injury to staff/inmates/working dogs.

4. Dog abuse/neglect:
 - a. Dog abuse is defined as any action that intentionally causes physical harm to a working dog.
 - b. Neglect is defined as failure to perform any of the duties as outlined in Section VIII. items B., C., or D. of this procedure.

IV. Training

Every canine handler will receive initial training at the Training Facility. Assessment and/or sustainment training will be scheduled by the regional kennel masters. (5-ACI-3A-44 b#2)

A. Tracking Dogs

1. A tracking dog will be trained in human odor recognition for apprehending escaped inmate(s) and assisting outside law enforcement agencies. There are two types of tracking dogs authorized for use within the department.
 - a. Leash Dog

A tracking dog that is under the control and supervision of the handler using a 15–30 foot tracking lead. A leash dog will be trained to search for and follow a scent.

 - (1) Scent Specific — a tracking dog that is started with a scent article from a specific individual.
 - (2) Freshest Human Scent — a tracking dog that detects and follows the newest odor in a specific area or location.
 - b. Pack Dog

A dog that is released with one or more 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 a Global Positioning System (GPS) tracking collar is highly recommended while using/training pack dogs.
2. Tracking dog handlers will maintain a separate training log that includes a date, name of the dog(s) trained, length of track, time the track was laid, time the track was run, and the name of the person that laid the track.
3. Each tracking dog will be worked at least once each week by the canine handler. At a minimum, each tracking dog will be proficient in

tracking/trailing a two-mile-long track, which has been aged at least four hours.

- a. Inmate orderlies may be used to lay track; however, orderlies will be rotated every six months in order to prevent inmates from gaining too much knowledge of the dogs or the methods used by the canine teams.

B. Narcotic Detector Dogs (5-ACI-3A-44 b#1)

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

1. Narcotic detector dogs will receive weekly proficiency training conducted by the handler.
2. All training will be documented on the "Canine Training and Utilization Record" ([Attachment A](#), attached). The Canine Training and Utilization Record will be retained in the canine's permanent record maintained by the handler.
3. At a minimum, canine teams are required to successfully complete the CLEET canine certification. (5-ACI-3A-44 b#1)
4. Canine teams may be selected to participate in additional certifications with a nationally recognized canine association by the canine program manager.

C. Socialization of Detector Canines

Canines are "working animals" and are not facility pets. The canine handler will ensure that canines are not socialized with any staff members other than personnel assigned to the Canine unit.

1. At no time will staff members outside of the Canine unit be allowed to touch or pet any of the dogs.
2. At no time will inmates or visitors be allowed to touch the dogs.

D. Cellular Telephone Detector Canines

Cellular telephone detector canines will be trained for basic obedience, the detection of selected electronic communication devices at ODOC facilities and for assisting other correctional facilities.

1. Cellular telephone detector canines will receive weekly proficiency training conducted by the handler.

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2. Cellular telephone detector dogs may be trained to detect electronic storage devices, such as flash drives, SD cards, external hard drives, etc.
3. All training will be documented on the “Canine Training and Utilization Record” ([Attachment A](#), attached). The “Canine Training and Utilization Record” ([Attachment A](#), attached) will be retained in the canine’s permanent record maintained by the handler.

V. Special Use of Canine Unit

A. Assisting Outside Law Enforcement Agencies

The ODOC Canine unit may, upon request, provide support to any city, county, state, or federal law enforcement agency. Requests for support will be forwarded to the OIG for final approval.

1. Types of support that may be provided includes:
 - a. Tracking of missing and/or lost individuals;
 - b. Tracking of fleeing subjects;
 - c. Narcotics detection;
 - d. Detection of electronic devices that may hold evidence; and
 - e. Detection of contraband cell phones.
2. When requesting dogs for the purpose of tracking a fleeing subject, the requesting official must have determined that the individual presents a continued threat to the safety and/or security of the public.
3. Support may be requested by the following:
 - a. The chief law enforcement officer of any city or county jurisdictions.
 - b. Commissioned full-time peace officers from any state law enforcement agency.
 - c. Federal law enforcement officials.
 - d. Wardens/administrators of federal or private correctional facilities.
 - e. City or county jail administrators.
 - f. Emergency managers within the State of Oklahoma.

