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Canine Program	ACA Standards: 2-CO-3A-01, 4-4208, 4-4209, 4-4210		
Scott Crow, Interim 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) facilities to enhance the agency's mission of protecting the public, the 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 special operations manager. (2-CO-3A-01, 4-4208)

II. Goals and Objectives (4-4208)

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
- C. Increase cooperation between ODOC and local law enforcement agencies by offering the support of the canine units for assistance.

III. Personnel Requirements (4-4209)

A. Canine Handlers

1. Interviews/Selection

An interview will be conducted in accordance with [OP-110235](#) entitled "Hiring and Promotional Procedures" and as arranged by the canine program manager for applicant assessment.

- 2. Personnel must be eligible to register with the Oklahoma Bureau of Narcotics (OBNDD) and the Drug Enforcement Administration (DEA).
- 3. The canine program manager will be the final appointing authority for canine handler selection. (4-4209)
- 4. Canine handlers must be a CSO IV or a CSO III eligible for promotion to CSO IV when applying for a canine handler position.

IV. Training

Canine handlers will receive initial training at the Breeding and Training Facility (BTF). Assessment and/or sustainment training will be scheduled by the regional kennel masters. (4-4209)

A. Training Tracking Dogs

- 1. Tracking dogs 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 Dogs

A tracking dog that is under the control and supervision of the handler using a 15 – 30 foot tracking lead.

- (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 Dogs

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 GPS tracking collars is highly recommended while using/training pack dogs.

2. Each tracking dog will be worked at least once a 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. Handlers are encouraged to increase proficiency of their assigned tracking dog(s) by increasing the distance and age of the tracks.
 - b. Inmate orderlies may be used to lay track; however, orderlies should be rotated frequently in order to prevent inmates from gaining too much knowledge of the dogs or the methods used by the canine teams.
3. Tracking dog handlers will maintain a separate training log that includes the date, name of the dog(s) trained, length of the track, time the track was laid, time the track was run, and the name of the person who laid the track.

B. Training Narcotic Detector Dogs

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

1. At a minimum, the dog will, on command from the handler, demonstrate basic commands: SIT, DOWN, HEEL, and STAY.
2. Narcotic detector dogs will receive, weekly proficiency training conducted by the handler.

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3. 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.
4. At a minimum, canine teams will be required to successfully complete the Council on Law Enforcement and Education Training (CLEET) canine certification. (4-4209)
5. Canine teams may be selected to participate in additional certifications with a nationally recognized canine association by the canine program manager.

C. Socialization of Narcotic Detector Canines

Narcotic detector canines are “working animals” and are not facility pets. The canine handler will ensure that dual certified canines are not socialized with any staff members other than personnel assigned to the Canine Unit.

1. Staff members not assigned to the canine unit will ask permission from the individual handler before attempting to touch or pet any of the dogs.
2. At no time will inmates or visitors be allowed to touch the dogs.

D. Training of Cell Phone Detector Canines

Cell phone 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. At a minimum, the dog will, on command from the handler: SIT, DOWN, HEEL, and STAY.
2. Cell phone detector canines will receive, weekly proficiency training conducted by the handler.
3. 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.

V. Special Use of Canine Units

A. Assisting Outside Law Enforcement Agencies

1. The canine program manager and the special operations manager may give permission for the canine handler(s) and tracking dogs/narcotic detector dogs to assist outside law enforcement

agencies. The requesting outside law enforcement agency must be present while the canine handler(s) are providing assistance.

2. Each time the tracking/narcotic detector dogs are activated to assist outside law enforcement agencies, an incident report will be prepared and submitted to the regional kennel master and canine program manager. A copy shall be sent to the facility Administrator
3. Outside law enforcement agencies may request initial training of their canine teams at the Breeding and Training Facility (BTF).
 - a. BTF 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 central regional kennel master is responsible for scheduling initial training events throughout the year.
 - d. Once the department's needs are met, the central regional kennel master may schedule training events focused on training for outside law enforcement agencies.
 - e. The canine program manager will approve all requests for training from outside law enforcement agencies 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 officers will ensure that daily activities (e.g., training, veterinary care, care of dogs, routine or emergency situations) are carried out and recorded daily in an activity log. The log will include any emergency situations, unusual incidents, and other pertinent information regarding inmates and activities of the post. (4-4210) Log entries will be in accordance with [OP-040103](#) entitled "Standards for Maintaining Logs."

