

CHAPTER: 700

Operational Security

DEPARTMENT ORDER:

717 – Service Dog Program

OFFICE OF PRIMARY
RESPONSIBILITY:

OPS

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ACCESS

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Arizona Department of Corrections Rehabilitation and Reentry



Department Order Manual

A handwritten signature in black ink, appearing to read "David Shinn", written over a horizontal line.

David Shinn, Director

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EXPECTED PRACTICES

American Correctional Association (ACA) Expected Practices: 5-ACI-3A-43, 5-ACI-3A-44, and 5-ACI-3A-45

PURPOSE

This Department Order establishes procedures, maintenance and techniques for the operational deployment of Service Dog (SD) Teams consisting of narcotic detection, explosive detection, trailing hounds, crowd control, security patrol, Tactical Support Unit (TSU), and chase support, contraband detection, and assistance to outside agencies.

APPLICABILITY

SD Team deployment procedures shall apply only to the Department's Prison Operations facilities. Private prisons shall be provided support as determined by the Assistant Director for Prison Operations, the Contract Beds Operational Director, and/or in accordance with the applicable contract.

RESPONSIBILITY

In support of the Department's zero tolerance drug use declaration, as described in Department Order #709, Substance Abuse, Detection and Control, SD deployment is expected to increase operational security of Department facilities, and promote staff and inmate safety by minimizing the introduction of explosives or narcotics and other contraband, assisting with security capability, and aiding in the recovery of escapees. The SD Program established mission priorities, goals and objectives that are as follows: {5-ACI-3A-43}

- Provide assistance in institution security.
- Aid in escapee location, chase and apprehension.
- Inhibit the introduction of explosives, narcotics, synthetic narcotics, cellphone and other contraband into the institutions by providing search assistance for inmate visitation, off-site inmate work crews returning to the institution, mail and property rooms, any combination of inmate work areas (on or off site), inmate and offender housing, vendors and contractors, and staff.
- Emergency plans that are integrated into the overall emergency plans of the facility.

PROCEDURES

1.0 DEPARTMENT SERVICE TEAMS – The SD Team mission priorities include:

1.1 Explosive, Narcotic, Synthetic Narcotics, Cellphone and Contraband Detection

1.1.1 Deter the introduction of explosive contraband and trafficking of drugs, synthetic narcotics and cellphones into prisons by conducting:

1.1.1.1 Barrier screen sniffs of staff members, contractors, vendors, visitors, and inmates.

1.1.1.2 Search vehicles on institution property.

1.1.1.3 Inmate mail and property sniffs.

- 1.1.1.4 Search inmate housing areas.
- 1.1.1.5 Search inmate work areas.
- 1.1.2 Wardens, Deputy Wardens, Chiefs of Security or SD unit supervisors shall assign their SD Teams to designated details.
- 1.2 Security Patrol – Regional Operations Director in consultation with the Assistant Director for Prison Operations shall approve deployment of Security Patrol SD Teams to assist:
 - 1.2.1 The Tactical Support Unit (TSU) and the Special Operations Group (SOG).
 - 1.2.2 With inmate management on units during normal operations.
- 1.3 Trailing Hounds - Wardens, Deputy Wardens, or Chiefs of Security in consultation with the respective Regional Operations Director or the Assistant Director for Prison Operations shall approve deployment of Trailing Hound SD Teams to assist with the following incidents:
 - 1.3.1 Inmate escape chase apprehension
 - 1.3.2 Law enforcement agency involving a chase apprehension
 - 1.3.3 Public safety agency involving a missing person search and rescue

2.0 GENERAL DUTIES

- 2.1 The SD Program Administrator shall:
 - 2.1.1 Coordinate and provide all initial basic SD Team training, and certification.
 - 2.1.2 Conduct the National Certification Test for all working SD Teams, including Narcotic Detection and Security Patrol Team Certification(s), upon completion of the Basic SD Academy. Certification tests are to be administered at the completion of the Department's Basic SD Academy and conducted annually, thereafter.
 - 2.1.3 Coordinate the selection and purchase of a SD from the approved vendor.
 - 2.1.4 Manage, jointly with the appropriate Warden, all SD Teams including:
 - 2.1.4.1 Performance observations by monitoring and inspecting SD Teams performance in all trained areas, or if needed, documenting incidents and issues and providing such documentation to the SD Team's unit supervisor for appropriate MAP entries as outlined in Department Order #514, Managing Accountability and Performance (MAP).
 - 2.1.4.2 In accordance with Department Order #514, ensure that the SD handler (handler) complies with one additional Performance Period Result, which shall be the mandatory maintenance of National Police Canine Association (NPCA) Certification.
 - 2.1.4.2.1 After three failed certification attempts, a recommendation for removal from SD program shall be made.

