

 <p>ARIZONA DEPARTMENT OF CORRECTIONS</p> <p>DEPARTMENT ORDER MANUAL</p>	<p>CHAPTER: 700</p> <p>OPERATIONAL SECURITY</p>	<p>OPR: OPS</p>
	<p>DEPARTMENT ORDER: 717</p> <p><i>SERVICE DOG PROGRAM</i></p>	<p>SUPERSEDES: DO 717 (06/18/08)</p>
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PURPOSE

There are situations where Service Dog (SD) teams are deployed. This Department Order establishes procedures, maintenance and techniques for the operational deployment of Service Dog 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.

RESPONSIBILITY

In direct 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 optimum staff and inmate safety by minimizing the introduction of explosive or narcotic and other contraband, assisting with security capability, and aiding in the recovery of escapees. The SD Program established mission priorities are as follows:

- Provide assistance in strengthening institution security.
- Aid in escapee location, chase and apprehension.
- Interdict and deter explosive or narcotic-related contraband introduced into the institutions by providing search assistance during 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 housing, vendors and contractors, and staff.

The Director is responsible for approving:

- Program, resources and written instructions related to SD use.
- Outside law enforcement agency requests to participate in the Department's SD Basic Academy.

The Division Director for Offender Operations is responsible for approving:

- Adjustments in authorized security staffing levels to support the SD Program per the process outlined in the Core Staffing Approach as further described in the written instruction for staffing procedures/roster management.
- All Handler, staff, and inmate protection and escort duties, along with any law enforcement agency request for SD resource assistance.
- SD deployment at contract beds in consultation with the Offender Operations, Contract Bed Operations Director.

The Offender Operations Security Administrator is responsible for:

- Providing operational oversight for the SD Program.
- Supervising the SD Program Administrator.

Regional Operational Directors are responsible for resource oversight within their respective region.

Wardens are responsible for:

- Allocating funds to acquire additional personnel for all newly approved SD teams.
- Providing and maintaining kennels and holding areas as described in the Service Dog Technical Manual.
- Allocating funds to acquire and replace support vehicles equipped with the required SD safety equipment as described in the Service Dog Technical Manual.
- Providing funding for ongoing maintenance required for assigned SDs.
- Providing operational oversight to ensure SD teams meet the Department’s operational deployment objectives.
- Convening oral board panels to select SD Handler replacement candidates and approve final selection.

APPLICABILITY

Service Dog Team deployment procedures shall apply only to the Department’s Offender Operations facilities. Contract Beds shall be provided support as determined by the Division Director for Offender Operations, the Contract Beds Operational Director, and/or in accordance with the applicable contract.

PROCEDURES

717.01 INTRODUCTION TO DEPARTMENT SERVICE TEAMS - SD Team Mission Priorities include:

1.1 Explosive and Narcotic Detection

1.1.1 Inhibit the introduction of explosive contraband and trafficking of drugs into prisons by conducting:

1.1.1.1 Inmate barrier screen sniffs.

1.1.1.2 Visitor barrier screen sniffs.

1.1.1.3 Staff barrier screen sniffs.

1.1.1.4 Search vehicles transporting inmates.

1.1.1.5 Search staff/visitor vehicles on institution property.

1.1.1.6 All inmate mail and property sniffs.

1.1.1.7 Search inmate housing areas.

1.1.1.8 Search inmate work areas.

1.1.1.9 All vendors and contractors entering institution property sniffs.

- 1.1.2 Warden, Deputy Warden, Chief of Security and SD unit supervisors shall assign their SD teams to designated details in accordance with the guidelines in this Department Order.

1.2 Security Patrol

- 1.2.1 Warden, Deputy Warden, and Chief of Security shall approve deployment of Security Patrol SD Teams in accordance with guidelines in this Department Order. Security Patrol SD Teams are specially trained for law enforcement. Activation shall be justified to assist:

- 1.2.1.1 Tactical Support Unit (TSU) with inmate control functions.

- 1.2.1.2 TSU with staff protection.

- 1.2.1.3 TSU with inmate safety.

- 1.2.1.4 With any breach or suspected breach of institution/unit security, particularly perimeter security.

- 1.2.1.5 With the safe and orderly operation of a prison or facility.

- 1.2.2 As soon as possible after deployment and resolution of the incident, the SD Handler shall notify the chain of command and the SD Program Administrator.

1.3 Trailing Hounds

- 1.3.1 Warden, Deputy Warden, and Chief of Security shall approve deployment of Trailing Hound SD Teams as outlined in this Department Order. Any requests for deployment that may result in the accrual of extra work hours for handlers shall be forwarded to the Division Director for Offender Operations or designee through the Service Dog Administrator. Activation shall be considered justified when:

- 1.3.1.1 Assisting with any inmate escape chase apprehension incident.

- 1.3.1.2 Assisting a law enforcement agency involving a chase apprehension incident.

