
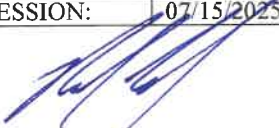


SOUTH DAKOTA  DEPARTMENT OF CORRECTIONS POLICY AND PROCEDURE		POLICY NUMBER	PAGE NUMBER
		1100-03	1 OF 10
		DISTRIBUTION:	Public
		SUBJECT:	Canine Teams
RELATED STANDARDS:	ACA 5-ACI: 3A-43, 3A-44, -3A-45	EFFECTIVE DATE:	April 01, 2026
		SUPERSESION:	07/15/2025
DESCRIPTION: Inspector General	REVIEW MONTH: March	 NICK LAMB SECRETARY OF CORRECTIONS	

I. POLICY

It is the policy of the South Dakota Department of Corrections (DOC) to provide a safe environment for staff, offenders, and the public by conducting controlled searches of individuals, institutions, and property. Canine teams enhance the security of DOC institutions through the detection of contraband.

II. PURPOSE

The purpose of the canine teams is to enforce a zero tolerance for contraband use and possession, apprehension of DOC offenders, when necessary, at all DOC sites and offender work areas. The canine teams assist in providing a safe environment for staff, offenders, and the public by conducting controlled searches of individuals, institutions, and property.

III. DEFINITIONS

Apprehension:

The process of gaining compliance/control over an individual through the use of a controlled bite.

Canine Handler:

A specially trained staff member of the Department of Corrections authorized and designated by the department to utilize a department owned service canine to perform searches.

Corrections Canine Team:

Composed of a corrections service canine and staff member of the Department of Corrections assigned as the exclusive handler of the canine.

Corrections Service Canine:

A canine owned and used by the Department of Corrections trained in the areas of contraband detection, tracking, and apprehension.

Decoy:

A staff member selected to assist handlers in the training of dogs. The person wears protective equipment and simulates offender behavior to train the dog to react as desired.

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IV. PROCEDURES

1. Utilization of Canine Teams:

- A. Corrections canine teams provide specialized security and public safety support through training, education, and prevention. The canine team policy, procedure, and practice provide for the following:
1. Mission statement including goals and objectives:
 - a. The mission of the SDDOC canine team is to provide specialized security and public safety to our institutions by assisting in the detection of contraband.
 2. ***Emergency plans that are integrated into the overall emergency plans of the facility [ACA 5-ACI-3A-43].***
- B. Corrections canine teams will:
1. Contribute to a safe, secure environment for staff, offenders, and the public.
 - a. Canine teams may be utilized for offender visitation searches (see DOC policy 300-23 *Offender Visiting*).
 2. Enforce zero tolerance of possession or use of drugs and other contraband within DOC facilities through search operations.
 3. Maintain a high state of readiness to provide canine search services to the DOC.
 4. Contribute to maintaining a quality training program for certification of canine handlers and canines that prepares each team to perform assigned duties efficiently and effectively.
 5. When appropriate, participate in and support specialized training and operations, such as Corrections Emergency Response Team (CERT) responses, or in response to information supporting the presence of contraband.
- C. All requests for canine team assistance outside of DOC duties assigned to the team must be requested by the canine commander and approved in advance by the inspector general (IG).

2. Organizational Structure, Authority, and Responsibility:

- A. The canine commander is responsible for the daily operation, training, certification, and general administration of the canine teams, including but not limited to the following:
1. Reporting information to the IG.
 2. Assisting in determining the number of canine teams necessary to complete sufficient searches, including the home station of each team, area of specialization, work duties, training requirements and schedules and work hours of the team. The IG will have oversight into these decisions.
 3. The canine commander must complete all required training and certification and demonstrate proficiency in the performance of his/her assigned duties. The canine commander shall exercise statewide responsibility over all canine teams.
 4. The policy, procedure, and practice for training of handlers/dog teams and upkeep and care of animals provide for the following:
 - a. Training, and care of the animals.
 - b. Training requirements of handlers.
 - c. An approved sanitation plan which covers inspection, housing, transportation, and daily grooming for dogs.
 5. ***Each handler / dog team should be trained, certified, and recertified annually by a nationally recognized accrediting body or a comparable internal training and proficiency testing program [ACA 5-ACI-3A-44].***
 6. The SD DOC canine handler and dog team will have ongoing training and recertification and will remain certified and re-certified.
 7. The canine commander will ensure continued development and annual review of the canine teams, including the following:
 - a. Operation and administration of the Corrections canine team training program; including proficiency testing and certification procedures for canine handlers and canines.

