



University of Pennsylvania Police Department 4040 Chestnut Street, Philadelphia, Pa 19104		 
Directive: 103	Subject: Police Canine Operations	Effective Date: 02/01/2015
Order of: Gary Williams, Chief of Police		Amended Date: 08/01/2023

I. Purpose

The purpose of this directive is to establish guidelines for the use of the University of Pennsylvania Police Department (UPPD) Canines in field operations.

II. Policy

It is the policy of the UPPD to utilize Explosive Detection Trained Canines to search buildings, vehicles or areas for the detection of explosives. Officers shall also be guided by UPPD Written Directive 62, "Bomb Threats and Searches". There will be no searches initiated beyond the training scope of both the canine and handler.

III. Scope

This directive shall affect all sworn employees.

IV. Definitions

- A. Canine Handler: An officer specifically selected and trained in the care, handling, training and tactical application of a police canine.
- B. Canine Team: An officer (handler) and his/her specifically trained and assigned canine.
- C. Abandoned Packages: Packages or items, including but not limited to a suitcase, backpack, or briefcase which appear to have been unintentionally forgotten or left behind absent any other suspicious circumstances or threats.

V. Procedures

A. Qualification and Selection Process

1. Anticipated openings for the position of canine handler will be advertised by written announcement. Qualified Officers interested in the position of canine handler shall submit a

letter of consideration to the Office of the Chief of Police via the chain of command. Qualifications, at a minimum, are as follows:

- a. Three (3) years continuous employment as a commissioned police officer with the UPPD;
 - b. The flexibility to be on-call (scheduled) and immediately available for related duty as necessary;
 - c. The willingness to sign a five (5) year contract with mandatory repayment for training and dog care expenses;
 - d. A current satisfactory performance rating;
 - e. No active discipline or inclusion in sick abuse status;
 - f. Exhibited decision making capabilities with excellent written and verbal communication skills; and
 - g. The ability to satisfactorily pass current medical, physical and psychological standards as established by the department.
2. Qualified applicants, who have met all the requirements as described above, will be required to successfully pass a physical agility test. The applicants will be notified in writing of the date, time, location and parameters of the physical agility test.
3. The physical agility test will be administered by a UPPD instructor/proctor. All events will be clearly described / demonstrated by the UPPD instructor/proctor.
- a. All participants must have written approval from a physician in order to participate in the test.
 - b. The UPPD instructor/proctor must have current certifications in basic first aid, CPR and the use of an Automatic External Defibrillator (AED).
 - c. The UPPD instructor/proctor will be responsible for ensuring that a fully stocked Basic First Aid Kit and properly functioning AED are present for the duration of the test. Water and restroom facilities must also be available.
4. The physical agility test is designed to measure the cumulative effect on the participant. Therefore, the complete test must be given at one time on a single day. Recovery periods of at least 5 minutes will be permitted between each event.
5. The physical agility test will consist of the following events, at a minimum (in the listed order):

- a. two hundred (200) yard obstacle course completed in ninety (90) seconds;
- b. two (2) flights of stairs, up and back down completed in forty (40) seconds;
- c. safely lift and carry (cradle carry) a fifty (50) pound object one hundred (100) yards in forty-five (40) seconds;
- d. one (1) mile walk/run completed in ten (10) minutes and thirty (30) seconds (10:30).

Note: All events are pass/fail; each event must be passed in order to advance to the next event. Failure of one event will result in the immediately cessation of the test.