2.2 The Support Service Specialist shall:

- 2.2.1 Serve as the SD Program Administrator’s point of contact when required.
- 2.2.2 Serve as a handler and respond to designated emergencies.
- 2.2.3 Assist the SD Program Administrator in the development of SD related lesson plans.
- 2.2.4 Serve as a SD Instructor at each Basic SD Handler Academy.
- 2.2.5 Conduct maintenance training as scheduled.
- 2.2.6 Inspect assigned SDs, SD transportation vehicles, kennels, training equipment, and the SD Record Book.

2.3 The SD unit supervisor shall:

- 2.3.1 Be responsible for the day-to-day SD Team supervision, and management of kennels at his/her assigned institution. Kennels shall be equipped with shade, water, a climate control system, and a heat alarm system.
- 2.3.2 Schedule the assigned SD Team working hours and regular days off for coverage of SD Program mission priorities, and mandatory SD in-service training that includes coverage of the following:
 - 2.3.2.1 Inmate Visitation
 - 2.3.2.2 Returning inmate work crews
 - 2.3.2.3 Incoming inmate mail and property
 - 2.3.2.4 Assigned to correctional roster to be stationed on yards
 - 2.3.2.5 Outside agency assists
 - 2.3.2.6 Discretionary Tasks to include screening of vendors, staff, inmate work areas, and inmate or offender housing
- 2.3.3 Collect and report data for the weekly Intelligence Report.
- 2.3.4 Attend weekly Intelligence Meetings.
- 2.3.5 Promptly inform the SD Program Administrator of SD-related events and actions.

2.4 The handler shall:

- 2.4.1 Hold the rank of Correctional Officer II or Correctional Sergeant trained and certified to work with a state owned SD.
- 2.4.2 Have completed probation and have a minimum of one-year continuous experience working within the Department and meet the physical requirements indicated in the SD Program Technical Manual.
- 2.4.3 Be selected through the process outlined in the SD Program Technical Manual.

- 2.4.3.1 A certified handler transferring to another institution without a break in service, and deemed to have acceptable handler performance may be placed at the top of any existing handler lists.
- 2.4.4 Complete a two-year commitment before being considered for other positions and successfully complete:
 - 2.4.4.1 The SD Academy or supplied trailing hound lesson plan. A Departmental hound handler shall successfully complete the approved training and be able to certify assigned hound(s) with the National Police Canine Association (NPCA).
 - 2.4.4.2 A six-month period of operational evaluation upon graduation of the SD Academy.
- 2.4.5 Only use Departmental-approved training techniques and equipment.
- 2.4.6 Be responsible for the care and condition of his/her assigned SD, institution SD(s) with handlers on leave or regular days off, and all Department issued equipment.
- 2.4.7 Maintain the control and use of the assigned SD.
- 2.4.8 Ensure the assigned SD is in proper physical condition to perform all duties required.
- 2.4.9 Maintain a SD Record Book for each assigned SD, as outlined in this Department Order.
- 2.4.10 Not leave any SD unattended in any unsecured or dangerous environment and shall ensure that the SD is properly protected from heat-related conditions.
 - 2.4.10.1 At any time of the year, and in particular the summer months, should the outside temperature reach 90 degrees or higher the following shall occur:
 - 2.4.10.1.1 Assigned SD(s) shall not remain in a parked department assigned SD transportation vehicle for a length of time to exceed five minutes.
 - 2.4.10.1.2 Should the time anticipated exceed the five minute limit, the handler shall remove the SD(s) from the vehicle and maintain control of the SD(s).
 - 2.4.10.1.2.1 If the handler is unable to maintain control of the SD(s) during this time, he/she shall return the SD(s) to their assigned kennel.
- 2.4.11 Properly display a two-sided K-9 Onboard and K-9 Not Onboard placard in the SD transportation vehicle(s). The placard shall be displayed on the vehicle's rearview mirror.
- 2.4.12 Wear and properly maintain the SD personnel uniform as outlined in Department Order #503, Employee Grooming and Dress.

