



**Division of State Patrol
Policy and Procedure**

Number
16-3

Subject K9 OPERATIONS	
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I. POLICY

It is the policy of the Division of State Patrol (DSP) that all uniformed personnel be trained in and utilize Highway Criminal Interdiction (HCI) skills as part of their daily patrol activities.

II. BACKGROUND

The Division of State Patrol, in its role as a highway traffic patrol agency, is responsible for providing a safe and efficient transportation environment. As part of its traffic enforcement responsibilities, the State Patrol also serves to protect the public through HCI enforcement activities. To enhance its HCI efforts, the DSP has established K9 teams throughout the state to assist in detecting concealed narcotics, explosives and explosive components.

III. OBJECTIVE

The objective of this policy is to provide Division of State Patrol personnel with guidelines governing the utilization and deployment of K9 teams in field operations. Additional information regarding the DSP K9 teams can be found in the K9 Program Operations Manual.

IV. DEFINITIONS

- A. **K9** – a canine owned by the Division of State Patrol that has received specialized training in the detection of concealed narcotics or explosives.
- B. **K9 Handler** – a DSP officer who has received specialized training in the use and care of a K9.
- C. **K9 Team** – a K9 handler and a K9.

- D. **K9 Program Manager** – the Lieutenant assigned by the Director of Field Operations, who has overall responsibility for the DSP K9 program.
- E. **K9 Unit Supervisor** – the Sergeant assigned by the K9 Program Manager, who is responsible for overseeing the training of all DSP K9 teams and has administrative responsibilities over the DSP K9 program.
- F. **K9 Training Aids** – narcotics or explosives controlled and authorized by the state and/or federal government that are assigned to K9 handlers to be used in the training of K9s.

V. K9 TEAM OPERATIONS

A. General Provisions

1. The K9 handler is responsible for the actions, use and care of their assigned K9 at all times, including during off duty hours.
2. Interaction with a K9 shall be limited to authorized individuals and family members.
3. All personnel, prior to interacting with a K9, shall obtain permission to do so from the K9 handler. The K9 handler is authorized to approve or deny such request.
4. K9's should not be handled or given commands by anyone other than their assigned K9 handler. Should the assigned K9 handler be injured or otherwise unable to command the K9, the K9 Unit supervisor shall be contacted for assistance.
5. K9 teams should not be utilized in areas or under conditions where they have not received training.

B. Reports

1. The K9 handler shall maintain an accurate record of deployments, incidents, seizures and training involving their assigned K9 utilizing the Microsoft Access Training and Deployment Database on a daily basis.
2. All incident or arrest reports involving K9 team deployments, including searches and seizures, shall be reviewed by the K9 Unit supervisor.

C. General

1. K9 requests for service will be evaluated according to the availability of the K9 team and the appropriateness of the request for service in relation to the trained skills of the K9 team.

2. A supervisor who receives a request for service should, prior to approving the request, contact the K9 handler to assist in determining whether a situation warrants K9 use.
3. **Non-emergency** requests for K9 support shall be received and processed via the designated Wisconsin State Patrol Resource Request Line at 1-844-WSP-HELP (1-844-977-4357). These non-emergency requests will be assigned a CFS# by dispatch and accommodated in accordance with the provisions of this policy.

D. Narcotics Detection

1. Exterior K9 searches of vehicles, luggage, packages, or other inanimate objects shall only be conducted in areas where the K9 team has a legal presence.
2. During a traffic stop, a K9 may be used to search the vehicle's exterior in an exploratory manner. Unless the K9 alerts to the vehicle, or the officer has developed reasonable suspicion or probable cause, the vehicle operator may not be detained longer than necessary to conclude the business associated with the initial stop.
3. A search of the passenger compartments of common carriers by the K9 team may be conducted only after all passengers have been removed from the passenger area. The K9 handler should obtain consent of the common carrier or its agent, unless a warrant has been obtained, prior to conducting the search.
4. Personal searches of a human by a K9 are prohibited.

E. Building Searches

1. A K9 team may be utilized for narcotics and/or explosives searches within a building.
2. Search procedure
 - a. Prior to the K9 team entering the building, the area to be searched shall be checked for potential hazards.
 - b. Whenever possible, the building's owner should be contacted to determine whether there may be tenants or others in the building and to ascertain the building's layout. All tenants, workers, or other persons present should be evacuated from the search area.
 - c. For officer's safety, it may be necessary for another officer to accompany the K9 team in the search. This will be done at the discretion of the handler.

