



# GENERAL ORDER

## MINOCQUA POLICE DEPARTMENT

SUBJECT: **CANINE UNIT**

SCOPE: All Department Personnel  
DISTRIBUTION: General Orders Manual

REFERENCE:

NUMBER: 6.27  
ISSUED: 03/13/2020  
EFFECTIVE: 03/23/2020  
 RESCINDS  
 AMENDS  
WILEAG 5<sup>TH</sup> EDITION  
STANDARDS: 6.1.2

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INDEX AS: Canine  
Canine Unit

PURPOSE: The purpose of this General Order is to provide guidelines to members of the Minocqua Police Department regarding the Canine Unit that was formed to assist in the accomplishment of the goals and objectives of the Department.

This General Order consists of the following numbered sections:

- I. POLICY
- II. DEFINITIONS
- III. PROCEDURES

### I. POLICY

The Minocqua Police Department recognizes that the use of the Department's Canine by its handler in the performance of his/her duty, may, depending upon the circumstances, be considered as the use of force. In situations where Police Canines are utilized to neutralize assaults, apprehend fleeing criminals, overcome resistance to arrests, and defend persons or other situations that may be considered as a use of force, the following shall apply:

The member of the Department assigned as the canine officer shall at times adhere to existing Department policy regarding the use of force as it pertains to disturbance resolution.

All vehicles, supplies, monetary contributions, including donations of items are the property of the Town of Minocqua. The Canine selected is the property of the Town and shall remain the property of the Town unless released by the Town as provided through this policy.

The official name of the Department Canine Unit shall be "Minocqua Police Department K-9 Unit".

## II. DEFINITIONS

- A. Canine Unit: An extension of patrol including handler/dog, Supervisor, and support personnel as designated.
- B. Canine Handler: An officer trained in the tactical application of the canine.

## III. PROCEDURES

- A. Canine Unit Responsibilities - When the Canine Unit is on duty, it shall be assigned the duties and responsibilities of the handler's rank when not specifically on a canine assignment. It shall also be assigned to any incident in which a canine could be of assistance within the Minocqua/Woodruff jurisdiction, including but not limited to the following situations:

1. Assist in the prevention and detection of a crime.
2. Assist in searches (i.e., building searches, evidence searches, tracking suspects, lost/missing people, and narcotics).
3. Protection of officers and citizens when they are in imminent or specific danger.
4. Crowd control (other than peaceful).
5. Demonstrations/speaking engagements: Community relations are an important aspect of law enforcement. Use of the Canine Unit in this area can be of benefit to the Department and the community. Requests for demonstrations, etc., should be in writing by the group or through the liaison officer for the group, to the Chief of Police, or his designee.

Examples:

- a) D.A.R.E.
- b) Schools
- c) Civic Organizations
6. Any other duties assigned by the Chief of Police or designee.
7. Advising the working Supervisor of the capabilities of the canine. The Canine Unit shall not be assigned "loose dog" or "found dog" calls or those that present the possibility of the handler transferring disease or parasites to the Department canine.

### B. Supervisor Responsibilities

1. The on-duty/on call (Duty Command) Supervisor in charge will confer with the handler on the feasibility of utilizing the Canine Unit and will assume responsibility for that decision.
2. If an agreement cannot be reached concerning an issue regarding the canine use, the Supervisor's decision will stand.
  - a) The Supervisor will assume responsibility for the decision to use the Canine Unit against the advice of the handler.
3. The Supervisor shall ensure that proper chain of authority is used for deployment.
4. The Supervisor in charge will determine whether it is necessary for an off-duty call-in of the Canine Unit and will fully explain the situation that requires a call-in.
5. The Supervisor will follow Officer/Personnel Guidelines when at a canine situation as outlined

in Section E.

6. The Supervisor shall review all Canine Use of Force and bite cases. All cases will be documented on a Use of Force Report.
7. Regular inspection of the canine and the canine patrol vehicle.
8. Periodic inspection of the kennels wherever such kennels are located.
9. Maintaining current medical records, dog licenses, and present medical status of the canine.
10. Scheduling and supervision of training.
11. Keeping and updating the necessary records with written reports, training records, activity and medical records.
12. Providing operational reports relative to the activity of the Canine Unit.
13. Provide duty time to the handler for the care and maintenance of the canine and facilities. During this time, the handler will be out of service, but available for calls.