6. Upon successful completion of the physical agility test, qualified applicants will be notified in writing of the date, time and location to appear to participate in the oral interview process for the position of canine handler.
7. There will be multiple interview panels empaneled as part of the selection process. The oral interview process will include, but not be limited to, the following:
 - a. Preliminary Questionnaire;
 - b. Initial interview with external canine-related panelists.
 - c. Second Interview with UPPD Command Staff and University panelists selected by Office of the Vice President for Public Safety/Chief of Police.
 - d. Final Interview with The Vice President for Public Safety and Chief of Police and selected University panelists.
8. The selected candidate(s) will be notified by the Chief of Police and must successfully complete the following prior to assignment:
 - a. Successfully pass an initial, pre-selection home inspection with periodic scheduled inspections during service-life of the canine partner. Requirements may include a fenced-in yard suitable for the canine.
 - b. Submit a signed consent for the canine at home by adults in household, if applicable.
 - 1) In the event the officer does not own their residence, the officer shall obtain written permission from the property owner for the housing of the canine.
 - c. If the officer has other pets in the home, the officer shall agree (in writing) that if a conflict occurs between the UPPD canine and the officer's pet, that the pet must be removed from the home or other accommodation made with approval of the Chief of Police through the chain of command.

B. Assignment

1. Each canine officer/handler shall be assigned to an exclusive patrol shift schedule. The shift may be structured to provide support to multiple shifts and allow time for the officer/handler to care for the canine.
 - a. The regular work week for canine officers/handlers shall be forty (40) hours, within the period of Monday through Sunday as per the CBA between the Penn Police Association and the Trustees of the University of Pennsylvania.
 - b. The regular workday for canine officers/handlers shall consist of eight (8) or ten (10) hour shift with continuous work hours (based on current CBA); however, canine officers/handlers will be allotted one (1) hour leeway per regularly scheduled shift for mandatory canine care and grooming. The shift hours will be structured around this leeway.
 - c. Canine officers/handlers will be provided with one (1) hour of overtime on each scheduled day off within the period of Monday through Friday (excluding vacation/sick leave) for care, grooming and exercise of their assigned canine as listed in section V., I. of this directive.
 - 1) The canine/handler would be entitled to a maximum overtime rate of one and one-half (1 ½) times their regular straight time on a weekly basis, for canine care on scheduled days off under this section. (Canine care shall not be calculated towards double-time)

C. Organization

1. The overall administration of the canine unit shall be the responsibility of the Chief of Police.
2. Canine unit personnel shall report directly to the appropriate shift supervisor while performing normal shift patrol duties.
3. For tactical use and application of the canine, the trained handler must be considered as part of the decision-making process prior to deployment.

D. Authorization and Utilization

1. Although canine teams shall be assigned to an exclusive shift, they may be temporarily re-assigned or called upon to perform the following duties:
 - a. Conduct building, vehicle or area searches for the detection of explosives;
 - b. Conduct searches prior to special events on campus;
 - c. Engage in community relations activities;

- d. Participate in department training presentations.

Note: All public relations demonstrations must have prior approval of the Chief of Police or designee.

2. Canine teams, while on-duty and not engaged in the above listed assignments, shall perform basic patrol functions; however, discretion shall be used when dispatching canine teams for time consuming assignments when other units are available.
 - a. Canine teams may be dispatched as a primary unit; however, they will be primarily used as a back-up unit to maximize their utilization.
 - b. On-duty canine teams may not always be dispatched or requested by patrol to respond to all situations; however, the handler shall be responsible for monitoring all calls and respond when appropriate.
 - c. Canine teams will be responsible for security checks of construction sites, commercial, industrial and sensitive areas when not answering calls for service.
3. Requests for the response and services of the canine team shall be made only by an on-duty shift supervisor.
 - a. Requests for the call-in of an off-duty canine team shall be made by the on-duty (or on-call) Commander.

E. Searches

1. Canine officers/handlers are responsible for determining whether a situation justifies canine use and the appropriate tactical measures that should be taken based on the handler's assessment of the situation and their knowledge of the canine's capabilities.
 - a. Where the on-scene Supervisor disagrees with the handler's tactical assessment, the on-duty (or on-call) Commander shall be **immediately** notified.
2. In accordance with their training, the UPPD canine teams may be used for building, area and vehicle searches for explosive devices under the following guidelines:
 - a. Upon determining the use of the canine is feasible, the canine officer/handler shall coordinate with the on-scene supervisor, commander, or designee and plan the operation for utilization of the canine.
 - b. The perimeter shall be secured (if possible) and held for search by the canine team.
 - c. The canine officer/handler shall direct all phases of the search and coordinate with on-scene personnel, including communications.