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- b. Integration with other special DOC operations, divisions, or teams and best practices utilization of teams.
- c. Integration of canines into search procedures, including scheduled, targeted searches at the facility, as deemed appropriate and necessary.
- d. Maintenance of canine and canine handler job descriptions, criteria, and procedures for selection of canines and canine handlers. Assignment of canines to canine handlers to achieve the most effective operational partnership/team possible.
- e. Overseeing the procurement, selection, training, kenneling, and overall care of canines, including removal, retirement, and final disposition of canines.
- f. Maintenance of an appropriate sanitation plan that provides for and directs the inspection, housing, transportation, grooming, and proper care of canines.
- g. Ensuring canine team services are provided to DOC divisions as required or directed by the IG.
- h. Approval and acquisition of uniforms, insignia, equipment, supplies, and services, consistent with DOC policy.
- i. Organizing and maintaining records concerning canine team activities, including but not limited to, training, completion of certification, proficiency testing, and participation in significant events or special duties, as assigned. ***Policy, procedure, and practice provide daily and current records on training, care of dogs, and significant events [ACA 5-ACI-3A-45].***
- j. Coordinating with the IG for canine team demonstrations to further community relations and provide information and education about the DOC and canine teams.
- k. Providing direction and supervision to the canine teams, including developing and maintaining post orders for each team, which will be reviewed and approved by the IG. Ensuring canine team services are provided to all DOC institutions housing offenders on a regular basis.
- l. Reporting and correcting any deficiencies exhibited by a team while also complying with DOC policy, orders, directives, procedures, standards, or expectations. The safety of each team shall always be a priority.
- m. Providing monthly reports to the IG regarding team search activities, including statistical information.
- n. Maintaining all required certification of canines and canine handlers, including accessing substances/drugs used to train the teams.
- o. The canine commander will ensure all department provided uniforms, equipment, vehicles, supplies, and gear is properly maintained and accounted for by the canine handlers.

3. Canine Handlers:

- A. All canine handlers must demonstrate proficiency and the ability to properly handle and control their assigned canine.
- B. Canine handlers must maintain a residence that can accommodate the canine, including appropriate housing (a kennel) and meeting the basic needs of the canine.
- C. Canine handlers are responsible for the actions of their assigned canine at all times. This includes when the canine is on duty and off duty.
- D. Canines will not be left unattended in any area where the public may have direct access to, or contact with the canine, unless left in the care of a veterinarian, another handler or other authorized person(s). The canine commander must be notified in advance if temporary care of the canine will be transferred to another authorized person.
- E. Canine handlers are responsible for upkeep of the canine's training files and required training/certification or demonstrated proficiency testing.
- F. All canine training aids must be properly secured and accounted for while in the canine handler's control, in accordance with policy and applicable state, federal and local laws.

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- G. Canine handlers shall not deploy the canine for any unauthorized use or use the skills and abilities acquired by the canine and at the expense of the DOC for the handler's own personal benefit or gain. Handlers shall not register the canine with any society or organization without approval of the OIG. Canines shall not be entered in any show, competition, or demonstration.
- H. Canine handlers are responsible for the maintenance of all state-owned property assigned to them.
- I. Canine handlers who will be on leave and unable to care for their canine due to travel or other circumstances, will notify the canine commander in advance with dates that the canine will be out of service, and the name of the boarding kennel or name of another DOC canine handler who will be caring for the canine.