VII. General Guidelines for Narcotic Detector Dogs

The special operations manager 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. (4-4209)

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

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 Unit (SHU);
 - g. Education areas;
 - h. Chapels;
 - i. Deliveries; and
 - j. Other facility locations as requested by the warden, deputy warden and the chief of security.

B. Care of Canines and Kennels

Guidelines will be established to ensure the following:

1. Regular inspections of canines, kennels, and equipment;
2. Maintenance of logs;
3. Maintenance of kennels, to include:
 - 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 will have shelters available;

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- d. Kennels will have sufficient shade structures and ventilation;
 - 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 may remove the oils that keep the skin soft, prevent drying and cracking, and make the coat water repellent. For this reason, dogs will not be bathed more than twice a month, unless recommended by the veterinarian. After drying with a towel, the dog may be gently exercised to complete the drying process.
 - c. Dogs will not be bathed if the outside temperature is below 65 degrees, 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. Dogs will have convenient access to food and water daily;
- a. Water buckets will be dumped 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.
6. In the absence of the canine handler, the regional kennel master will arrange for the daily care of the animal.

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

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 (4-4210)

A local licensed veterinarian will be utilized for veterinary and medical care. A "Canine Individual Medical Record" ([Attachment B](#), attached) will be maintained on each dog, to include all administered veterinary care (i.e., shots, worming, medication).

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

E. Euthanasia/Retirement of Dogs

1. Retirement of a Dog

When the dog can no longer achieve 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. Retired dog disposition is as follows:

- a Possession of the dog will first be offered to the current handler, the current handlers within the canine unit, then through prior handlers in sequence, and if needed, other ODOC staff.

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- b. Final approval authority for retirement is the special operations manager.
- c. New owners 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; and
- 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, canine program manager, and handler then euthanasia may be enacted by a licensed veterinarian.

3. Death of a Dog

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

4. Burial of a Dog

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

IX. Procurement, Storage, Accountability, and 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 Drug Enforcement Agency (DEA) and Oklahoma Bureau of Narcotics and Dangerous Drugs (OBNDD) to legally possess the narcotics used for training of the narcotic detection dog. All handlers 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 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.
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 inventory will contain the date and time conducted, the weight of each narcotic training aid, and the printed name and signature of 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 his/her discretion.

E. Procurement of Narcotic Training Aids

1. New CDS will be obtained from the DEA anytime it is believed that the narcotic training aids have become contaminated or when instructed to do so by the regional kennel master or 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;
 - d. Determine if the aids are still usable for the initial training of canines assigned to the Breeding and Training Facility or should be delivered to the OSBI laboratory for destruction.

X. Breeding of Dogs

- A. Breeding of detector dogs for ODOC is the responsibility of the Central Regional kennel master and the canine program manager. Breeding of

tracking dogs is the responsibility of the East Regional kennel master and the Canine Program Manager. All breeding of dogs for ODOC will take place at the Breeding and Training Center. No breeding will take place at the facility level.

- B. Dogs will be selected for breeding by the appropriate regional kennel master and approved by the canine program manager. All female dogs not selected for participation in the breeding program will be spayed.

XI. Adoption of a Dog

A. Disposition of 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, other staff members and then, if necessary, to the general public.
3. When a puppy meets the standards proscribed 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 special operations manager who may approve the release of the canine to an outside law enforcement agency.

B. Release of Adopted Puppy

1. Adopted puppies will be current on vaccinations before being released to their new homes.
2. The new owner will be required to sign an 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.

XII. References

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

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

OP-040103 entitled "Standards for Maintaining Logs"

OP-040110 entitled "Search and Seizure Standards"

OP-110235 entitled "Hiring and Promotional Procedures"

XIII. Action

The special operations manager is responsible for compliance with this procedure.

The chief of Operations 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: Operations Memorandum No. OP-040120 entitled "Canine Program" dated June 28, 2018

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