3.0 ACQUISITION AND DISPOSITION - The Assistant Director for Prison Operations is the approving authority for all requests for Department SD training, acquisition, retirement or euthanasia.

3.1 The SD Program Administrator shall:

- 3.1.1 After determining a SD is no longer serviceable, submit a written recommendation to the Assistant Director for Prison Operations or designee for the final disposition of a SD.
- 3.1.2 When a SD is retired from state service and is to be purchased, obtain from the respective institution the completed Release of Indemnity Agreement, Form 717-5, as outlined in the SD Program Technical Manual.
- 3.1.3 Coordinate the retirement of the SD with the Property Manager, and inform the Warden of the ADOA Surplus Property Management Office recommendation(s).
 - 3.1.3.1 A SD shall not be retired without obtaining written authorization from the ADOA Surplus Property Manager and completion of the ADOA Property Disposal Request and Authorization, Form SP-101.
- 3.1.4 If circumstances exist or a veterinarian recommends that a SD be euthanized, obtain written approval from the Assistant Director for Prison Operations and notify the ADOA Surplus Property Manager. In situations where an extreme emergency involving the undue suffering of the animal exists, the SD may be appropriately euthanized with follow-up reports and documentation completed as soon as practical.

4.0 TRAINING AND UTILIZATION {5-ACI-3A-44}

- 4.1 All prospective Dual-Purpose SD handlers shall successfully complete the Department's SD Academy prior to deploying a SD. Pre-selected SD shall be released to handler candidates for socialization and bonding.
 - 4.1.1 The training authorized by the Program Administrator shall:
 - 4.1.1.1 Follow the approved AZPOST lesson plan for eight weeks plus an additional three days of practical field testing utilizing the NPCA Certification Performance Test.
 - 4.1.1.2 Include:
 - 4.1.1.2.1 Explosives, narcotics, synthetic narcotics, cellphones, and other contraband odor recognition
 - 4.1.1.2.2 Barrier body screening and mail/parcel sniffs
 - 4.1.1.2.3 Vehicle and building narcotic searches
 - 4.1.1.2.4 Control and obedience training
 - 4.1.1.2.5 TSU/SOG and Security Patrol Functions

4.1.1.2.6 Searching for escaped or wanted persons/suspects in buildings and open areas.

- 4.2 All trained SD Teams shall certify or meet standards, depending on specialty, with Arizona Law Enforcement Canine Association (ALECA) and the National Police Canine Association (NPCA).
- 4.3 If the SD Team successfully completes the SD Academy, but fails the NPCA Certification Tests, that SD Team shall work at the assigned institution, but shall not be used to conduct outside agency "Probable Cause" searches. A SD Team may be provided additional opportunities to achieve NPCA Certification. Exceptions include:
 - 4.3.1 A SD or handler identified as below standard while in training shall be replaced before the first NPCA Certification Test attempt.
 - 4.3.2 A handler who fails to certify on the third attempt shall be replaced.
- 4.4 Trailing hounds are exempt from formal SD Academy training, but shall follow approved training plans and satisfactorily complete the NPCA Trailing Certification Test, prior to being operationally deployed.
- 4.5 SD Remedial Training may be required to maintain reliability and proficiency.
 - 4.5.1 A SD Team, exhibiting sub-standard performance, shall be scheduled to attend a formal SD Remedial Training Session.
 - 4.5.2 If mandatory Department standards are not met, the SD and/or handler shall be replaced.
- 4.6 The SD Program Administrator shall schedule SD Teams for certification and arrange for payment of required certification expenses through Prison Operations Fiscal Services and maintain records of training activities and attendance. Annual NPCA Certification of SD Teams is as follows:
 - 4.6.1 January – All Dual-Purpose SD Teams shall undergo certification testing with the exception of new SD Teams that graduated from the December SD Academy.
 - 4.6.2 February – All Trailing Hound Teams shall undergo certification testing.
- 4.7 A Contraband SD is trained and deployed to detect cellular phones, Synthetic Marijuana, or other contraband as trained.
 - 4.7.1 Any certified handler who has completed the Basic Handler Academy course can operationally deploy a Contraband Detection Dog.

