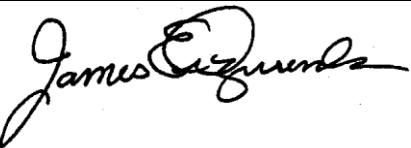


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ADMINISTRATIVE DIRECTIVE	Supersedes Canine Unit, dated 6/01/2010		
 Commissioner James E. Dzurenda	Title Canine Unit		

1. **Policy.** The Department of Correction shall maintain a trained canine unit to assist in security, control, contraband detection and tracking.
2. **Authority and Reference.**
 - A. Connecticut General Statutes, Sections 18-81, 53a-3 and 53a-18 through 53a-22.
 - B. Administrative Directives 2.7, Training and Staff Development; 3.9, Employee Travel and Use of Motor Vehicles; 6.1, Tours and Inspections; 6.2, Facility Post Orders and Logs; 6.5, Use of Force; 6.6, Reporting of Incidents; 7.2, Armories; 7.3, Emergency Plans; and 7.4, Emergency Response Units.
 - C. American Correctional Association, Standards for the Administration of Correctional Agencies, Second Edition, April 1993, Standard 2-CO-3A-01.
 - D. American Correctional Association, Standards for Adult Correctional Institutions, Fourth Edition, January 2003, Standards 4-4089 and 4-4208 through 4-4210.
 - E. American Correctional Association, Performance-Based Standards for Adult Local Detention Facilities, Fourth Edition, June 2004, Standards 4-ALDF-2C-02 and 4-ALDF-7B-12.
 - F. American Correctional Association, Standards for Correctional Training Academies, First Edition, May 1993, Standard 1-CTA-3A-22.
3. **Definitions and Acronyms.** For the purposes stated herein, the following definitions and acronyms apply:
 - A. **Alert.** Notification to Emergency Response Unit members of the possibility of mobilization.
 - B. **Agency Transportation Administrator.** A DOC manager or executive with fiscal and policy making authority who reports directly to the Commissioner of Correction.
 - C. **BDU.** Battle Dress Uniform.
 - D. **Canine.** A dog trained to assist staff in security, control, contraband detection and tracking.
 - E. **Canine Administrative Supervisor.** A Canine Unit Supervisor assigned to handle the administrative functions of the Canine Unit.
 - F. **Canine Handler.** A trained correctional employee responsible for a canine.
 - G. **Canine Team.** A canine handler with an assigned canine.
 - H. **Canine Unit Supervisor.** A trained correctional employee responsible for the direct supervision of a canine handler.
 - I. **Canine Unit Trainer.** A Canine Unit Supervisor or Canine Handler designated as the Department's liaison to the Connecticut State Police Canine Unit who coordinates and oversees all canine handler/canine training.
 - J. **Deployment.** The authorized command for an Emergency response Unit(s) to engage during an emergency.
 - K. **Mobilization.** The order for Emergency response Unit personnel to report to a designated staging area.