- 1.3.1.3 Assisting a public safety agency involving a missing person search and rescue incident.

- 1.3.2 As another SD resource the trailing hound handler shall operate under established procedures for the operation, deployment, and utilization of highly trained and specialized SDs.

717.02 SERVICE DOG PROGRAM GENERAL DUTIES

- 1.1 The SD Program Administrator:

- 1.1.1 Reports, consults, and updates the Security Operations Administrator, and/or the Division Director for Offender Operations, keeping them informed of matters that could impact or affect the overall quality and effectiveness of the SD Program, including legal, performance, personnel, or SD issues.

- 1.1.2 Assists in the preparation of the SD Program budget request, and reviews requested or needed technical veterinary services.
- 1.1.3 Serves as the Department’s subject matter expert on all SD-related matters, to include serving in an advisory capacity with the Wardens and the Regional Operations Directors.
- 1.1.4 Ensures that specific SD Supervision Training is available and provides documented data and performance observations to appropriate SD unit supervisors quarterly, or as needed to document specific incidents or issues.
- 1.1.5 In coordination with Wardens or designees, convenes oral board panels to select SD Handler candidates.
- 1.1.6 Conducts research and development of SD projects on technical SD deployment training requirements.
- 1.1.7 Provides appropriate input for written instructions related to the SD Program and annually reviews the Service Dog Technical Manual and updates as necessary.
- 1.1.8 As needed, assists Wardens or designees in preliminary inquiries of all incidents alleging misconduct involving a SD team. Within the scope of technical responsibility and joint supervision of the SD handlers, provides recommendations for corrective action/discipline through the chain of command.
- 1.1.9 During an extended SD mission, responds to the scene to provide technical SD support and coordination of other SD resources.
- 1.1.10 Coordinates and provides all initial basic SD Team training, certification, and subsequent bi-monthly maintenance training to maintain operational proficiency of the SD teams.
- 1.1.11 Provides supplemental and required remedial training.
- 1.1.12 Conducts 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.
- 1.1.13 Coordinates the selection and purchase of a SD from the approved vendor.
- 1.1.14 Manages, jointly with the appropriate Warden, all SD Teams including:
 - 1.1.14.1 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 PACE entries as outlined in Department Order #514, Performance Appraisal for Correctional Employees (PACE).
 - 1.1.14.2 In accordance with Departmental Order 514, ensure that the SD Handler complies with two additional Performance Dimensions added to Performance Factor 4, Correctional Security, which shall include:

- 1.1.14.2.1 Adherence to this Departmental Order and the Service Dog Technical Manual.
- 1.1.14.2.2 Mandatory maintenance of National Police Canine Association (NPCA) Certification. After three certification attempts, a recommendation for removal from SD program shall be considered.
- 1.1.15 Periodically reviews Handler PACE files. Any required remedial training or other specific activities involving the Handler or SD shall be coordinated through the appropriate SD unit supervisor.
- 1.1.16 Ensures a comprehensive SD Program database is maintained that includes training, activities and statistical data for the individual Handlers and SDs.
- 1.1.17 Ensures that appropriate SD Supervision Training is available to each institution's SD unit supervisor.
- 1.1.18 Conducts required and approved meetings of all SD Teams and SD unit supervisors.
- 1.2 The SD Program Senior Handler/Trainer:
 - 1.2.1 Reports, consults with, and updates the SD Program Administrator and appropriate Offender Operations Supervisors keeping them informed of issues pertinent to the SD Program.
 - 1.2.2 Shall serve as a SD Program Administrator and the acting SD Administrator when required.
 - 1.2.3 Serves as handler for a Department SD and responds to designated emergencies.
 - 1.2.4 Ensures that all required SD standards are properly maintained for all trained capabilities during SD deployments.
 - 1.2.5 May periodically review and initial SD Handler PACE files.
 - 1.2.6 Provide assistance and support to SD Teams and SD Team unit supervisors when the SD Program Administrator is unavailable.
 - 1.2.7 Reports all SD Team operational variances or below-standard performances to the SD Program Administrator in a timely manner.
 - 1.2.8 Assists the SD Program Administrator in the development of SD related lesson plans, and maintaining the Offender Operations SD Database on all SD Teams.
 - 1.2.9 Maintains the comprehensive SD Program database, including training, activities and statistical data for individual Handlers and SDs.
 - 1.2.10 Serves as a SD Instructor at each Basic SD Handler Academy and all assigned SD maintenance training.
 - 1.2.11 Conducts maintenance training as scheduled; inspects assigned SDs, SD transportation vehicles, kennels, training equipment, the SD Record Book and related documentation, narcotic detection training aids and related documentation.