5.0 NARCOTICS/EXPLOSIVE DETECTION TRAINING AIDS

- 5.1 Narcotics – Each institution shall be required to maintain a Drug Enforcement Administration (DEA) License for obtaining and tracking narcotic training aids, in the institution's name, except ASPC-Phoenix. The Prison Operations SD Program Administrator's Office and ASPC-Phoenix are listed together on one DEA License.

- 5.1.1 Wardens and handlers shall refer to the SD Program Technical Manual for specific details relating to procurement, security and disposal of narcotic training aids.
 - 5.1.1.1 When ordering narcotic training aids from the DEA, Central Office and ASPC-Phoenix shall include replacement quantities used in SD Academy training. The SD Program Administrator and the Support Service Specialist shall be responsible for documenting, inventorying and maintaining the quantities assigned.
 - 5.1.1.2 Each institution shall maintain a sufficient supply of narcotic training aids. When ordering narcotic training aids from the DEA or obtaining such items from a local law enforcement agency, only the quantity needed shall be ordered. If the materials are picked up from a local law enforcement agency, the appropriate SD unit supervisor and a handler shall sign for and retain a copy of the transfer documentation and shall document, inventory and maintain quantities of obtained materials.
 - 5.1.1.3 The SD unit supervisors shall order and replace approved narcotic training aids. Each SD unit supervisor shall be responsible for accurately tracking and maintaining control of institutional narcotic training aids at all times.
 - 5.1.1.3.1 Once new materials are obtained, old materials shall be disposed of in accordance with the SD Program Technical Manual.
 - 5.1.1.4 Narcotic training aids maintained for SD Team training are:
 - 5.1.1.4.1 Marijuana
 - 5.1.1.4.2 Cocaine
 - 5.1.1.4.3 Meth
 - 5.1.1.4.4 Heroin
 - 5.1.1.5 Pseudo-narcotic training aids are manufactured narcotic like substances and shall not be used for SD training. Narcotic-Scent Transfer Material (a cloth or absorbent material) may be used in security sensitive prison locations.
 - 5.1.1.6 The narcotic training aids are known narcotic substances used for SD training, and shall be handled in accordance with the SD Program Technical Manual guidelines and training received at the SD Academy. Handlers working with narcotic training aids are responsible for the protection and security of the materials at all times.
 - 5.1.1.7 Any narcotic training aid discrepancies shall be reported immediately through the chain of command to the appropriate Warden.

- 5.1.1.8 All narcotic training aids in use shall be inventoried, weighed and documented monthly. A handler, a SD unit supervisor or another unit supervisor shall witness all narcotic training aids inventories.
 - 5.1.1.9 Each institution where narcotic training aids are maintained shall use a security safe for protecting the materials from theft and odor contamination (separate safes and/or drawers). These safes shall be located in the institution's Armory or at a designated limited access location. Marijuana training aids shall be stored in a separate safe due to high contamination problems.
 - 5.1.1.9.1 Only assigned handlers, SD unit supervisors, institution Chief of Security and the Warden, or designee, shall possess the safe's combination.
 - 5.1.1.9.2 A continuous Service Dog Program Controlled Substance Storage Access Log, Form 717-2, shall be maintained inside the safe documenting transactions removing and replacing narcotic training aids for training purposes.
 - 5.1.1.10 During the first week of the SD Basic Academy, handlers will receive instruction from an AZPOST approved instructor for narcotics identification.
- 5.2 Explosives – A security bunker (Explosives storage magazine) shall be utilized for explosive odor storage when not being utilized for SD training.
- 5.2.1 The SD Program Administrator and Support Service Specialist shall be responsible for the documented, witnessed and inventoried quantities utilized. Explosive Training Aid weights maintained for SD Team training include:
 - 5.2.1.1.1 C-4: 1 lb.
 - 5.2.1.1.2 Comp B: 2 lb.
 - 5.2.1.1.3 Det Cord(PETN): 50ft.
 - 5.2.1.1.4 Det Cord (RDX): 50ft.
 - 5.2.1.1.5 Data Sheet: 1 lb.
 - 5.2.1.1.6 Safety Fuse: 50ft.
 - 5.2.1.1.7 Semtex: 2 lb.
 - 5.2.1.1.8 Anfo: 2 lb.
 - 5.2.1.1.9 Kinepak: 1 lb.
 - 5.2.1.1.10 Dynamite: (Unigel) 1 lb.
 - 5.2.1.1.11 Watergel: 1lb.
 - 5.2.1.1.12 TNT: 1 lb.