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4. Alert, Mobilization and Deployment. Canine teams may be placed on alert, mobilized and/or deployed for any circumstance, which may pose a serious threat to the safety and security of the public, staff, inmates or facility.
- A. Alert. The Director of Tactical Operations or higher authority in the chain of command shall be authorized to place canine teams on alert and determine the appropriate number of teams to be placed on alert. The Director of Tactical Operations shall report to the affected facility when directed by the Deputy Commissioner of Operations. The Director of Tactical Operations shall serve under the direct authority of the Unit Administrator.
- B. Mobilization. Canine teams may be mobilized by the Director of Tactical Operations or higher authority in the chain of command, when immediate emergency action is required. In such cases the required notification shall be immediate and in accordance with Administrative Directives 6.6, Reporting of Incidents and 7.3, Emergency Plans.
- C. Deployment. The Unit Administrator or higher authority may deploy Canine Teams independently or with other Tactical Operations Teams.
- D. Deployment of Canine Teams with Tactical Operations Units. The deployment of Canine Teams as part of a Tactical Operations deployment shall be authorized by the Statewide Tactical Operations Executive Officer and/or Director of Tactical Operations.
- E. Immediate Action. Nothing in this section shall prevent the highest ranking authority on-site from initiating immediate action when circumstances require.
5. Statewide Canine Operation. The Department shall maintain three (3) canine kennels.
- North District. The North District shall consist of one canine kennel:
1. Enfield Kennel. The Enfield Kennel shall provide coverage for the following facilities: Enfield CI, MacDougall-Walker CI, Northern CI, Osborn CI, Robinson CI and Willard-Cybulski CI.
- B. South District. The South District shall consist of two canine kennels:
1. Cheshire Kennel. The Cheshire Kennel shall provide coverage for the following facilities: Bridgeport CC, Cheshire CI, Garner CI, Hartford CC, Maloney CTSD, Manson Youth and New Haven CC.
2. Niantic Kennel. The Niantic Kennel shall provide coverage for the following facilities: Bergin CI, Brooklyn CI, Corrigan-Radgowski CC, Gates CI and York CI.
- All statewide canine teams shall be assigned to the Tactical Operations Unit and managed by the Statewide Tactical Operations Executive Officer and/or Director of Tactical Operations who shall report to the Deputy Commissioner of Operations. Each team shall be trained, certified and re-certified annually in accordance with Administrative Directives 2.7, Training and Staff Development and 7.2, Armories.
6. Canine Unit Member Selection, Appointment and Retention Criteria. Each candidate shall be appointed by the Deputy Commissioner of Operations upon the recommendations of the Unit Administrator and the Statewide Tactical

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Operations Executive Officer in consultation with the Director of Tactical Operations. Appointment shall be based on the employee's maturity, employment history, good judgment, reliability, initiative, and ability to support the unit's mission and shall be subject to, but not limited to, the following selection criteria:

A. Canine Handler. Selection criteria for canine handlers shall be as follows:

1. General Standards.

- a. Unless exigent circumstances exist, no more than eight (8) days of sick leave within the 12-month period preceding application to the Canine Unit, or any sick time use that exhibits a pattern.
- b. Discipline free for the 12-month period preceding application to the Canine Unit and shall remain discipline free while assigned to the Canine Unit.
- c. Not have exhibited a pattern of anger, conflict, aggression, emotional instability and/or any history of sexual harassment or excessive use of force.
- d. Candidates shall have demonstrated a commitment to duty and have maintained a "good" or better service rating for the previous 3 years of service prior to application, if applicable.

2. Specific Standards.

- a. Successfully complete the Canine Certification Program.
- b. Maintain canine certification while assigned to the Canine Unit.
- c. Successfully complete Tactical Operations basic training, to include all initial and subsequent physical conditioning and agility requirements as enumerated in Administrative Directive 7.4, Emergency Response Units.

B. Canine Unit Supervisor. Selection criteria for Canine Unit Supervisors shall be as follows:

1. General Standards.

- a. Unless exigent circumstances exist, no more than eight (8) days of sick leave within the 12-month period preceding application to the Canine Unit, or any sick time use that exhibits a pattern.
- b. Discipline free for the 12-month period preceding application to the Canine Unit and shall remain discipline free while assigned to the Canine Unit.
- c. Not have exhibited a pattern of anger, conflict, aggression, emotional instability and/or any history of sexual harassment or excessive use of force.
- d. Candidates shall have demonstrated a commitment to duty and have maintained a "good" or better service rating for the previous 3 years of service prior to application, if applicable.

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2. Specific Standards.

- a. Be the rank of Correctional Lieutenant.
- b. Have satisfactorily completed two (2) years of service as a canine handler.
- c. Maintain canine certification while assigned to the Canine Unit.