1.3 The SD Unit Supervisor:

- 1.3.1 Shall be responsible for the day-to-day SD Team supervision responsibilities, and management of safe, secure, and sanitary kennels at their assigned institution. Kennels shall be equipped with adequate shade, water, etc.
- 1.3.2 Schedules the assigned SD Team working hours and regular days off for necessary and proper institutional compliance coverage of SD Program Mission Priorities, mandatory in-service training and required SD training exercises including:
 - 1.3.2.1 Complete coverage of Inmate Visitation.
 - 1.3.2.2 Complete coverage of returning inmate work crews.
 - 1.3.2.3 Complete coverage of incoming inmate mail and property.
 - 1.3.2.4 Discretionary Tasks to include “working” vendors, staff, inmate work areas, inmate moves, inmate housing, assisting other agencies, etc.
- 1.3.3 Is responsible for SD personnel and kennel management and safety, including:
 - 1.3.3.1 Familiarizing and introducing new staff to the SD Unit and kennel operations.
 - 1.3.3.2 Familiarizing new staff to their assigned SD and initiate socialization.
 - 1.3.3.3 Reporting recognized SD aggression towards newly assigned handlers to the SD Program Administrator, and ensuring special management precautions are initiated.
 - 1.3.3.4 Ensuring that kennel care, maintenance, and sanitation is properly performed at all times.
 - 1.3.3.5 Assigning and issuing Handler equipment and related equipment to the handlers and ensuring a State Property Receipt/Return, Form 304-2, is completed for each piece of equipment issued.
- 1.3.4 Shall remain knowledgeable of the capabilities of each assigned SD and Handler and maintains assigned SD Handler(s) PACE files. The supervisor shall confer with the SD Program Administrator in matters related to SD specific Performance Dimensions.
- 1.3.5 Ensures compliance with mandatory weekly maintenance training.
- 1.3.6 Reviews Information reports, and statistical reports.
- 1.3.7 Promptly informs the SD Program Administrator of SD-related events and actions.

1.4 The SD Handler shall:

- 1.4.1 Hold the rank of unit supervisor or Correctional Officer who is trained and certified, and who is actively working a state owned SD. A records check shall be conducted for any relevant concerns.

- 1.4.2 Have completed probation and have a minimum of one-year continuous experience working within the Department and meet the physical requirements. (See the Service Dog Technical Manual.)
- 1.4.3 Interview and be selected through the oral board process as outlined in the Service Dog Technical Manual. A certified SD 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.
- 1.4.4 Agree to or accept an assignment as a handler for a minimum of two-years and successfully complete:
 - 1.4.4.1 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).
 - 1.4.4.2 A six-month period of operational evaluation.
- 1.4.5 Only use Departmental-approved training techniques and equipment.
- 1.4.6 Be responsible for the care/condition of the SD, Institution SD(s) with handlers on leave or regular days off, and all Department issued equipment.
- 1.4.7 Maintain the control and use of the assigned SD and ensure that no SD accidental bites occur during duty hours.
- 1.4.8 Ensure the assigned SD is in proper physical condition to perform all duties required.
- 1.4.9 Maintain a SD Record Book for each assigned SD, as outlined in this Department Order.
- 1.4.10 Not leave any SD unattended in any unsecured or dangerous environment and shall ensure that the SD is properly protected from heat-related conditions.
- 1.4.11 Enter the following information on the SD Program Database:
 - 1.4.11.1 Handler - Full name, rank, badge number, current unit assignment, SD Academy completion date, institution address, work telephone number, pager number, cell telephone number, home address, home telephone number, awards, resume, which includes a brief history of dog handling experience.
 - 1.4.11.2 SD - Registered and working name (if different), State property identification number, date of birth (if known), service date (date in service or SD Academy Graduation date,) duty status (active or inactive for medical reasons), awards, SD resume, which includes a brief history of Department service, and any former Handler's name.
- 1.4.12 Maintain acceptable performance at all times, to include maintaining trained task certification of assigned SD. After three failures, the SD and/or handler will be removed from the SD Program.

- 1.4.13 Wear and properly maintain the Handler's uniform as outlined in Department Order #503, Employee Grooming and Dress.