5.2.1.1.13 Black Powder: 1 lb.

5.2.1.1.14 Smokeless Powder: 1 lb.

5.2.1.2 The Department's Explosive Detection SD handlers shall receive additional training on the safe handling and storage of the necessary explosive training aids. Any additional assistance necessary will be obtained from the Department's SD Program Administrator, Maricopa County Sheriff's Office and/or the Pima County Sheriff's Department Explosive Detection SD Trainers.

6.0 OPERATIONAL PROCEDURES – Handlers shall determine whether a situation justifies SD use and the appropriate measures to be taken, relying on the training and experience of the handler and the SD.

6.1 Narcotic Detection SD Deployment – Wardens shall designate a SD supervisor to supervise the deployment and scheduling of the institution's SD Teams. Barrier screening of all visitors and staff shall be recorded. The necessary equipment shall be provided through the respective Complex.

6.1.1 SD Visitor Barrier Screen Alerts

6.1.1.1 Handlers shall explain to visitors that their assigned SD is trained and certified to alert to the presence of narcotic odors.

6.1.1.2 After an alert has been identified the handler shall ask the affected visitor two specific questions:

6.1.1.2.1 Are you taking any prescription drugs or medicine of any type?

6.1.1.2.2 Could you have been recently exposed to any type of narcotic odor, and now be wearing a clothing item that could have been exposed?

6.1.1.3 Based on the SD alert, the handler shall:

6.1.1.3.1 Contact the affected unit's visitation officer for an Arizona Correctional Information System (ACIS) review to determine if the visitor has had prior barrier screen alerts.

6.1.1.3.2 If there is a documented prior alert, notify the On-Site Duty Officer or designee of the prior and current SD alert, who shall advise the visitor that his/her visitation privileges have been suspended pending review by the affected unit's Deputy Warden.

6.1.1.3.3 If visitor has no prior barrier SD alert, notify the On-Site Duty Officer or designee who shall advise the visitor that his/her visitation privileges have been suspended for the day.

- 6.1.1.3.4 Issue the Suspension of Visitation Privileges, Form 717-6, for the first barrier screen alert. The visitor must sign and date the form.
 - 6.1.1.3.5 Maintain a copy of the signed suspension form and attach it to the Information Report, Form 105-2, identifying the barrier SD alert and the visitor’s response to the questions.
 - 6.1.2 SD Teams shall be allowed a 30-minute Make Ready time for each operational day. This includes feeding the dogs after their shift.
 - 6.2 Trailing Hound Deployment {5-ACI-3A-44}
 - 6.2.1 Wardens shall designate the SD unit supervisor to coordinate with the SD Program Administrator, approved National Police Bloodhound Association (NPBA) training and the deployment of assigned Trailing Hound Teams.
 - 6.2.2 The SD Unit’s supervisor may handle the SDs and shall be responsible for managing the team’s in-service training to ensure the hounds are maintained at peak performance. The SD Unit’s supervisor shall actively recruit various staff to act as trail setters for trailing hound training.
 - 6.2.3 All Trailing Hound Handlers shall complete training for and meet NPCA-standard requirements prior to being considered a Trailing Hound Handler, and/or deployed as a handler on any chase, agency assist, or agency Search and Rescue Mission.
 - 6.3 SD Use of Force and/or TSU Deployment – SD handlers will only deploy with the approval of the Respective Regional Operations Director in consultation with the Assistant Director for Prison Operations approval. All use of force with SD Team(s) shall be in accordance with Department Order #804, Inmate Behavior Control.
 - 6.3.1 Cell Extractions or Forced Movement – The Warden or Duty Officer may authorize the deployment of SD Team(s) for extractions or facility forced movement as outlined in 6.4 of this section.
 - 6.3.2 Presence – The arrival or presence of a SD Team may serve as a sufficient show of force to defuse a potentially violent situation.
 - 6.3.3 Verbal – When SD Teams are deployed in conjunction with TSU in managing inmate disturbances and/or field force control, the handler shall constantly give inmates verbal warnings, which shall be recorded when possible.
 - 6.3.4 Muzzled – Muzzled SD’s deployed with TSU may be used when an inmate is passively resisting by refusing to comply with staff instructions and/or orders.
 - 6.3.5 Un-muzzled – SD Team deployment with TSU may be un-muzzled and shall be considered non-lethal force.
 - 6.3.5.1 Un-muzzled SD’s may be used in response to actual or threatened physical force directed towards staff or others.