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4. The requesting outside law enforcement agency must be present while the canine handler(s) provide assistance.
5. Each time the tracking/narcotic detector dogs are activated to assist an outside law enforcement agency, an incident report will be prepared and submitted to the regional kennel master and canine program manager. A copy will be sent to the OIG.
6. Outside law enforcement agencies may request initial training of their canine team(s) at the Training Facility.
 - a. Staff will ensure the department's needs are met prior to approving any attendance of training by outside law enforcement agencies.
 - b. Any expenses incurred will be the responsibility of the requesting agency.
 - c. The regional kennel master is responsible for scheduling initial training events throughout the year.
 - d. Once the department's needs are met, the regional kennel master may schedule training events focused on training for outside law enforcement agencies.
 - e. The canine program manager will review and forward all requests for training from outside law enforcement agencies to the Deputy Inspector General for approval prior to the start of training.

B. Searches of Staff

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

VI. Logs, Records and Reports

The canine officer will ensure that daily activities (e.g., training, veterinary care, care of dog, routine or emergency situation) are carried out and recorded daily in an activity log. The log will include any emergency situation, unusual incident, and other pertinent information regarding inmates and activities of the post. (5-ACI-3A-45) Log entries will be in accordance with [OP-040103](#) entitled "Standards for Maintaining Logs."

VII. General Guidelines for Narcotic Detector Dogs

OIG and 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 Canine unit will ensure the development of written program guidelines within the unit's post orders. (5-ACI-3A-44)

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VIII. Routine Responsibilities and Guidelines (5-ACI-3A-44, 5-ACI-3A-45)

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

A. Duties

1. While on duty, narcotic detector dog teams will be given access to conduct searches of the following locations:
 - a. Incoming mail;
 - b. Visiting rooms;
 - c. Visitors;
 - d. Work crews and work crew equipment;
 - e. Housing units;
 - f. Segregated housing units (SHU);
 - g. Education areas;
 - h. Chapels;
 - i. Deliveries; and
 - j. Other facility locations as requested by the warden, deputy warden or the chief of security.

B. Care of Canines and Kennels (5-ACI-3A-44 b#3)

Guidelines will be established to ensure the following:

1. Regular inspections of canines, kennels, and equipment;
2. Maintenance of logs;
3. Maintenance of kennels, including:
 - a. The ground area around the kennel;
 - b. Pest control (e.g. ticks, fleas, rodents, flies) measures are in place;
 - c. Dogs in outside kennels have shelters available;

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- d. Kennels have sufficient shade structures and ventilation; and
 - e. Temperature-controlled areas are to be maintained between 45 and 85 degrees Fahrenheit.
4. Grooming and inspection of dogs:
- a. Handlers will groom their assigned dog(s) at the beginning of their assigned shift;
 - b. An occasional bath may be necessary, but the dog 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;
 - c. Dogs will not be bathed if the outside temperature is below 65 degrees Fahrenheit, unless they can be dried in a warm place;
 - d. 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;
5. Convenient access to food and water daily:
- a. Water buckets will be emptied and fresh water provided at least once per day;
 - b. The feeding schedule will be maintained as instructed by the regional kennel master and maintained in the post order; and
6. In the absence of a canine handler, the regional kennel master will arrange for the daily care of the animal.

C. Transportation of Canine(s) (5-ACI-3A-44 b#3)

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 (5-ACI-3A-45)

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, including all administered veterinary care (i.e., shots, worming, medication).

1. The canine handler will ensure annual vaccinations of the dog(s) they are responsible for is conducted by the licensed veterinarian.
2. Each dog 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 by the canine handler and submitted to the canine program manager through the regional kennel master when a dog is injured, becomes ill, or dies.
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](#), attached).

E. Euthanasia /Retirement of Dogs

1. Retirement of a Dog

When the dog can no longer achieve the required activity level, either physically or mentally, the dog will be retired from service based on input and agreement from the canine program manager, regional kennel master, handler, and veterinarian.

- a. Possession of the dog will be offered in the order as follows:
 - (1) Current handler of the dog;
 - (2) Current handlers within the Canine unit;
 - (3) Prior handlers in sequence; and
 - (4) Other ODOC staff, if needed.
- b. OIG has the final approval authority for retirement.

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- c. A new owner will be required to sign an “Adoption of Canine Agreement” ([Attachment C](#), attached) 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; and
 - (4) Assume all liability for any injury or damage caused by the dog.
- d. 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.
- e. If there is no acceptance of ownership, the Canine unit is responsible for adequate care until expiration of the dog.
- f. All canines retiring from the canine program will be neutered or spayed before being released to the new owner.

2. Euthanasia of a Dog

When the quality of the dog’s life does not seem humane, based on the confirmation of a veterinarian, regional kennel master, and canine program manager, then euthanasia may be enacted by a licensed veterinarian.

- a. The canine program manager may order euthanasia of a dog in emergency situations, if recommended by a licensed veterinarian to prevent the continued immediate suffering of the dog.
- b. Euthanasia due to age-related illness, where the dog is not in immediate distress, will be approved by the director of Institutions.
- c. The agency director will be notified through the chain of command whenever euthanasia is planned or enacted under emergency situations.