717.03 ACQUISITION AND DISPOSITION OF SERVICE DOGS

- 1.1 The Division Director for Offender Operations shall approve all requests for Department SD training, acquisition, SD retirement or euthanasia.
- 1.2 Wardens shall:
 - 1.2.1 Request written approval from the Division Director for the acquisition of an additional SD Team.
 - 1.2.2 Allocate funds to acquire and maintain approved SD(s), Handlers, kennels, support vehicles, and ongoing maintenance.
- 1.3 The Department's Business Finance Office, and the Fiscal Services Office, shall maintain an approved SD Vendor list that shall be used to process the funding for the purchase of SDs.
- 1.4 The SD Program Administrator shall:
 - 1.4.1 Budget for and request allocation to purchase replacement SDs, conduct raw talent selection tests, assign SD duty locations, relocation and retirement of all Department service dogs. Recommendations and findings shall be forwarded to the Administrator for Security Operations for approvals who shall then forward the information to the respective Regional Operations Directors and Wardens.
 - 1.4.2 After determining a SD is no longer serviceable, i.e., loss of efficiency, old age, etc., submit a written recommendation to the Division Director for Offender Operations for the final Disposition of a SD.
 - 1.4.3 When a SD is retired from state service and is to be purchased at the established price by the Handler, obtain from the respective institution the completed Release of Indemnity Agreement, Form 717-5, as outlined in the Services Dog Technical Manual.
 - 1.4.4 Coordinate the retirement of the SD with the Inventory Manager, and inform the Warden of the ADOA Surplus Property Manager's recommendation(s). A SD shall not be retired without obtaining the written authorization of the ADOA Surplus Property Manager including the completion of ADOA Form SP 101.
 - 1.4.5 If circumstances exist or a veterinarian recommends that a SD be euthanized, obtain written approval from the Division Director for Offender 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.

717.04 SERVICE DOG TRAINING AND UTILIZATION

- 1.1 All prospective Dual-Purpose SD Handlers shall successfully complete the Department's SD Academy prior to deploying a SD. Pre-selected SD candidates shall be released to Handler candidates for socialization and bonding. The training authorized by the Program Administrator shall:

- 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.
- 1.1.2 Include formal training for:
 - 1.1.2.1 Narcotic, Explosive, or other Contraband Odor Recognition.
 - 1.1.2.2 Barrier body screening and mail/parcel sniffs.
 - 1.1.2.3 Vehicle and building narcotic searches.
 - 1.1.2.4 Control and obedience training.
 - 1.1.2.5 TSU and Security Patrol Functions.
 - 1.1.2.6 Locating tools for hidden Escapee Inmate/Suspect, Area Scouts.
 - 1.1.2.7 Locating tools for hidden Escapee Inmate/Suspect, Building Searches.
- 1.2 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).
- 1.3 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:
 - 1.3.1 A SD or Handler identified as below standard while in training shall be replaced before the first NPCA Certification Test attempt.
 - 1.3.2 A SD Handler who fails to certify on the third attempt shall be replaced.
- 1.4 Trailing hounds and their Handlers 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.
- 1.5 Maintenance and technical proficiency in all training aspects is essential if SD teams are to perform their duties in an effective and reliable manner.
 - 1.5.1 Any four hours of weekly training per "Specialty" shall be designated as SD In-Service Training.
 - 1.5.2 SD teams shall be available for assignment to any trained job task mission.
 - 1.5.3 SD teams shall be required to attend regional maintenance training sessions conducted by or attended by the SD Administrator or the SD Program Senior Handler(s).
- 1.6 SD Remedial Training may be required to maintain reliability and proficiency.
 - 1.6.1 A SD Team, exhibiting sub-standard performance, shall be scheduled to attend a formal SD Remedial Training Session.

- 1.6.2 A SD Team’s performance shall be restored to an acceptable standard in accordance with NPCA Certification Standards.
- 1.6.3 If mandatory Department standards are not met, the SD and/or Handler shall be replaced.
- 1.6.4 The SD Program Administrator or designee shall provide the SD Remedial Training and make recommendations, based on the outcome results, to the proper authority.
- 1.7 The SD Program Administrator shall schedule SD Teams for certification and arrange for payment of required certification expenses through Offender Operations Fiscal Services and maintain records of training activities and attendance. Annual NPCA Certification of SD Teams in accordance with the Service Dog Technical Manual is as follows:
 - 1.7.1 January - All Dual Purpose SD Teams shall undergo certification testing with the exception of new SD teams that graduated from the December SD Academy.
 - 1.7.2 February - All Trailing Hound Teams shall undergo certification testing.

717.05 NARCOTICS/EXPLOSIVE DETECTION TRAINING AIDS

- 1.1 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 Offender Operations SD Program Administrator’s Office and ASPC-Phoenix are listed together on a DEA License.
 - 1.1.1 Wardens and Handlers shall refer to the Service Dog Technical Manual for specific details relating to procurement, security and disposal of Narcotic Training Aids.
 - 1.1.1.1 Narcotic Training Aids obtained from the DEA Southwest Lab, shall initially be shipped to the SD Program Administrator’s Office. The Administrator or Senior Handler(s) shall transport the narcotic training aids to the appropriate institution.
 - 1.1.1.2 The SD Program Central Office and ASPC-Phoenix, when ordering from DEA, shall include replacement quantities used in SD Academy training. The SD Program Administrator and Senior Handler shall be responsible for documenting, inventorying and maintaining the quantities assigned.
 - 1.1.1.3 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 SD Handler shall sign for and retain a copy of the transfer documentation and shall document, inventory and maintain quantities of obtained materials.
 - 1.1.1.4 The SD unit supervisors shall order and replace approved Narcotic Training Aids on a yearly basis. Each SD unit supervisor shall be responsible for accurately tracking and maintaining control of institutional Narcotic Training Aids at all times.