7. Canine Unit Supervisor Duties. The Canine Unit Supervisor shall serve at the rank of Correctional Lieutenant and have the authority to direct and oversee all canine handlers and equipment assigned to the Canine Unit. The duties of the Canine Unit Supervisor shall include, but are not limited to, the following:

- A. A Canine Unit Supervisor assigned as the DOC liaison to the Connecticut State Police (Canine Unit Training Program) shall coordinate and oversee all DOC canine handler/canine training.
- B. Conduct roll call to ensure accountability and to provide canine handlers with relevant information;
- C. Ensure that all applicable Administrative Directives, Unit Directives and Post Orders are complied with by canine handlers;
- D. Review and take appropriate action, as needed, regarding kennel operations, incidents, kennel cleanliness and any other issues pertaining to canine handler responsibilities;
- E. Be assigned the appropriate number of patrol canines for their district and shall ensure that all guidelines for the care and grooming of canines are complied with by all canine handlers;
- F. Conduct emergency training scenarios on their respective shifts monthly and shall be required to satisfactorily complete and maintain the minimum canine training requirements;
- G. Ensure compliance with Administrative Directive 7.2, Armories and submit monthly inventory to the Canine Administrative Supervisor;
- H. Tour all facilities in his/her assigned district with his/her canine once per month, at a minimum. The Canine Unit Supervisor shall sign the facility log of each facility he/she tours in accordance with Administrative Directives 6.1, Tours and Inspections and 6.2, Facility Post Orders and Logs.
- I. Periodically monitor Canine Handlers in facilities they are assigned;
- J. Provide coverage within his/her District in the absence of available Canine Handlers; and,
- K. Be subject to the authority of the Statewide Tactical Operations Executive Officer and/or Director of Tactical Operations.

8. Canine Administrative Supervisor Duties. The Director of Tactical Operations shall assign one Canine Unit Supervisor as the Canine Administrative Supervisor who, in addition to the duties outlined in Section 8 of this Directive, shall oversee all the administrative functions of the Canine Unit. The duties of the Canine Administrative Supervisor shall include, but are not limited to:

- A. Complete all canine handler work schedules, shift assignments and rotations which shall be approved by the Director of Tactical Operations;
- B. Record keeping;
- C. Other tasks as required by the Director of Tactical Operations.

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At the discretion of the Statewide Tactical Operations Executive Officer and/or Director of Tactical Operations, the Canine Administrative Supervisor may not be required to maintain a certified canine.

9. Director of Tactical Operations Duties. The Director of Tactical Operations shall have the authority to direct and oversee all personnel and equipment assigned to the Canine Unit. The duties of the Director of Tactical Operations shall include, but are not limited to, the following:
- A. The Director of Tactical Operations shall be available for any Class 1 incidents in accordance with Administrative Directive 6.6, Reporting of Incidents, requiring the alert or mobilization of the Tactical Operations and/or Canine Units. The Director of Tactical Operations shall be available by telephone or pager and exercise authority as appropriate. In the event of activation, the Director of Tactical Operations shall report to the Incident Commander at the affected facility or location.
 - B. The Director of Tactical Operations shall be subject to the authority of the Deputy Commissioner of Operations during normal activities, and shall serve during activation, under the direct authority of the appropriate Unit Administrator or higher authority in the chain of command.
 - C. The Director of Tactical Operations shall hold a State Consumer Protection Controlled Substance Laboratory License, as well as a U.S. Department of Justice Drug Enforcement Administration Controlled Substances Registration Certificate. These licenses certify that the Department meets the criteria to retain various narcotic substances for training purposes. The Director of Tactical Operations shall be the coordinator for all training pertaining to the Canine Unit, including Patrol, Narcotic Detection, In-Service Training, Tactical, Chemical Agents, Baton Re-certification and Weapons Qualification.
 - D. In the event of a Department emergency, the Director of Tactical Operations shall respond and evaluate the situation and coordinate along with the Canine Unit Supervisor the need for further canine assistance.
 - E. The Director of Tactical Operations shall coordinate with the Canine Unit Supervisors to ensure the development and maintenance of all unit training programs and lesson plans for all Canine Unit staff. All Canine Unit training material shall be updated in conjunction with the Connecticut State Police Canine Training Center.
 - F. The Director of Tactical Operations shall:
 - 1. Evaluate and procure candidate canines for new handlers or as replacements for retiring canines;
 - 2. Monitor general health of the canines in conjunction with assigned handlers;
 - 3. Provide advice for local treatment and coordinate veterinary care as necessary including annual check-ups and immunizations;
 - 4. Provide food, medication, health and grooming materials for the canine handlers;
 - 5. Review all incidents that result in a canine use of force;
 - 6. Maintain policies and procedures pertaining to kennel management; and,

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7. Serve as the Department's liaison between federal, state and local law enforcement agencies in matters pertaining to canine use.