C. Canine Handler Responsibilities

1. The Canine Handler is trained in the tactical application of his/her dog prior to placement in operational status. The Canine Handler is able to assist in formulating plans of action for the effective use of the canine.
2. The Canine Unit is intended to be supportive of all the areas of the Department. Arrests made or evidence located as a result of the Canine Unit will be considered as having been accomplished by the requesting officer. The handler will be responsible for preparing any supplemental reports necessary for documenting the actions of the Canine Unit.

If a Canine Unit initiates a police action (i.e., traffic stop, assignment to a call), the Canine Handler shall be responsible for any arrests made and the completion of the necessary reports.

3. When the canine is kenneled at the handler's residence, the handler shall ensure that the canine receives proper and responsible care, food and exercise. Regardless of where the canine is kenneled, the canine handler shall not carelessly or recklessly handle or disregard the needs, comfort or health of the Department canine.
4. When the canine is kenneled at the handler's residences, home-housing facilities shall be properly maintained. The Handler shall understand that it is a condition of assignment, that housing facilities shall be subject to periodic inspection by the Lieutenant, Detective Sergeant and/or any other authorized supervisory authority. The exercise of this right shall be subject to a reasonable advanced notice being provided to the handler.
5. The Canine Handler shall be required to maintain the health of his/her assigned canine.
  - a) The canine handler shall promptly inform a Supervisor of any injury or illness involving the assigned canine. The Canine Handler shall be responsible for the timely contact of the assigned veterinarian for treatment.
  - b) The assigned veterinarian shall routinely examine the canine once every 12 months.
  - c) In an emergency situation, when the designated veterinarian is unavailable, the canine shall be taken to the nearest available veterinarian for treatment. Under such circumstances, a Supervisor and designated veterinarian shall be notified as soon as possible.

6. The Canine Handler shall be subject to such additional training that the Department from time to time deems appropriate.
  7. The Canine Handler shall prepare Canine Unit Service Reports on all matters for which the Canine Unit is used, which shall be forwarded to a Supervisor.
  8. The Canine shall not be maintained in vehicles for excessive periods of time. The Handler is encouraged to take his/her canine out of the vehicle as frequently as possible.
  9. Except when the canine is kenneled at a Department facility or other location designated by the Department, the Canine Handler shall be responsible for maintaining the security of the canine.
  10. The Canine Handler shall ensure that civilian and police personnel not expressly authorized have no access or unnecessary contact with the canine.
  11. When in the station, the canine shall be leashed, kenneled or within the voice control of the Canine Handler.
  12. The Canine Handler will normally work with the canine on a lead. With proper voice control, the Canine Handler may work with the canine off-lead at their discretion.
  13. The Canine Handler shall provide copies of all training, service, and veterinarian reports to the Lieutenant.
  14. The Department canine shall not be entered into any show, trial, or exhibition, or used for breeding purposes without approval of the Chief of Police or designee.
  15. If a canine is physically provoked, the canine will instinctively defend itself. Under such conditions, the Canine Handler shall take such reasonable action appropriate to the circumstances to prevent injury to the provoking person(s) and the canine.
  16. In all cases where the Canine Unit is searching for a person(s), the Canine Handler shall make a verbal announcement of warning that a police dog will be entering the area, unless such exigent circumstances exist to dictate otherwise.
- D. Officer/Personnel Guidelines - Other than within the parameters of formal or scheduled canine training, Department members shall not tease, mistreat, or agitate any Department canine. The following are general rules of behavior when in the presence of a Department canine:
1. Department members shall not direct any command to the canine unless so directed by the handler.
  2. Department members shall not attempt to entice a canine to disobey its handler, unless so instructed by the handler in training.
  3. Department members shall not enter any vehicle occupied by a canine unless so directed by the handler.
  4. Department members shall be observant of open windows in the canine squad.
  5. Department members shall not attempt to touch, handle, pet or feed the canine without permission of the handler.
  6. Department members should not stand between the canine and its handler, and if possible, between the means of egress and the handler.
  7. Department members shall not agitate the canine, even in fun, as the canine may misinterpret such conduct and cause it to become aggressive.