- 1.1.1.4.1 Once new materials are obtained, old materials shall be disposed of in accordance with the Service Dog Technical Manual.
- 1.1.1.4.2 Narcotic Training Aids obtained from an external agency (local, county, state, and federal law enforcement agencies) and no longer deemed useful, shall be disposed of in accordance with the external agency's guidelines. If other agency guidelines are not available, the narcotics shall be disposed of in accordance with the Service Dog Technical Manual.
- 1.1.1.5 Narcotic Training Aid weights maintained for SD Team training are:
 - 1.1.1.5.1 Marijuana: 2 grams, 10 grams, 20 grams.
 - 1.1.1.5.2 Cocaine: 2 grams, 10 grams, 20 grams.
 - 1.1.1.5.3 Meth: 2 grams, 10 grams, 20 grams.
 - 1.1.1.5.4 Heroin: 2 grams, 10 grams, 20 grams.
 - 1.1.1.5.5 Marijuana: Additional 100 grams for scenting material. The scented material can be safely taken into sensitive locations for SD reward exercises.
- 1.1.1.6 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. (See 1.1.1.5.5 above.)
- 1.1.1.7 The Narcotic Training Aids are known narcotic substances used for SD training and shall be handled in accordance with the Service Dog Technical Manual guidelines and training received at the SD Academy. SD Handlers working with Narcotic Training Aids are responsible for the protection and security of the materials at all times.
- 1.1.1.8 Any Narcotic Training Aid discrepancies shall be reported immediately through the chain of command to the appropriate Warden.
- 1.1.1.9 All Narcotic Training Aids in use shall be visually inventoried and documented monthly, and weighed during quarterly documented inventory. A SD Handler, a SD unit supervisor and another unit supervisor shall witness all Narcotic Training Aids inventories.
- 1.1.1.10 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.

- 1.1.1.10.1 Only assigned SD Handlers, unit first line supervisors, institution Chief of Security and the Warden, or designee, shall possess the safe's combination.
 - 1.1.1.10.2 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.
 - 1.1.1.11 During the first week of the SD Basic Academy, Handlers will receive instruction from an AZ POST approved instructor for narcotics identification and the use of the Marquis/Scott Reagent Test Kit (NIK Field Test Kits). Trained Handlers may utilize the correct NIK kit to identify or confirm a substance found by a SD. SD Handlers shall not utilize NIK Field Test Kits in situations where there is not enough substance for the Criminal Investigations Unit (CIU) to test.
- 1.2 Explosives - A SD Program Senior Handler under the direction of the SD Program Administrator shall maintain and ensure security of the following training aids. The Maricopa County Sheriff's Office or a designated security bunker will be utilized for explosive odor storage when not being utilized for SD training.
- 1.2.1 Refer to the Service Dog Technical Manual for specific details relating to procurement, security and disposal of Explosive Training Aids.
 - 1.2.2 The SD Program Administrator and Senior Handlers shall be responsible for the documented, witnessed and inventoried quantities utilized.
 - 1.2.2.1 Explosive Training Aid weights maintained for SD Team training include:
 - 1.2.2.1.1 C-4: 1 lb.
 - 1.2.2.1.2 Comp B: 2 lb.
 - 1.2.2.1.3 Det Cord(PETN): 50ft.
 - 1.2.2.1.4 Det Cord (RDX): 50ft.
 - 1.2.2.1.5 Data Sheet: 1lb.
 - 1.2.2.1.6 Safety Fuse: 50ft.
 - 1.2.2.1.7 Semtex: 2 lb.
 - 1.2.2.1.8 Anfo: 2 lb.
 - 1.2.2.1.9 Kinepak: 1lb.
 - 1.2.2.1.10 Dynamite: (Unigel) 1 lb.
 - 1.2.2.1.11 Watergel: 1lb.

1.2.2.1.12 TNT: 1 lb.

1.2.2.1.13 Black Powder: 1 lb.

1.2.2.1.14 Smokeless Powder: 1 lb.

1.2.2.2 A SD Program Senior Handler (Department's Explosive Detection SD Handler) 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 Service Dog Trainers.

1.3 Contraband SD - A SD that is trained and deployed to detect any substance that is or becomes contraband such as alcohol, tobacco, cellular phones or narcotics.

717.06 OPERATIONAL PROCEDURES - SD 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. The on-site supervisor's directions shall be followed. Assigned SD Handlers shall maintain control of the SD while on duty and take appropriate measures to prevent accidental dog bites.

1.1 Narcotic Detection Dogs – Wardens and Administrators may use narcotic detection dogs as part of the effort to prevent the introduction and use of narcotics.

1.1.1 Narcotic detection dogs shall be purchased, certified and used in accordance with this Department Order and the Service Dog Technical Manual.