- d. Canines should not be used to search facilities that contain substances potentially harmful to the canine handler and/or animal, unless overriding risk to human life is present.
- e. The Chief of Police or designee shall be notified by the canine officer/handler upon completion of the search.

F. Limitations on Usage

- 1. All UPPD personnel shall remain cognizant of a canine's presence and not engage in horseplay or disruptive behavior that may agitate the canine (Unless pre-planned with prior knowledge of the handler as a training exercise).
 - a. No one should touch, handle, pet, feed nor direct any command to the canine unless given permission by the handler.
 - b. Department members shall not stand between the canine and the canine officer/handler.
 - c. Department members shall not enter any vehicle occupied by a canine unless so directed by the canine officer/handler.
 - d. Officers shall arrest any person who intentionally (or attempts) taunts, harasses, injures or attempts to injure a department canine as listed in the PA Crimes Code, Title 18, §5511.2.; refer to Section V., F. of this directive.
- 2. Canines shall not be used for breeding, participation in shows, field trials, exhibitions or other demonstrations, or for off-duty employment unless authorized by the Chief of Police.
 - a. All precautions will be made to prevent access to the canine by other animals specifically while the canine is going through estrus.

G. Requests for Assistance/Mutual Aid

- 1. Requests for canine service outside of the UPPD jurisdiction must be authorized by the Chief of Police or designee.
- 2. If the request is approved, every reasonable effort will be made to accommodate the requesting agency.
- 3. The canine team assigned to the request will be required to complete all appropriate paperwork, including a UPPD Incident Report (UPPD-10), detailing specific actions taken related to the requesting agency's incident.

H. Accidental Bite Procedure

1. In the event of an accidental canine bite, whether or not in the line of duty, the canine officer/handler shall immediately:
 - a. Secure the canine and prevent any further harm.
 - b. Request medical personnel and render first aid. Medical personnel should examine the affected area irrespective of the perceived seriousness of the bite of injury.
 - c. Make no statements regarding fault or liability.
 - d. Have photographs taken of the affected area or wounds.
 - e. The canine officer/handler will ensure that immediate notification and arrangements are made for the canine to be transported to Matthew J. Ryan Veterinary Hospital of the University of Pennsylvania, 3800 Spruce St., Philadelphia, PA 19104, in order to be quarantined and placed under observation.
 - f. Notify the on-duty UPPD shift supervisor.
 - g. Submit an incident report and memorandum detailing all of the circumstances surrounding the incident.
 - h. The handler will ensure that any complainants are given the contact information for the Office of Risk Management located at 3451 Walnut Street, Philadelphia, PA 19104, phone 215.898.5000 and the UPPD control number for the incident.
2. The shift supervisor shall immediately notify the Chief of Police via the chain of command regarding any accidental bites.
3. All incidents involving a canine bite, damage to property or any other appropriate incidents will be investigated by the UPPD Investigations Unit.
 - a. The Deputy Chief of Investigations will forward all findings to the Chief of Police for review.

I. Training

1. Prior to being assigned to duty assignment, the canine handler and their canine must successfully complete a canine training program at an accredited police canine training and certification program, with the approval of the Chief of Police.
 - a. No canine shall be deployed unless it achieves and maintains training certifications pursuant to the requirements of the training authority.
2. Whether on or off duty, it shall be the responsibility of the canine officer/handler to conduct daily training with his/her assigned canine.