4. Certification:

- A. The training course and certification process are designed to take a canine and canine handler with no prior training or certification to being certified.
- B. The canine team will be given twenty-four (24) hours to complete certification.
- C. There will be two (2) separate search areas containing one (1) of each odor the canine is trained and required to detect.
- D. The canine handler will not know the exact location of the odors. No odor will be placed in a way that the canine team will not have access to it.
- E. The corrections service canine will need to indicate on each odor it is trained to detect in order to receive certification.
- F. The indication will be witnessed by staff, as designated by the canine commander. The canine commander will determine who will judge each certification. The canine instructor will be present at any certification. The canine commander shall be certified to test the canines.
- G. If a corrections service canine does not indicate on an odor, a second corrections service dog may be used to determine if the odor is penetrating the area. Upon confirmation the odor is present, the odor will be placed back in the search area and the team permitted to search for the odor.
- H. Upon successful completion of the certification, a written exam will be administered to the canine handler with the completed exam sent to the Law Enforcement Standards Training Commission. A score of eighty percent (80%) is needed to pass the exam. The exam will test the canine handler's knowledge of canine drives, behaviors, training, safety, and first aid. If the handler fails to score eighty percent (80%) or greater, the handler will be allowed to retake the test within one (1) week. If the handler again fails to score eighty percent (80%) or greater, remedial training and retesting will occur, and the test will be retaken within one (1) week. If the score remains below eighty percent (80%), the canine commander will decide if the handler will be removed from the position or allowed a final retest. A score below eighty percent (80%) on the final test may result in removal from the position.
- I. If the canine does not successfully complete the certification (is not detecting a specific required odor), remedial two (2) week training will be required, followed by a retest. An extension may be granted depending on the outcome of the remedial training.

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- J. A false indication during the search will result in an evaluation and possible remedial training. A second false indication will result in an evaluation and, upon finding no reason for the indication, a failing score. Two (2) weeks of remedial training will be required followed by a recertification.
- K. If the canine team does not receive a passing score on the re-certification, another two (2) week remedial training and re-certification will occur.
- L. If the canine team does not pass certification on the third attempt, the canine team will be evaluated. After the evaluation, the canine team may be required to go through a complete re-training; or the team may be dismissed or re-assigned.
- M. A canine team may only be certified by the Law Enforcement Officers Standards Commission upon successful completion of an approved training program (SDCL § 23-3-35.4 and ARSD 2:01:13:06.01).
- N. Unless renewed, certification as a canine team expires one year after the date all certification or recertification standards were last met (See ARSD 2:01:13:07).
- O. All training records will always be documented and kept up to date.

5. Decoy Selection

- A. Decoys are an extremely important part of the training process for the canine. Skilled and capable decoys have a major impact on how well and quickly the dogs learn behavior responses. The following issues need to be considered in the selection of decoys:
 - 1. Staff members who express an interest in being a decoy should initially be utilized on a trial basis to help to determine their ability to do the work.
 - 2. As handlers truly have the best feel for who is effective in assisting them with dog training, they need to have input into the final determination as to who is selected to be a decoy.
 - 3. Decoys need to be available during the times when handlers train the dogs. Canine training is an on-going process.
- B. Necessary Decoy Skills and Abilities:
 - 1. Ability to run to simulate a fleeing offender.
 - 2. Willingness to “take a bite” from a canine. While protective equipment is utilized, there is always a risk that a bite will occur in an exposed area or when the equipment is not being worn.
 - 3. Ability to remain calm during the training process, even when being apprehended by the canine.
 - 4. Ability to endure a significant impact from the dog when initially being apprehended.
 - 5. Ability to lift and move the dog around once the dog has apprehended the decoy. This simulates a very realistic struggle, which the dog may encounter when apprehending offenders.
 - 6. Willingness to work hard during the training process and to satisfactorily participate in all types of training required of the canine.

6. Searches:

- A. Canine teams may be assigned to any division of the DOC.
- B. Canine teams will primarily be used to search DOC facilities and grounds.
- C. Canines will not be used to search offenders during strip searches.