8. Department members shall discourage others from agitating the canine.
  9. Department members shall not bring other animals near the canine without the permission of the handler.
  10. Department members shall not engage in simulated acts of aggression/ behavior with the canine handler when the canine is present unless instructed to do so by the handler during a training exercise.
  11. Department members shall not unholster sidearms, check Tasers or handcuffs in the presence of the canine, except in emergencies, or with the approval of the handler.
  12. During traffic stops, cover officers should not walk close to the canine vehicle while the window is down.
- E. Patrol Officer Responsibilities - Generally, a patrol officer will make the initial request to the on-duty Supervisor for the canine. When the Canine Unit is deployed, all officers present at the scene shall comply with the order of the Canine Officer so that the canine can be utilized efficiently, effectively, and with little interruption.
1. Patrol Officers who are present at a scene where the Canine Unit is deployed or will be deployed shall adhere to the following:
    - a) Prior to the execution of a search of a building or open area, the initial officers shall contain the area to the extent possible to prevent the escape of the suspect(s) and maintain the perimeter until notified that the search has been concluded.
    - b) When a search for narcotics is requested, officers should refrain from entering the scene to prevent contamination of the scent.
    - c) When a search is in progress, officers shall refrain from unnecessary conversation and shall not enter the search area unless directed by the Canine Handler or Supervisor to do so.
    - d) If an officer is requested by the Canine Handler to accompany a search, that officer shall follow the instructions given by the Canine Handler.
    - e) Once the canine has been unleashed, other officers shall not attempt to take a person into custody until the canine has been called off.
    - f) If an officer comes between a fleeing suspect and the canine, that officer should stand as motionless as possible and make no overt movements.
    - g) In the case of a fleeing suspect, the pursuing officer should not contaminate the area where the suspect was last seen, preserving the scent for the canine to attempt the tracking of the suspect.
  2. Officers shall arrest any person who intentionally hurts or attempts to hurt the Department Canine or interfere with the legal performance of duty. (NOTE: 1989 Act 223 amending Wis. SS. 951.095(1). See 951.18(2m) for penalties.
    - a) This subsection also applies to other animals on the scene of a canine call. If an officer or supervisor on the scene feels that a canine is needed at a scene and another animal (dog) is threatening the safe, effective performance of the Police Canine, then the following applies:
      - (1) Advise the property owner/animal owner to secure their animal.

- (2) After an appropriate warning period, the property owner/animal owner may be arrested.
  - (3) If (sub 1) and (sub 2) are not successful, the said animal may be disposed of with the permission of the supervisor.
3. The following rules shall apply to those officers requesting the use of the Canine Unit for Narcotic searches:
  - a) Vehicles
    - (1) To limit the contamination, refrain from searching prior to the canine arrival.
    - (2) If the need for a canine is determined during hand searching, stop searching and close the doors. Leave all items in place.
    - (3) If contraband or other items are in a location hazardous to the canine or its handler, notify that handler upon arrival. (This includes narcotics, as they are dangerous to the canine, or other items such as needles, razors, or broken glass.)
    - (4) Upon arrival of the Canine Unit, advise the handler of all information that would aid in the search. Do not advise of the narcotic location, if known, unless it is located where the canine could get it. This includes under the seat.
  - b) Residences
    - (1) Limit the contamination by refraining from hand searching prior to the Canine Unit arrival.
    - (2) Have residents move into one section of the house or apartment.
    - (3) Ask residents to secure any other animals in the bathroom. This will ensure the safety of both the Police canine and the civilian animals.
    - (4) If any hazards are seen, advise the handler upon his/her arrival.
    - (5) The handler will have one officer follow during the search to mark where indications/interests are noted. This will decrease search time and serve as proof if the handler forgets to search a specific area.
- F. Crowd Control - The Canine Unit is not authorized for Civil Disturbance situations. The Canine Unit is authorized for crowd control under the following circumstances:
  1. Only a supervisor may request the assignment of a canine team on standby basis in a situation where it is indicated that the team may be required to control a large, disorderly crowd that is likely to cause personal injury and/or substantial property damage or loss.
  2. Only supervisors will make the decision to actively utilize the Canine Unit in crowd control situations that cannot be contained by regular police methods.
    - a) Upon arrival, the on-duty Supervisor and canine team will confer regarding the placement of the Canine Unit to exercise a psychological deterrent on the crowd and/or actively deploy for crowd control.
    - b) When actively used for crowd control, the canine will be leashed at all times.
    - c) The Canine Unit will not be used for crowd control outside the Town of Minocqua unless approval of the Chief of Police or designee is granted.