- 6.3.5.2 The SD Program Technical Manual outlines the training for TSU SD Team(s) Field Force Inmate Control and the use of SD Team(s) with TSU.
- 6.3.6 A SD shall not be released in an inmate control situation when the risk of collateral injury to non-targeted inmates or staff is considered by the handler to be likely.
- 6.4 Cell Extractions – Cell extractions shall be conducted according to this Department Order and applicable written instructions or Technical Manuals. Cell Extraction Equipment shall be issued to cell extraction team members and handlers as outlined in Department Order #716, Armory Procedures.
 - 6.4.1 The Warden or Duty Officer is the only staff authorized to deploy a SD for cell extractions. The Warden or Duty Officer shall:
 - 6.4.1.1 Review the inmate’s Mental Health status prior to making the decision to deploy a SD.
 - 6.4.1.2 Consult with the Mental Health staff if the inmate has a mental health score of 3 or more.
 - 6.4.2 SD extraction deployment, where such resources are available, shall be conducted only after all other methods to remove the inmate from the cell have been exhausted, including but not limited to, all verbal commands issued by the shift commander, and the use of chemical agents.
 - 6.4.2.1 Staff members and handlers shall use only the amount of force necessary to gain control of the inmate and minimize injury to staff and the inmate.
 - 6.4.2.2 Cell extractions by SD are not authorized in Mental Health facilities, unless approved by the Warden, key contact Psychologist or assigned Psychologist.
- 6.5 SD Team Request for Assistance - Prior to responding or assisting a law enforcement agency, the SD Team(s) shall first obtain authorization from the institutional Warden or designee, and the SD Program Administrator. A Significant Information Report (SIR) prepared in accordance with Department Order #105, Information Reporting, shall be required for any situation where a SD Team assists an outside agency.

7.0 EQUIPMENT, VEHICLES AND HOUSING {5-ACI-3A-44}

- 7.1 The SD Program Administrator shall issue initial dog equipment for newly purchased SDs to the handler. Replacement or lost dog equipment shall be the responsibility of the SD’s assigned institution.
- 7.2 Standard SD equipment or Dog Tack is outlined in the SD Program Technical Manual.
- 7.3 All other SD equipment shall be provided by the assigned institution for the handler and SD, including safety equipment and video camera for visitation/staff barrier screening.

7.4 SD Transportation Vehicles – Vehicles shall be equipped with an operational heat alarm to protect the SD from extreme environmental elements and a kennel appropriate for transporting SD Teams.

7.5 SD Kenneling, Standardized Kennel Facility

7.5.1 All SDs shall be kenneled on-site:

7.5.1.1 Except when due to emergency reasons and in the best interest of the Department. Any exception shall be justified and receive prior authorization from the SD Program Administrator.

7.5.1.2 Severe health conditions and/or related medication administration relating to the SDs may require an exception to the on-site kenneling requirement.

7.5.2 Kennels shall be constructed to meet the minimum specifications described in the SD Program Technical Manual. All exceptions shall be authorized, in writing, by the Assistant Director for Prison Operations.

8.0 RECORD KEEPING AND DOCUMENTATION {5-ACI-3A-45}

8.1 General Reporting - Individual Unit monthly activity statistics shall be submitted to the SD Program Administrator's Office not later than the fifth workday of the following month.

8.2 SD Reports – Each handler may be required to complete logs and reports. Statistical data shall be reported as needed. Handlers shall:

8.2.1 Complete a Service Dog Team Evaluation Report, Form 717-1, to include Narcotic/Contraband Detection Training, Handler Protection/Patrol SD Training, SD Team training, evaluation and level of proficiency.

8.2.2 Complete a Trailing Hound Evaluation Report, Form 717-8, to include Trailing Hound Training evaluation and level of proficiency.

8.2.3 Maintain a Service Dog Monthly Report, Form 717-3. This data shall be submitted, at a minimum, to the handler's SD unit supervisor to record and report statistical data gathered on a monthly basis.