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- D. Canines may be deployed “off leash” when situations dictate, provided the canine remains under the direct supervision and control of the canine handler.
- E. A systematic approach will be used when conducting searches with a canine. It is essential all areas identified for search are covered by the canine.
- F. All information about when and where a canine search will be conducted will be treated as confidential. Advance notice of the arrival or dispatch of a canine team to a facility is at the discretion of the IG. Notice should be provided to the warden or associate warden sufficiently in advance of the arrival of a canine team to a facility, when possible.
- G. The canine handler will direct searches conducted by the canine.
 - 1. Appropriate care will be taken to ensure the canine’s safety, as well as the safety of offenders, staff and public during the search.
 - a. The canine handler is responsible for observing the canine during searches for any alert/indications.
- H. All approved procedures and directives involving the collection, processing, and storage of confiscated contraband/evidence discovered during a canine search will be followed. An Offender Disciplinary Report will be completed, as deemed appropriate by housing staff. The chain of custody will be maintained for all contraband recovered in accordance with DOC policy 1100-04 *Crime Scene Management and Criminal Evidence Handling*.
 - 1. Law enforcement will be contacted, as deemed appropriate by the OIG, when illegal contraband is located.
 - 2. Canine teams may be called upon, with approval from the secretary of corrections (SOC) and IG, to provide mutual aid to outside agencies. Mutual aid may be provided when circumstances exist that clearly dictate the need for immediate canine deployment, provided the canine and canine handler are trained and/or certified to complete the task.
 - 3. Canine handlers are responsible for knowing the abilities and limitations of their assigned canine. The canine handler and/or canine commander shall inform the IG if the team cannot safely and legally perform the requested task(s). In such cases, the team should not be deployed to offer mutual aid.
- I. Institutional staff may accompany the canine handler when conducting searches of the facility, including offender living quarters. When a canine alerts to the presence of contraband in an area that may result in disciplinary action against an offender, the handler may request the assistance from institutional staff to positively identify the property and location of the contraband.
- J. Canine handlers must carry nasal Narcan while performing searches. Any possible exposure of the handler or canine must be immediately reported to the respective facility Clinical Services staff.

7. Canine Engagement Guidelines:

- A. Canines may be engaged in situations requiring the potential use of force when it is necessary to control or move offenders that are a danger to themselves or others and will be videoed if time allows. This includes “presence” as a show of force in an effort to gain compliance, as well as the ability to respond as a safety precaution should the offender become a danger to himself or others.
- B. The supervisor or handler will notify the offender the presence of the canine is for the safety of staff and others. If they assault any staff or others including the canine, the canine will engage. This will be stated to the offender while being videoed.

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- C. When other reasonable attempts to gain compliance have failed or when there is a threat or high probability that staff or offenders may be injured, the canine may be used to physically apprehend the offender in a manner consistent with the canine's training. The canine will be called off by the handler when the offender is controlled or in restraints. The canine shall be trained to stop physical aggression upon command and action of the handler when force is no longer deemed necessary.
- D. Canines shall not be used in situations when it is known that the offender being dealt with is mentally ill. Canines shall not normally enter mental health units. Canines shall not be engaged on offenders with known mental illness except to prevent injury to staff or others.
 - 1. Clearly, situations exist where supervisors and/or handlers may not know the mental status of aggressive offenders, but where a response is necessary to manage the situation as safely as possible, it is permissible to engage canines in these situations.
- E. Any use of force involving canine related injuries shall require that the injuries be examined by medical personnel and treated as soon as possible. This situation shall be documented consistent with the use of force documentation, and a critical incident report shall be completed as required by policy. If a staff member incurs an injury, an accident/injury report shall be completed.
- F. Use of force incidents involving canines will normally be a planned situation that requires authorization of supervisory staff. Video recording of the situation is to be completed if time and circumstances permit.
 - 1. The handler may react to prevent serious or life-threatening injury in a reactive use of force situation.
- G. Canine teams may be used in conjunction with special teams in circumstances including but not limited to:
 - 1. Crowd control efforts, often in conjunction with CERT.
 - 2. Offender escort duty, except for known mentally ill.
 - 3. To search for escapees or to secure an area. Handlers shall issue clear directions or warnings prior to releasing a canine from the leash.
- H. Canine teams may tour a food preparation area but not during active food preparation or serving times unless there is cause or during an emergency response. Canine teams may work dining areas. Handlers should use discretion with respect to how frequently they need to enter dietary areas.
- I. Canine may be used for bomb/explosive detection if trained/certified in that area.
- J. Canine teams may be utilized in support and/or back-up; located outside the cell for planned cell extractions. They shall not be part of the cell extraction team entering the cell. The canine team's primary support duty is only to engage the offender in the event the offender gets past the cell extraction team and is actively assaulting staff or has a weapon.