- G. Canine Contingency Procedures - In the event that a Canine Handler becomes incapacitated or injured at the scene of an event and is unable to control his/her canine, the officer at the scene shall:
1. Contact a Supervisor to report to the scene.
  2. As appropriate to the circumstances, contact a member of the Canine Handler's family to assist in controlling the canine.
  3. Attempt to control the canine in a neutral area.
  4. Contact Vilas County Sheriff's Department for a Canine Handler to respond to control the dog. The above agency is currently the only local department with canine teams trained at the same training facility as the Minocqua Police Canine Team. (The language is Dutch, not German, which is used in other agencies.)
  5. Dispose of the dog as a last resort if the handler's life is in danger.
- H. Canine Request - Requests for the use of the Canine Unit will comply with the following guidelines:
1. Department Requests – Canine Unit on Duty: When the Canine Unit is on duty, Department personnel may request assistance of the unit through the Canine Handler. The Canine Unit shall respond and assess the situation.
  2. Department Requests – Canine Unit off Duty: All off duty requests shall be approved by the on duty/on call (Duty Command) supervisor. The request for recall to duty of a canine team may be made via call-up protocol as follows:
    - a) Building Searches: Only in those cases where there is evidence of forced entry and there is substantial reason to believe that a person is concealed in a building.
    - b) Area Search/Scout: Felony cases and serious crimes only. The suspect must have been seen, a correct perimeter set, and the suspect contained.
    - c) Crowd Control: May be requested as necessary. (Note Section II. G.)
    - d) Narcotics Detection: For probable cause purposes, interdiction, and/or aiding in a search.
    - e) Missing/Lost Persons: Notify Canine Handler. Canine Handler will advise if they can be of help.
    - f) Tracking: If Officer(s) feel the Canine Unit may aid in the investigation of an incident or that the suspect may still be in the area.
  3. Department Requests – General: the Canine Unit handler may request the use of additional canine teams based on their training and experience.
- I. Mutual Aid Requests - Mutual Aid requests for the Department's Canine Unit will be governed by the following guidelines:
1. Mutual Aid requests will be authorized by an on-duty/on call (Duty Command) Supervisor dependent upon adequate staffing remaining in the Town.
  2. When providing mutual aid, the Department's Canine Unit will function within the guidelines of the Minocqua Police Department's Policies and Procedures.
    - a) Mutual Aid Community
      - (1) Mutual Aid requests made when the Canine Unit is on duty will be authorized by the

on-duty/on call (Duty Command) Supervisor.