At the discretion of the Director of Tactical Operations, all of the above duties may be assigned to the Statewide Tactical Operations Executive Officer.

10. Uniforms. Canine handlers shall be authorized to wear the approved navy blue tactical BDU style uniform while on duty. A black or dark blue T-shirt shall be worn underneath the BDU shirt. The BDU trouser legs may be bloused at the employee's discretion.

The Canine Unit shall issue approved outerwear with reflective markings indicating that the wearer is a DOC canine handler. The Canine Unit shall also issue Weather Tech trousers that may be worn during inclement weather at the employee's discretion.

11. Training. Each employee assigned as a canine handler and/or Canine Unit Supervisor shall successfully complete the Connecticut State Police Canine Certification Program. A canine handler, once certified, shall remain current with all required training and shall maintain the minimum standards. Canine teams shall train annually with the Correctional Emergency Response Team/Special Operations Group. At least 120 hours of training related to the operations of the Canine Unit shall be provided prior to assignment with a canine in accordance with Administrative Directive 2.7, Training and Staff Development.

12. Routine Handling. Canines shall be leashed and under control at all times except when being exercised, trained or deployed. Inmates shall not be assigned to any detail involving direct contact or care of a canine. The canine handler shall be responsible for control and protection of the canine while on duty. Any activity, which unduly provokes the canine, shall not be allowed.

13. Assignments. Canine teams may be assigned as follows:

- A. Control of disruptive inmates;
- B. Mass disturbances;
- C. Contraband detection;
- D. Searches and escapes;
- E. Routine security patrols;
- F. Cell extractions in accordance with Section 14 of this Directive; and,
- G. Any special assignment as authorized by the Statewide Tactical Operations Executive Officer and/or Director of Tactical Operations or higher authority.

14. Use of Force. A canine may be deployed as an authorized use of force consistent with Administrative Directive 6.5, Use of Force. Authorization to use a canine team where use of force is anticipated shall be approved by the Unit Administrator or designee. Canine handlers may proceed without such authorization only when there is a clear and imminent danger to the safety of staff and/or inmates.

Canine as a use of physical force in the extraction of an inmate from a cell shall only be authorized when there is an imminent threat to the life

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of staff, inmates and/or the public. Such use of a canine shall require the authorization of the Unit Administrator or higher authority.

15. Non-Emergency Use of Canine Teams. Canine teams may be dispatched to Department facilities or authorized community locations for the purpose of routine patrol, narcotics interdiction and controlling disruptive inmates at the direction of the Statewide Tactical Operations Executive Officer and/or Director of Tactical Operations or higher authority. When reporting to a facility, the canine team shall be under the command of the facility's Unit Administrator. The use of canine teams for detection of illicit substances other than routine searches shall be authorized by the Unit Administrator in consultation with the Director of Tactical Operations.
- The use of a canine team for demonstration purposes must be authorized by the Statewide Tactical Operations Executive Officer and/or Director of Tactical Operations.
16. Emergency Use of Canine Teams. In the event of emergency deployment in conjunction with the Tactical Operations Units, canine teams shall be dispatched to an affected location for the purpose of incident management. When reporting to a location, the canine team shall be under the command of the Canine Commander, the Statewide Tactical Operations Executive Officer and the Director of Tactical Operations.
17. Canine Assistance to Local, State and Federal Law Enforcement Agencies. The Department's Canine Unit may be called to provide assistance to local, state and/or federal law enforcement agencies. Any request for outside assistance must be approved by the Statewide Tactical Operations Executive Officer and/or Director of Tactical Operations or higher authority in the chain of command. The canine team shall report to the highest-ranking member of the requesting agency that is on scene and request the following:
- A. That all reasonable efforts have been made to secure the affected area.
 - B. That a representative of the requesting agency has been assigned to the canine team to "lead" and accompany the team.
 - C. That all reasonable safety precautions have been taken to ensure the safety of the canine team.