1.1.2 SD Handlers shall be selected and trained in accordance with this Department Order and the Service Dog Technical Manual.

1.2 Narcotic Detection SD Deployment - Wardens shall designate a first line supervisor to supervise the deployment and scheduling of the institution's SD Teams. Barrier screening of all visitors and staff shall be video taped. The necessary equipment shall be provided through the respective Complex.

1.2.1 Service Dog Visitor Barrier Screen Alerts

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

1.2.1.2 After an alert has been identified the SD Handler shall ask the affected visitor two specific questions:

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

1.2.1.2.2 Could you have been recently exposed to any type of narcotic odor, and now be wearing a clothing item that could have been exposed? (Example: vehicle, home, bar, etc.)

- 1.2.1.3 Based the visitor's response, the SD handler shall:
 - 1.2.1.3.1 Contact the affected unit's visitation officer for an AIMS system review to determine if the visitor has had prior barrier screen alerts.
 - 1.2.1.3.2 If there is a documented prior alert, notify and advise the On-Site Duty Officer or designee of the documented prior and current SD alert. The Duty Officer or designee shall advise the visitor that their visitation privileges have been suspended pending review by the affected unit's Deputy Warden.
 - 1.2.1.3.3 If visitor has no prior barrier SD alert and responded negative to the questions, notify the On-Site Duty Officer or designee who will advise the visitor that their visitation privileges have been suspended for the day.
 - 1.2.1.3.4 Issue the Suspension of Visitation Privileges Letter, Form 717-6, for the first barrier screen alert. The visitor must sign and date the form.
 - 1.2.1.3.5 Maintain a copy of the signed suspension form and attach it to the Information Report identifying the barrier SD alert.
 - 1.2.1.3.6 If the visitor has no prior barrier SD alert and responded positive to the questions, contact the On-Site Duty Officer or designee to review the video barrier screen alert and determine if the visit will be permitted or suspended for the day.
- 1.2.2 Trained Narcotic Detection Mission Priorities include:
 - 1.2.2.1 Inmate Visitation (body sniffs and vehicles).
 - 1.2.2.2 Returning off-site inmate work crews and all transportation vehicles.
 - 1.2.2.3 Mail and Property parcels.
 - 1.2.2.4 Inmate housing areas.
 - 1.2.2.5 Any inmate work area (on or off site).
 - 1.2.2.6 Vendors and vendor vehicles.
 - 1.2.2.7 Contractors and contractor vehicles.
 - 1.2.2.8 Staff and personal vehicles.

- 1.2.3 SD Teams shall be allowed a 30-minute Make Ready time for each operational day. This includes feeding the dogs after their shift.
- 1.2.4 Narcotic Detection SD Team mandatory four-hour in-service training each week included in the scheduled employment hours.

1.3 Dual Purpose SD Deployment

- 1.3.1 Dual Purpose SDs shall be trained to complete more than one task, such as Narcotic Detection and Security Patrol.
- 1.3.2 Dual Purpose SD Teams shall be capable of responding with TSU, for institutional inmate control emergencies, thereby minimizing the threat of injury to staff and inmates, and protection of state property.
- 1.3.3 When trained and authorized, Dual Purpose SD Teams shall be assigned to TSU for specialized deployment. A SD Team Suitability Checklist shall be completed prior to being authorized to deploy with TSU.
- 1.3.4 Dual Purpose SD teams may be operationally deployed in accordance with the Narcotic Detection Mission Priorities. However, TSU institutional inmate control emergencies shall receive the highest priority during these incidents.
- 1.3.5 An additional four hours of in-service training, per week, shall be conducted to sustain the security patrol specialty.

1.4 Trailing Hound Deployment

- 1.4.1 Wardens shall designate the SD Unit first line supervisor to coordinate with the SD Program Administrator, approved National Police Bloodhound Association (NPBA) training and the deployment of assigned Trailing Hound Teams.
- 1.4.2 The SD Unit's first line 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.
- 1.4.3 Trailing Hound Handlers may be assigned on a part time basis and may work as a Dual Purpose Service Dog. The assigned Handler shall actively train and must certify with Trailing Hound(s) prior to any actual assigned deployment.
- 1.4.4 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.
- 1.4.5 Trailing Hounds shall be capable of taking a known scent article and trailing a missing person (inmate/suspect/victim) scent trail through contamination and then be able to identify the person's location with reliability. Scent articles are items or clothing that has been handled and contains the human scent of the person(s) being tracked. The work environment may be rural or urban, and training requirements shall be performed to successfully certify with NPCA.