- (2) When the Canine Unit is out of service (off duty), authorization for call up will be through the on-duty/on call (Duty Command) Supervisor.
  - (3) The requesting agency shall be required to defend, hold harmless, and indemnify the Minocqua Police Department in the event any claim is made against the Town of Minocqua.
- b) Police agencies, other than those the Town of Minocqua has an official mutual aid agreement with, may request the Department's Canine Unit under the following:
- (1) Authorization is granted by the on-duty/on call (Duty Command) Supervisor.
  - (2) The requesting agency completes a release of liability form.
  - (3) The requesting agency shall make their request verbally. At the discretion of the on-duty/on call (Duty Command) Supervisor, the requesting agency may be required to make the request via Teletype (TTY). The request should include the name of the officer in charge of that agency.
- c) The Canine Unit Handler shall prepare a written report furnishing complete information relative to:
- (1) The requesting agency's name, including the officer in charge making the request.
  - (2) The reason for the request (circumstances involved).
  - (3) Action taken by the Canine Unit.
  - (4) The result of the action/assistance provided.
- d) The Canine Unit will not be used for Crowd Control outside the Town of Minocqua without the approval of the Chief of Police or his designee.
- J. Training of the Canine Unit - Training shall follow the below described guidelines to keep the Canine Unit at its optimal level and to ensure the safety of all:
1. Training shall be continuous and in the prescribed specialty areas in which the canine is certified.
    - a) Training other than a prescribed specialty shall first be cleared through the Lieutenant.
  2. During training the canine shall not be abused or mistreated, and only such force as has been recommend with training shall be used.
  3. Training will be scheduled by the Canine Handler through the Lieutenant (Department Training Coordinator).
  4. Training shall not be permitted without proper equipment.
  5. Safeguards shall be employed to prevent injuries to the canine, personnel, and third parties during a training exercise.
  6. Personnel or the canine shall not participate in training unless physically fit to do so and after first receiving proper instruction in procedure and safety.
  7. Training may be in conjunction with other agencies to further enhance the Canine Unit's abilities.

8. For training purposes, small quantities of marijuana, cocaine, heroin, and other drugs will be obtained. These drugs will be secured in a locked file at the Department.
  - a) The Canine Handler will be the only person with keys for this file.
  - b) Drugs from this file shall be used only for training purposes.
  - c) The Canine Handler shall remove and return drugs from the file. The recording of this information on the Canine narcotic training log shall be witnessed and recorded by another member of the department to document the chain of custody of training narcotics.
  - d) The Lieutenant or Detective Sergeant will do periodic inspections of training aids.

K. Use of Force

1. The use of force is a recognized tool in law enforcement. Due to its deterrent effect and its use in making or affecting arrests, the use of a Police Canine may fall between actual hands-on physical confrontation and the use of an impact weapon.
2. In situations where a police canine is used or could be used, the Canine Handler shall announce the canine's presence and his/her intended directions to the canine in the event that non-compliance with an officer's order is a factor in apprehending a suspect or an arrest.
  - a) Building Searches – Canine warnings must be given.
  - b) During an arrest situation, the Canine Handler shall verbally warn the suspect that the canine will use force if an attack occurs against the handler.
3. The Canine Unit shall be governed by prescribed training and certification and this General Order shall not deviate from same.
4. In all cases where the Canine Unit is involved with a subject being physically apprehended by a Police Canine (not threatened physical apprehension), an Offense Field Report and a Response to Resistance Report will be completed along with the following:
  - a) For those persons in police custody, at a minimum, an ambulance will be dispatched to the scene.
    - (1) The wound will be described, in writing, by the responding emergency medical personnel. The Canine Handler shall also attempt to obtain photographs of the wound(s).
  - b) For those persons not in police custody, at a minimum, an ambulance will be dispatched to the scene.
    - (1) The wound will be described, in writing, by the responding emergency medical personnel. The Canine Handler shall also attempt to obtain photographs of the wound(s).
    - (2) If the injured person refuses treatment, he/she is to be advised to seek medical attention.
  - c) An Oneida County Rabies Control Report (dog/cat bite form) will be completed. Under Wisconsin 2017 assembly bill 58, a dog used by a law enforcement agency that bites a person while performing a law enforcement function and is immunized against rabies (valid certificate required) does not have to follow the 10-day quarantine procedure. If the dog exhibits abnormal behavior, it will be reported to the health department. As good practice, the handler will have the dog examined by a veterinarian the day following the bite and

after 10 days have passed.