3. The canine officer/handler shall be responsible for maintaining a daily training log.
 4. On a minimum of a monthly basis, the canine team shall participate in mandatory in-service training at a UPPD approved police canine training facility.
 - a. Monthly canine training and activity reports shall be submitted to the Training Coordinator.
 5. Canine Teams are required to be certified once every year. The certification will be through a UPPD approved, recognized organization involved in the training and certification of police canine teams.
 6. Training will be provided to all department personnel regarding procedures related to the tactics and utilization of UPPD canines and canine teams.
- J. Handler Responsibilities / Canine Care and Housing
1. UPPD Canines are the property of the Trustees of the University of Pennsylvania.
 2. Canine officers/handlers shall not carelessly or recklessly handle a department canine.
 3. The canine officer/handler is at all times responsible for the tactical use and control of their assigned canine.
 4. The overall health, fitness, welfare, control and security of the canine are the sole responsibility of the canine officer/handler, both on and off-duty. This includes, but is not limited to:
 - a. General medical attention and maintenance of health care records;
 - 1) Maintaining up-to-date vaccinations.
 - b. Proper provision of food, water and general diet maintenance as prescribed by the department authorized veterinarian.
 - c. Proper grooming on a daily basis, or more often as required by weather, working conditions or other factors;
 - d. Daily exercise (UPPD police canines are not permitted to run at large);
 - e. Maintenance and cleaning of at-home kennels and yard where the canine is housed.
 - 1) Residence and pre-approved kenneling facilities shall be subject to periodic inspection by the Chief of Police, or designee.
 - 2) The canine officer/handler shall as soon as practical, notify the Chief of Police, or designee of any illness or injury involving themselves or their assigned canine.

5. Canine officers/handlers are responsible to feed, groom, exercise and care for their assigned canine every day, whether on or off duty, **without fail**.
6. Canine officers and handlers are responsible for purchasing food and other necessary items by following the established department protocol for purchasing such items.
7. On an annual basis, the UPPD canine shall receive a physical examination at VHUP or as needed should an injury occur.
 - a. If a canine fails a physical examination and is declared unfit for duty, the handler must immediately notify the Chief of Police, or designee.
8. Canines shall not be maintained in vehicles or kennels for excessive periods of time. Canine officers/handlers are encouraged to take their canines out of the vehicle as frequently as possible. Canine officer/handlers shall maintain a proper ambient temperature for the canine, anytime the canine is in a vehicle or kennel.
 - a. Regular physical checks of the canine will be made so as not to rely on the mechanical capabilities of the vehicle or facility.
9. The canine officer/handler shall keep their assigned canine on a lead or under complete control at all times.
10. The canine officer/handler shall ensure that unauthorized civilian or police personnel do not come into contact with their assigned canine.
11. Canine officers/handlers shall submit a monthly canine training and activity report to the Chief of Police or designee.
12. It shall be the canine officer/handler's responsibility to report to the Chief of Police, or designee, any order from a supervisor to utilize the canine in a manner that conflicts with department policy.
13. Canine officers/handlers are responsible for keeping canine patrol vehicles clean.
14. Canine officers/handlers are responsible for maintaining their canine certification and the certifications of their assigned canine.
15. Anytime (on or off-duty) a University of Pennsylvania owned canine is involved in any incident resulting in an injury or damage to property (including the handler), the officer/handler shall immediately notify an on-duty UPPD supervisor and submit a UPPD incident report and Memorandum.

K. Sick / Vacation Leave or Injury

1. Whenever a canine officer/handler cannot provide the proper care for their canine (i.e. extended sickness/injury to the handler; or extended absence), the canine handler must immediately notify the Chief of Police or designee.
 - a. If the canine officer/handler is sick or injured and neither the officer/handler nor their family/partner can properly care for the canine, the canine will be transported to the department approved kennel facility by another canine handler or other approved personnel.
 - b. In the event that the canine handler is totally incapacitated and unable to contact the Chief of Police or designee, the handler's family/partner must make the notification.