- 1.5 SD Use of Force and/or TSU Deployment - A specially trained SD Team constitutes a real or implied use of force. SD Handlers will only deploy with the Warden’s or Duty Officer’s approval and be in compliance with this Department Order. SD Handlers may use only the degree of force that is reasonable necessary, taking into consideration the totality of the circumstances, such as the severity of the incident, threat to the safety of officers or others, whether the inmate is resisting or attempting to evade custody or escape from custody.
- 1.5.1 Cell Extractions or Forced Movement – The Warden or Duty Officer may deploy SD Team(s) for extractions or facility forced movement as outlined in 1.6 of this section.
 - 1.5.2 Presence - The arrival or presence of a SD Team may serve as a sufficient show of force to defuse a potentially violent situation.
 - 1.5.3 Verbal - A verbal warning by staff of an impending SD deployment may serve as a sufficient show of force to defuse a potentially-violent situation. When SD Teams are deployed in conjunction with TSU in managing inmate disturbances, field force control, etc., the Handler shall constantly give inmates verbal warnings.
 - 1.5.4 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.
 - 1.5.5 Unmuzzled – SD Team deployment with TSU may be unmuzzled and shall be considered non-lethal force.
 - 1.5.5.1 Unmuzzled SD’s may be used in response to actual or threatened physical force directed towards staff or others.
 - 1.5.5.2 The SD Handler shall exercise extreme discretion in the level of force used during approved cell extraction(s) and forced movement of inmates.
 - 1.5.5.3 The Service Dog Technical Manual outlines TSU and SD Team(s) Field Force Inmate Control training and the High Profile, Medium Profile, Low Profile use of SD Teams with TSU.
 - 1.5.6 Under no circumstances shall a canine be released in an inmate control situation when the risk of collateral injury to non-targeted inmates or staff is considered by the SD Handler to be likely.
- 1.6 Cell Extractions – Cell extractions shall be conducted according to guidelines outlined in this Department Order and applicable written instructions or Technical Manuals. Cell Extraction Equipment shall be issued to cell extraction team members and SD Handlers as outlined in Department Order #716, Armory Procedures.
- 1.6.1 The Warden or Duty Officer are the only staff authorized to deploy a SD for cell extractions. The Warden or Duty Officer shall:
 - 1.6.1.1 Review the inmate’s Mental Health status prior to making the decision to deploy a SD.
 - 1.6.1.2 Consult with the Mental Health staff if the inmate has a mental health score of 3 or more.

1.6.2 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.

1.6.2.1 Staff members and SD Handlers shall use only the amount of force necessary to gain control of the inmate and minimize injury to staff and the inmate.

1.6.2.2 Cell extractions by SD are not authorized in Mental Health facilities, unless authorized by the Warden, key contact Psychologist or assigned Psychologist.

1.7 SD Team Request for Assistance

1.7.1 The SD Teams may be requested by their chain of command to assist in institutional security support and work with TSU to help resolve a hostile or violent situation.

1.7.2 The SD Team shall respond to incidents/calls as directed by the Communications Center.

1.7.3 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 Handler's chain of command. 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.

717.07 EQUIPMENT, VEHICLES AND HOUSING

1.1 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.

1.2 Standard SD equipment or Dog Tack is outlined in the Service Dog Technical Manual.

1.3 All other SD equipment shall be provided by the assigned institution for the SD Handler and SD, including safety equipment and video camera for visitation/staff barrier screening.

1.4 SD Transportation Vehicles - Vehicles utilized to transport SD's and the Handler shall be serviceable, operational and appropriate for the assigned work. Vehicles shall be equipped with an operational heat alarm and or shelter to protect the SD from extreme environmental elements and be appropriate for transporting SD Teams to/from deployment areas.

1.5 SD Kenneling, Standardized Kennel Facility

1.5.1 All SDs shall normally be kenneled on-site:

1.5.1.1 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 appropriate authority.

- 1.5.1.2 Severe health conditions and/or related medication administration relating to the SDs may require an exception to the on-site kenneling requirement.
- 1.5.2 Kennels shall be constructed to meet the minimum specifications described in the Service Dog Technical Manual. All exceptions shall be authorized, in writing, by the Division Director for Offender Operations.
- 1.5.3 On-duty Handlers are responsible for the daily care and feeding of the SD as outlined in the Service Dog Technical Manual.

717.08 RECORD KEEPING AND DOCUMENTATION

1.1 General Reporting

- 1.1.1 Handlers are responsible for the accuracy of statistical data gathered on the productivity of the SD Team.
- 1.1.2 Consolidated monthly reports on each individual SD Team shall be submitted to the first line supervisor.
- 1.1.3 Individual SD Team monthly activity statistics shall be submitted to the SD Program Administrator's Office not later than the fifth work day of the following month.