3. Death of a Dog

If the death of a dog is unexplained or unexpected, a necropsy may be ordered by the canine program manager. The review, if ordered,

will be completed by a licensed veterinarian. The resulting report will be forwarded directly to the canine program manager and OIG.

4. Burial of a Dog

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

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

A. Registration

Narcotic detector dog handlers will be required to obtain a researcher's license from the DEA and the OBNDD to legally possess the narcotics used for training of the narcotic detection dog. All handlers, as directed by their regional kennel master, 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 ODOC 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 a security container in a controlled access area. The only individual that will have access to the combination to the safe or security container will be the registrant. The combination to each safe will be maintained in a sealed envelope by the canine program manager. The combination to the handler's safe will be changed by the canine program manager or regional kennel master 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.

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.

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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 the regional kennel master present. The inventory will be annotated in the narcotic training aid accountability log book. The entry will contain the date and time the inventory was conducted, the weight of each narcotic training aid, and the printed name and signature of the regional kennel master 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 their 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 when instructed to do so by the regional kennel master or canine program manager.
2. Handlers will contact the regional kennel master for instructions on obtaining 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 their assigned regional kennel master or 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 regional kennel master or 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; and

- d. Determine if the aids are still usable for the initial training of canines assigned to the Training Facility or should be delivered to the OSBI laboratory for destruction.

X. Disposition of a Dog

A. Dogs Not Meeting Minimum Training Standards

1. When it has been determined that a puppy bred by ODOC will not meet minimum training standards, the dog will be put up for adoption.
2. Adoption of puppies will first be offered to current ODOC handlers, followed by other staff members and then, if necessary, to the general public.
3. When a puppy meets the standards prescribed by the canine program manager, but is excess to the agency's needs, the canine program manager will review and make a recommendation to the director of Institutions who may approve the release of the canine to an outside law enforcement agency and/or adoption as stated above in section XI. A. items 1. and 2. of this procedure.

B. Release of an 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 adoption agreement entitled "Adoption of Canine Agreement" ([Attachment C](#), attached) as specified in Section VIII. item E. of this procedure.
3. When feasible, puppies will be neutered/spayed before being released.
4. A three-day supply of food will be provided to prevent stomach upset by an immediate and abrupt change in the diet. Instructions will be provided to the new owner regarding food transition methods.

C. Over Aggressive Dog

An "over aggressive dog" is defined as any dog that has shown unprovoked aggression towards handlers, staff, inmates, or the public or has inflicted severe injury on a human being without provocation. "Severe injury" means any physical injury that results in broken bones or lacerations requiring multiple sutures or cosmetic surgery.

1. When it is deemed that the adoption of a dog may be a danger to the public, or a liability to the department due to past unprovoked aggressive behaviors towards handlers, staff, inmates, or the public the canine program manager may request euthanasia of the dog.

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2. OIG has the approving authority for euthanasia of an “over aggressive dog.”
3. If approved, the euthanasia will be carried out by a licensed veterinarian.
4. The agency director will be notified through the chain of command if determined euthanasia should be enacted due to behavioral issues.

XI. Reporting/Documenting of Bites/Unprovoked Aggressive Behavior

All bites and/or unprovoked aggression towards handlers, staff, inmates, or the public will be reported immediately to the canine program manager, through the appropriate regional kennel master.

1. Accidental bites to handlers due to training/working that do not require medical attention need not be reported (e.g., the handler is nipped on the hand while recovering the reward device).
2. In the event of a reportable bite, the handler will immediately notify the regional kennel master and prepare and forward an incident report.
3. The handler will ensure photos are taken and forwarded to the canine program manager.
4. The canine program manager will notify the director of Institutions and ensure a serious incident report is completed in accordance with [OP-050108](#) entitled “Use of Force Standards and Reportable Incidents.”

XII. References

Policy Statement 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”

OP-050108 entitled “Use of Force Standards and Reportable Incidents.”

XIII. Action

The canine program manager is responsible for compliance with this procedure.

The Inspector General is responsible for the annual review and revisions.

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

This procedure is effective as indicated.

Replaced: OP-040120 entitled "Canine Program" dated April 5, 2021

Distribution: Policy and Operations Manual
Agency Website

<u>Attachments</u>	<u>Title</u>	<u>Location</u>
Attachment A	"Canine Training and Utilization Record"	Attached
Attachment B	"Canine Individual Medical Record"	Attached
Attachment C	"Adoption of Canine Agreement"	Attached