Use of force to assist the law enforcement agent or to protect the canine team shall be in accordance with Sections 53a-18 through 53a-22 of the Connecticut General Statutes and Administrative Directive 6.5, Use of Force. The Canine Unit Supervisor, Statewide Tactical Operations Executive Officer and the Director of Tactical Operations shall be notified of the outcome of the canine team's assistance.

18. Kennels. Removal of canines from their kennels for any reason other than authorized duties or assignments, training, exercise or medical attention is not authorized without written authorization from the Statewide Tactical Operations Executive Officer and/or Director of Tactical Operations. Canine handlers may be authorized to house their canines at their personal residences on their days off for the purpose of training and to promote handler/canine bonding.

If a canine handler chooses to bring his/her canine home in accordance with this Directive, the handler must ensure that the canine is on a leash or in an enclosed yard or kennel when the canine is outside the handler's

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residence. Authorization to house a canine at the handler's residence may be revoked at the discretion of the Statewide Tactical Operations Executive Officer and/or Director of Tactical Operations.

19. Records and Logs.

- A. The Canine Administrative Supervisor shall maintain a historical record for each canine. This record shall include all vital statistics, health care and training records.
- B. Each canine shall receive an annual veterinary examination. All medical records shall be maintained as part of each canine's individual historical record.
- C. A daily log related to unit activities shall be maintained in the kennel and shall record any incidents, duty assignments and any other pertinent data related to each canine team.
- D. Each Canine Unit Supervisor shall report on the activity of the kennels under his/her supervision on a monthly basis, including but not limited to incidents and requests for action that fall outside the normal daily operations of the unit.

20. Use of Motor Vehicles. The Canine Unit shall utilize state vehicles to conduct official state business in accordance with Administrative Directive 3.9, Employee Travel and Use of Motor Vehicles, no other use is authorized without the written approval of the Agency Transportation Administrator.

21. Retirement of Canines. The Canine Unit Supervisor in consultation with the Statewide Tactical Operations Executive Officer and/or Director of Tactical Operations shall determine the retirement of a working canine. The canine handler shall be given the option to house the retired canine at their residence. If a canine handler decides to house the retired canine, the handler must agree to the following policy:

- A. Complete CN 61101, Canine Release Agreement accepting all responsibilities and releasing the State of Connecticut and the Department of Correction from all claims and legal responsibilities for the canine.
- B. The retired canine shall only be allowed inside a Department kennel if the canine handler is on vacation with written authority from the Statewide Tactical Operations Executive Officer and/or Director of Tactical Operations. The canine handler shall request in writing permission to house the canine in a department kennel.
- C. It shall be the responsibility of the canine handler to provide food and medical attention for the retired canine while housed at the canine handler's residence.
- D. If the canine cannot be placed into a residence, the canine shall reside at one of the Department's kennels until a suitable home can be found for the retired canine. On-duty canine handlers shall provide daily care in accordance with unit policy. The retired canine shall not be allowed to recreate with active duty canines.

22. Prohibitions. At no time shall a personally owned dog be permitted to house at a Department kennel. For the purposes of this Directive, a personally owned dog is a canine that has never served in the Department's Canine Unit.

23. Termination. Members may be removed from service for failure to maintain compliance with any of the standards listed in this Directive. An employee who has been removed from the Canine Unit for failure to maintain one or

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more of the conditions as outlined in this Directive may reapply once the appropriate standard(s) has been met.

24. Canine Unit Uniform, Property and Equipment Return. Employees separated from the Canine Unit shall return any issued unit uniforms, property and/or equipment, to include weapons belonging to the Canine Unit. Failure to return Canine Unit equipment may subject the employee to disciplinary action, up to and including dismissal.
25. Housing and Care for State and Municipal Police Canines. The Department may provide housing and care for active state and municipal police canines contingent on available space. The Statewide Tactical Operations Executive Officer and/or Director of Tactical Operations shall approve such requests.
26. Forms and Attachments. The following form is applicable to this Administrative Directive and shall be utilized for the intended function:
 - A. CN 61101, Canine Release Agreement.
27. Exceptions. Any exceptions to the procedures in this Administrative Directive shall require prior written approval from the Commissioner of Correction.