1.2 SD Reports - In the course of duties each Handler may be required to complete logs and reports as outlined in the appropriate Department Order. Statistical data shall be reported as needed for the Department's Monthly Statistical Report. Handlers shall:

- 1.2.1 Complete a Service Dog Team Evaluation Report, Form 717-1, to include Narcotic Detection Training, Trailing Hound Training, Handler Protection SD Training, SD Team training, evaluation and level of proficiency.
- 1.2.2 Maintain a Service Dog Team Monthly Report, Form 717-3. This data shall be submitted, at a minimum, to the Handler's first line supervisor to record and report statistical data gathered on a monthly basis.
- 1.2.3 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.
- 1.2.4 As required, complete other reports based on circumstances to include:
 - 1.2.4.1 Completing Informational Reports and Significant Incident Reports, in accordance with Department Order #105, Information Reporting.
 - 1.2.4.2 Completing the Use of Force reports, including the Report on the Use of Force, Form 804-2, for any instance where force is used to subdue an inmate, as outlined in Department Order #804, Inmate Behavior Control.
 - 1.2.4.3 Completing the Service Dog Controlled Substance Storage Access Log, Form 717-2, when Narcotic Aid Training is conducted.

- 1.2.4.4 Completing the Service Dog Release and Indemnity Agreement, Form 717-5, to retire SDs.
 - 1.2.4.5 Completing the Service Dog Video Alert log, Form 717-7, to maintain a monthly record of positive video from visitor/staff barrier screen alerts. The completed video tape will be maintained for one month and actual positive alerts will be maintained for two years.
- 1.3 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. A working-life history on the SD shall be maintained in the SD Record Book and include:
- 1.3.1 Original copies of the Service Dog Evaluation Report, Service Dog Monthly Activity Report and Service Dog Weekly Activity Report. These documents shall remain with the SD throughout the dog's working life.
 - 1.3.2 A current SD Team Resume for legal purposes or search warrant documentation.
 - 1.3.3 Current and past certification documents and copies of awards won by the SD, as outlined in the Service Dog Technical Manual.
 - 1.3.4 Information Reports or notations regarding Veterinary Care. Actual Veterinary Office Records are not required for normal veterinary care.
 - 1.3.5 The applicable county dog license.
- 1.4 Reporting a SD Bite
- 1.4.1 In the event of a dog bite (whether accidental, occurring in the line-of-duty, or off duty) the Handler shall immediately control the SD and enact measures to ensure the safety of any other person(s) in the immediate area. The Handler shall arrange for medical treatment and document the following:
 - 1.4.1.1 The Handler's name.
 - 1.4.1.2 The SD's name.
 - 1.4.1.3 The Time and location of occurrence.
 - 1.4.1.4 An appropriate Department telephone number.
 - 1.4.1.5 A County Bite Report number.
 - 1.4.2 The Handler shall notify the first line supervisor and the Program Administrator as soon as possible. An Information Report, documenting the circumstances of the incident, shall be completed. Photographs and/or video shall also be required.
 - 1.4.2.1 Photographs taken after medical attention, available medical reports, etc. shall be included.
 - 1.4.2.2 If the person who was bitten declines or refuses medical attention, refusal is to be documented.

1.4.2.3 If the person is a Department employee, appropriate reports of injury shall be completed in accordance with Department Order #519, Employee Health - Assessment, Accommodation, Alternative Work Assignment.

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

717.09 SUPPLIES, SERVICES AND CARE - Applies to SD supplies, veterinary services, and sanitary-care items required for an effective SD program.

1.1 SD Supplies - In accordance with Department Order #302, Contracts and Procurement, and other applicable financial procedure accounts for authorized vendors shall be established to support the SD Program.

1.1.1 The Offender Operations budget manager shall ensure that funds for replacing SD's due to health, loss of efficiency conditions, or old age are made available. Justification for SD replacement shall be submitted by and include the SD Program Administrator's recommendations, and forwarded to the Division Director for Offender Operations.

1.1.2 Institution responsibilities include:

1.1.2.1 Recommending an increase or decrease in authorized SD Teams. The Division Director for Offender Operations shall have final approval.

1.1.2.2 Providing qualified staff for the approved SD Handlers positions.

1.1.2.3 Providing funding for newly approved SD's and equipment.

1.1.2.4 Providing kennels, dog food and sanitary control supplies.

1.2 SD Care - Veterinary Care shall be provided through an approved vendor as outlined in the Service Dog Technical Manual.

1.2.1 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.

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

1.2.3 Routine annual vaccinations, not to exceed \$1,000 per fiscal year, may be obtained from a local clinic.

1.3 SD Care Responsibility

1.3.1 Handlers are responsible for the SD's proper care at all times. Failure to provide proper care for an assigned SD shall be cause for the immediate removal of the Handler.

1.3.2 The SD Program Administrator shall conduct the administrative review of the removal action.

IMPLEMENTATION

Within 90 days of the effective date of this Department Order:

- The Division Director for Offender Operations shall develop and publish the Service Dog Program Technical Manual.
- Wardens, where SD teams are assigned, shall develop and publish the SD Post Order.

DEFINITIONS

SECURITY PATROL - A Dual Purpose SD Team working an Institution/unit supplemental high visibility security detail.

{Original Signature on File}

Charles L. Ryan
Director

FORMS LIST

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