F. School Searches

1. Requests by school districts or local law enforcement agencies for narcotics and/or explosives searches directed toward maintaining a safe and secure environment may be authorized when all of the following requirements are met:
 - a. A written request for assistance from a local law enforcement agency is received by the K9 handler or K9 Unit Supervisor.
 - b. The letter of request should include the signatures of the appropriate local law enforcement official and the appropriate school district official.
 - c. The K9 Unit Supervisor will approve or disapprove the request and inform the requesting agency.
 - d. The K9 handler will notify the Region Command Staff the day of the deployment.
2. The local law enforcement agency making the request shall be present while the search is conducted.
3. Normally, only searches of lockers, rooms and vehicles parked on school grounds or adjacent to school property will be conducted.
4. If the K9 indicates or alerts to the possible presence of narcotics, the K9 handler will mark the lockers or areas where the K9 indicated. The DSP K9 handler will not open lockers or make arrests. Any further action will be handled by the school and/or local law enforcement agency.

G. Prison Searches

1. Requests by the Wisconsin Department of Corrections for narcotics and/or explosives searches directed toward maintaining a safe and secure environment may be authorized when all of the following requirements are met:
 - a. A written request for assistance from a Warden or designee is received by the K9 Unit Supervisor.
 - b. The K9 Unit Supervisor will approve or disapprove the request and inform the requesting agency.
 - c. The K9 handler will notify the Region Command Staff the day of the deployment.
2. Wisconsin Department of Corrections personnel making the request shall be present while the search is conducted.

3. If the K9 indicates or alerts to the possible presence of narcotics, the K9 handler will note the area where the K9 indicated. Any further action will be handled by the Wisconsin Department of Corrections.

H. Demonstrations

1. K9 handlers may perform demonstrations for schools, civic groups, etc. for the purpose of educating and informing the public.
2. Requests for K9 demonstrations will be directed to the K9 Unit Supervisor for approval or disapproval.
3. Operational needs will take priority over any K9 demonstrations.

VI. PRISONER TRANSPORT

- A. Prisoners may be transported in patrol cars equipped as K9 units in accordance with Division policy. However, if another patrol vehicle is close, the prisoner should be transported in that vehicle.
- B. If the prisoner expresses an unusual fear of K9, is agitating the K9, is allergic to K9s or if the prisoner poses a significant threat to officer safety, other transportation arrangements should be considered.

VII. INJURY OR DAMAGE AS A RESULT OF K9 ACTION

- A. Whenever a K9 injures an individual, whether on-duty or off-duty:
 1. The K9 shall be removed from service pending an internal investigation to ensure that the K9 and the K9 handler acted properly under the circumstances. In instances where injuries are significant or a bite has occurred, the K9 shall be kenneled at a DSP approved facility.
 2. The K9 handler shall notify the K9 Unit Supervisor immediately.
 3. The K9 handler or another officer shall examine the affected area to determine the seriousness of the injury, administer first aid as appropriate and obtain medical treatment for the person. Medical personnel should examine the affected area irrespective of the perceived seriousness of the bite or injury.
 4. The K9 handler or another officer shall take photographs of the affected area, if possible.
 5. The K9 handler shall complete an incident report within 24 hours of the time the incident occurred detailing the circumstances surrounding the incident. The report shall be forwarded to the K9 Unit Supervisor.

6. The K9 Unit Supervisor shall notify the Wisconsin Department of Transportation (DOT) Risk and Safety Management Section of the incident within the next business day of the date of the incident.
 7. After reviewing the incident, the K9 Unit Supervisor shall forward the incident report to the K9 Program Manager and to the DOT Risk and Safety Management Section.
- B. Whenever a K9 damages property of another, whether on-duty or off-duty:
1. If the damage is significant, the K9 shall be removed from service pending an internal investigation to ensure that the K9 and the K9 handler acted properly under the circumstances.
 2. The K9 handler shall notify the K9 Unit Supervisor immediately.
 3. The K9 handler shall examine the extent of the damage.
 4. The K9 handler or another officer shall take photographs of the damage, if possible.
 5. The K9 handler shall complete an incident report within 24 hours of the time the incident occurred detailing the circumstances surrounding the incident. The report shall be forwarded to the K9 Unit Supervisor.
 6. After reviewing the incident, the K9 Unit Supervisor shall forward the incident report to the K9 Program Manager. The K9 Program Manager shall determine if further investigation of the incident is required.
 7. The K9 Unit Supervisor shall notify Wisconsin DOT Risk and Safety Management Section of the incident within the next business day of the date damage was reported.
- C. In instances where personal injury or property damage has occurred and the affected party wants to file a claim, they should be directed to contact the Wisconsin DOT Risk and Safety Management Section at the following address:

Wisconsin Department of Transportation
Risk and Safety Management Section
Attn: Ann Bailey
4802 Sheboygan Ave., Room 751
Madison, WI 53707-7915
Telephone: (608) 267-5124

VIII. REFERENCE

DSP K9 Program Operations Manual