- d) In all cases where an injured person is transported to a hospital, the officer will attempt to obtain a medical records' release form signed by the injured party. The Canine Handler will be responsible for submitting an Offense Field Report to the Lieutenant regarding the incident, and a Response to Resistance Report.
  5. In all cases where an apprehension is made, an Offense Field Report will be completed by the Canine Handler and submitted to the Lieutenant.
- L. Apprehension Use of Force - When the use of force is justified, the following standards must be met:
1. When given an apprehension command to catch a fleeing suspect and the suspect exhibits definite surrender behavior, the canine will be recalled by the handler.
- NOTE: This cannot be expected of the canine once within 20 feet of the suspect. The canine needs a margin to recognize and react to the surrender.
2. When force is used and the suspect is no longer a threat or has exhibited a willingness to cooperate with officers, the Canine Handler shall have the ability to stop the canine from using force immediately.
  3. The Canine Handler shall be able to control the canine in a manner that will allow the suspect to be taken into custody.
- M. Equipment – All vehicles, supplies, monetary contributions, including donations of items are the property of the Town of Minocqua. The Canine selected is the property of the Town and shall remain the property of the Town unless released by the Town as provided through this policy.

The Town of Minocqua will provide through the Canine Fund:

1. Food, grooming supplies, and veterinarian care for the canine.
  2. All equipment as recommended by the training center/kennel where the police canine was purchased, and any other equipment as deemed necessary by the Canine Handler after conferring with the Chief of Police or designee.
  3. Portable Radio (with charger).
- N. Uniform
1. On-duty uniform shall be the standard seasonal uniform.
  2. May deviate from (1) with the approval of a Supervisor.
  3. For off-duty call-ins, the seasonal uniform shall be worn.
  4. During public appearances, the seasonal uniform shall be worn.
  5. During schooling and demonstration functions, the uniform/dress may vary at the handler's discretion.
  6. For all court appearances and any other times that the Canine Unit is not used or is unavailable for use, the standard seasonal uniform shall be worn.
- O. Vehicle Usage
1. Due to the carrying of special equipment, the modification of a vehicle to transport a Canine

Unit is necessary.

2. Civilians will not be allowed in the canine vehicle unless it is necessary in the performance of the Police Department duties or at the discretion of the Chief of Police or his designee.
3. To prevent the spread of disease and parasites to a Department canine, the Department Canine Vehicle shall not be used to transport any other animals for any reason.
4. To reduce the Town of Minocqua's liability, potential injury to the Town's Canine, and to improve the efficiency, the effectiveness and response time for off-duty call-ins of the Canine Team, the Department shall make available to the Canine Handler, a take-home squad for the Canine.
5. The squad will be used only in an official capacity (i.e.: to and from work, training, vet, call-in, court, etc.) and not for personal use.
6. Any licensed family member is authorized to move the squad to/from the driveway of the residence to the street or other convenient location.
7. In the event of vacation or extended time off, the squad must be parked at the Police Department with the keys left on the key board or parked inside the Handler's garage with the approval of a supervisor.
8. When the squad is unoccupied at the Handler's residence, the squad will be locked at all times.
9. When responding to call-ins from the Handler's residence, the Handler shall respond to the call-in using an appropriate response based on the type of call-in requested. The Handler must keep in mind that there are no call-ins that are of such importance that justify the reckless response to a call-in.

P. Canine Retirement

1. After a canine has surpassed its usefulness to the Department due to age or other extenuating circumstances, the canine will be retired from active service.
  - a) Upon retirement, subject to approval of the Chief of Police and at the written request of the assigned handler, the handler will be given sole ownership of the canine and shall assume total responsibility for all costs relating to ownership of the canine.
  - b) Canines will be retired only upon the recommendation of the designated veterinarian.
  - c) Euthanasia will not be considered for a retired canine unless such health conditions of the canine exist and the opinion of the designated veterinarian indicates such action is the only humane alternative.
2. Euthanasia for serious canine illnesses is subject to the approval of the Chief of Police and shall require a written report from a veterinarian indicating that the prognosis of the canine is such that euthanasia represents the only humane alternative.

Q. Canine Unit Program Termination

1. The Town may terminate the Canine Unit Program at any time. All materials, equipment, and property donated to the Canine Unit Program and in the Handler's possession shall be returned to the Town.

*David J. Jaeger*

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David J. Jaeger

Chief of Police

This General Order cancels and supersedes any and all written directives relative to the subject matter contained herein.

Initial 03/06/2016