8.2.4 Complete a Service Dog Team Weekly Hours Report, Form 717-4, to record weekly statistical data on SD Team's activity to include specific work locations and days worked.

8.2.5 As required, complete other reports based on circumstances to include:

8.2.5.1 Completing Information Reports, Form 105-2, and Significant Incident Reports, Form 105-3, in accordance with Department Order #105, Information Reporting.

8.2.5.2 Completing the Use of Force reports, including the Use of Force Report/Incident Command Report, Form 804-2, for any instance where force is used to subdue an inmate, as outlined in Department Order #804, Inmate Behavior Control.

- 8.2.5.3 Completing the Service Dog Controlled Substance Storage Access Log form, when Narcotic Aid Training is conducted.
 - 8.2.5.4 Completing the Service Dog Release and Indemnity Agreement form, to retire SDs.
 - 8.2.5.5 Completing the Service Dog Video Alert log, Form 717-7, to maintain a monthly record of a positive recording from visitor/staff barrier screen alert. The completed recording will be maintained for one month and actual positive alerts will be maintained for two years.
- 8.3 Permanent Records – Each handler shall maintain a SD Record Book for each SD as a permanent record. The SD Record Book shall be kept in the SD Office or the SD Supervisor’s Office. The SD Record Book is Department property and shall remain at the institution, unless written authorization for removal is obtained. The SD Record Book shall include:
- 8.3.1 Original copies of the SD Evaluation Report, SD Monthly Activity Report and SD Weekly Activity Report. These documents shall remain with the SD throughout the dog’s working life. {5-ACI-3A-45}
 - 8.3.2 A current SD Team Resume for legal purposes or search warrant documentation.
 - 8.3.3 Current and past certification documents and copies of awards won by the SD, as outlined in the SD Program Technical Manual.
 - 8.3.4 Information Reports regarding Veterinary Care outside of routine visits. All veterinary office records shall be maintained in the SD Record Book.
 - 8.3.5 The applicable county dog license.
- 8.4 Reporting a SD Bite
- 8.4.1 In the event of a dog bite, the handler shall immediately control the SD and enact measures to ensure the safety of any other person(s) in the immediate area.
 - 8.4.2 The handler shall notify the SD unit supervisor and the SD Program Administrator as soon as possible. An Information Report documenting the incident, along with photographs and/or video, shall be completed. Documentation shall contain the following:
 - 8.4.2.1 Handler’s name
 - 8.4.2.2 SD’s name
 - 8.4.2.3 Time and location of occurrence
 - 8.4.2.4 An appropriate Department telephone number
 - 8.4.2.5 A County Bite Report number
 - 8.4.2.6 Photographs taken after medical attention and available medical report(s)
 - 8.4.2.6.1 If the person who was bitten declines or refuses medical attention, refusal is to be documented.

8.4.2.7 If the person is a Department employee, appropriate reports of injury shall be completed in accordance with Department Order #519, Employee Health – State/Federal Programs and Assignments.

8.4.3 Reports relating to SD bite incidents shall be forwarded through the chain of command to the SD Program Administrator within five workdays, along with photographs and video when available.

9.0 SERVICES AND CARE – Applies to veterinary services required for a SD program.

9.1 SD Care – Veterinary Care shall be provided through an approved vendor as outlined in the SD Program Technical Manual.

9.1.1 For emergencies, a local veterinary hospital or an emergency animal hospital may be used. The instance/circumstance determined to be an emergency shall be documented.

9.1.2 The SD Program Administrator shall be promptly notified of any medical conditions.

IMPLEMENTATION

The Assistant Director for Prison Operations shall ensure the SD Program Technical Manual is updated and maintained in accordance with this Department Order.

- Wardens, where SD Teams are assigned, shall ensure the SD Post Order is updated and maintained accordingly.

DEFINITIONS/GLOSSARY

Refer to the Glossary of Terms for the following:

- Security Patrol

FORMS LIST

717-1, Service Dog Team Evaluation Report
717-2, Service Dog Controlled Substance Storage Access Log
717-3, Service Dog Monthly Report
717-4, Service Dog Team Weekly Hours Report
717-5, Service Dog Release and Indemnity Agreement
717-6, Suspension of Visitation Privileges
717-7, Service Dog Video Alert Log
717-8, Trailing Hound Evaluation Report