Note: UPPD Canines Are Required to Wear a Collar with Identification and Emergency Contact Information Prominently Affixed at All Times.

2. If the canine is sick or injured, the designated veterinarian will determine if the canine should be worked. The Chief of Police shall be made aware of the canines not fit for duty status.
 - a. In cases of emergency, the closest veterinarian service or animal emergency facility will be used to medically stabilize the injured/sick canine. Prior to any additional treatment, the Chief of Police, or designee must be contacted.
 - b. The Chief of Police shall determine if the canine officer/handler shall still report for duty as assigned.
3. If the canine officer/handler is scheduled for vacation and cannot properly care for the canine, the canine will be kenneled at the department approved kennel facility or placed in other approved facility or residence.
 - a. The canine shall not accompany the canine officer/handler on any vacation away from the officer/handler's residence without the prior approval of the Chief of Police or designee.
4. In the event a canine officer/handler becomes incapacitated, injured or otherwise is unable to control their canine and it becomes necessary to remove the canine from the scene, officers at the scene shall notify a shift supervisor immediately.
 - a. The shift supervisor will determine the method of removing the canine in conjunction with another canine handler or designated personnel.
 - 1) In the case severe circumstances, it may be necessary to notify veterinarian personnel for assistance.

- b. Any attempt to remove a canine which may result in the canine being harmed or destroyed should be considered ONLY as a last resort. The Chief of Police shall be contacted and shall determine further actions to be taken.

L. Resignation or Termination of Handler

1. The canine shall be returned to the UPPD for appropriate disposition as determined by the Chief of Police.
2. All related equipment shall be returned to the department.

M. Required Equipment

1. Canine officers/handlers will be provided and/or authorized to purchase and utilize necessary equipment to perform their duties as deem appropriate by the Chief of Police, or designee. The equipment will consist of, but will not be limited to:
 - a. Approved collar with UPPD identification and emergency contact information affixed.
 - b. Six-foot leather leash
 - c. Thirty-foot tracking leash
 - d. Tracking harness
 - e. Shedding type rake or blade for grooming
 - f. Grooming brush
 - g. Vehicle Crate
 - h. Office Crate
 - i. Residence Crate
 - j. Conspicuously marked patrol vehicle specifically equipped for canines; provided for use while on-duty.
2. For the safe handling and transportation of the canine, each canine officer/handler will be assigned a marked patrol vehicle for use while on-duty only. The vehicle shall be equipped with the following:
 - a. Insert/cage for canine.
 - b. Heat detection/prevention/alarm system.
 - c. Rear air conditioning.

- d. Window tinting on rear and rear side windows.
 - e. Mechanical remote-controlled door-opening system.
 - f. Energy management system that maintains the canine's safety equipment in the event of a vehicle and/or electrical failure.
3. Canine equipped patrol vehicles shall be used exclusively by canine officers/handlers unless authorized by the Chief of Police or designee.
 - a. No animals (other than department canines), prisoners, or detainees are to be transported in any canine vehicle.
 - 1) Complainants or officers may be transported in the front passenger area of a canine vehicle at the discretion of the canine officer.
 4. Canine equipped patrol vehicles will be used by canine officers/handlers while on-duty to respond to a call for service, sector patrol, on-duty training, veterinary visits or other activity approved by the Chief of Police or designee.
 - a. The canine officer/handler is responsible for the care, cleaning and daily maintenance of the canine vehicle. A complete inspection of all specialized equipment shall be made at the beginning and end of the canine officer's shift. Any repairs and/or maintenance shall be made in coordination with the vehicle maintenance officer.
 - b. If a canine vehicle is taken out of service, the Chief of Police, or designee will assign a temporary replacement vehicle.
 5. Anytime a UPPD canine is transported in a personal vehicle a travel crate MUST be used.

N. Uniforms

1. Canine officers/handlers shall conform to the "Uniform of the day" as per UPPD Written Directive 45, "Uniforms and Equipment". Weather conditions shall be given consideration in the ultimate decision to modify the uniform of the day for canine patrol officers.
 - a. Other clothing and accessories, when worn with the "Uniform of the Day," will conform to the following:
 - 1) Badges and Nametags: Must be worn at all times; May be embroidered on the uniform shirt or jacket.
 - 2) Canine Unit Patch: The unit patch shall be worn only by members of the canine unit and shall be affixed to the upper right sleeve of the uniform shirt, sweater, jacket and blousecoat.

- 3) Unless listed in this directive, no other device, badge, button, insignia, or item, except those specifically authorized by the Chief of Police or designee, will be worn or displayed on the official uniform. (Personnel replacing the original issued clothing or purchasing additional items will ensure that such replacement clothing/equipment conforms to the styles and colors of the items currently authorized.)
2. Canine officer/handlers are required to maintain a Ceremonial, Formal and "Class A" uniform including all related accessories.

O. Harassing/Harming a Police Working Dog

1. Any person who intentionally taunts, harasses, injures or kills a police dog is subject to arrest under the Pennsylvania. Crimes Code, Title 18, Section 5511.2, subsections (a) and (b) as follows:

§ 5511.2. Police animals.

- (a) Illegal to taunt police animals. It shall be unlawful for any person to willfully or maliciously taunt, torment, tease, beat, kick or strike a police animal. Any person who violates any of the provisions of this subsection commits a felony of the third degree.
- (b) Illegal to torture police animals. It shall be unlawful for any person to willfully or maliciously torture, mutilate, injure, disable, poison or kill a police animal. Any person who violates any of the provisions of this subsection commits a felony of the third degree.
- (d) Definitions. As used in this section, the following words and phrases shall have the meanings given to them in this subsection: "Bomb detection dog." A dog which is trained to locate a bomb or explosives by scent.

P. Dispositions of Canines

1. Whenever a canine has surpassed its service usefulness due to age or other extenuating circumstances or upon the promotion, transfer or reassignment of the canine officer/handler to a position inconsistent with canine work **and** the department decides not to retain the canine for another handler, the canine will be retired from active service; the canine handler has first choice to take possession of the canine.
 - a. Ownership of a retired canine will be transferred to the officer/handler and the Trustees of the University of Pennsylvania shall be released from all responsibility, liability and cost to maintain the canine.
 - 1) The officer/handler taking possession of the retired canine shall not be used for any financial gains to the canine officer/handler and will not be sold or ownership transferred to another for the life of the canine.

- 2) If the handler declines taking possession of the retired canine or is otherwise unable to take possession of the canine, ownership of the canine will be determined by the Chief of Police.
2. In the event of death of the canine, the following procedures will be followed:
 - a. The Chief of Police via the chain of command must be immediately notified.
 - b. The designated veterinarian and/or the Philadelphia District Attorney's Office will be contacted to determine whether a necropsy is necessary.
 - c. The designated veterinarian shall make arrangements for the proper disposal of the canine.
 3. Euthanasia for a serious canine illness is subject to the approval of the Chief of Police and shall require a written report from the designated veterinarian indicating that the prognosis of the canine is such that euthanasia represents the only humane alternative.

Q. Compliance

Violations of this directive, or portions thereof, may result in disciplinary action.

R. Officers Assigned to Other Agencies

Officers of this department assigned to or assisting other law enforcement agencies will be guided by this directive.

S. Application

This directive constitutes departmental policy, and is not intended to enlarge the employer's or employee's civil or criminal liability in any way. It shall not be construed as the creation of a higher legal standard of safety or care in an evidentiary sense with respect to third party claims insofar as the employer's or employee's legal duty as imposed by law. Violations of policy will only form the basis for departmental administrative sanctions. Violations of law will form the basis for civil and criminal sanctions in a recognized judicial setting.