8. Engagement Reviews:

- A. With the exception of relatively minor incidental bites within a training environment, any time a canine, on or off duty, "engages" or "apprehends" the canine shall be removed from service pending review of the incident. The canine commander shall be notified as soon as is practicable and a Major Incident Report shall be submitted (see attachment in DOC policy 100-03 *Staff Reporting Information to DOC Administration and Office of Risk Management*). All staff who witness the incident shall submit supplemental incident reports, and any available video of the incident shall be saved.
- B. The canine commander shall ensure that a preliminary review of the incident takes place and a report with all related documentation is submitted to the OIG within seven (7) days of the incident. The OIG shall lead a team composed of a lead or ex-handler with more than five (5) years' experience.

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- C. The team shall be responsible for conducting a thorough examination of the incident, a review of applicable training records, and, where indicated, a first-hand review of the canine. The OIG is responsible for submitting a recommendation to the director of Prisons and deputy secretary of Corrections. The recommendation may be to return the canine to full service, to require additional training and review prior to a return to full service, or other action including removal of the canine from service. Where additional training and review is recommended before returning to full service, the team shall coordinate additional training with the institution, and the handler shall conduct a second review and make a recommendation to the OIG. The decision of the OIG is final.

9. Canine Bites or Other Injury:

- A. To minimize the possibility of a canine bite, canine handlers are responsible for informing the public on how to approach the canine and controlling any contact or interaction the public or offenders may have with the canine. No person shall touch or pet a canine, unless permitted by the canine handler.
- B. The canine handler shall not permit offenders or the public to agitate or tease the canine.
- C. The canine handler must report any bite or injury caused by the canine, on or off-duty, to the canine commander and IG.
- D. Whenever there is an injury or complaint of an injury related to the deployment or actions of the canine, the canine handler shall:
1. Ensure anyone who needs or is requesting medical attention receives medical attention.
 2. Document the reported injury, including photographs of the injury.
 3. Ensure the canine shall be removed from the scene as soon as practical. The canine shall not be deployed for job duty until an investigation into the incident is complete.
 4. The canine handler will complete a detailed informational report immediately and send this to the canine commander, and IG.
 5. Staff will complete an Incident, Accident or Unsafe Condition Report by the end of shift of any injury caused by the canine/team and forward the report to the Office of Risk Management (ORM). The same report is required anytime the canine is seriously injured or requires medical care as a result of injury or incident.
 6. After receipt of the report, the canine commander shall conduct an after-incident review of the incident and report the findings to the IG. The IG shall report the findings of the incident to the SOC, and director of Prisons.

10. Guidelines for Non-Handler Staff:

- A. The warden shall ensure that correctional staff understands proper behavior near the canine team. In all situations, staff will follow the directives of the handler including:
1. Maintain a safe distance of at least six (6) feet from the canine.
 2. Do not attempt to pet or talk to the canine without permission of the handler and never do so if the handler is not present.
 3. Do not make quick or aggressive moves, slam doors, or horseplay.
 4. Do not touch canine-training items, unless directed to do so by the handler.
 5. Do not walk directly behind the canine.
 6. Do not attempt to feed the canine.
 7. Do not attempt to issue commands to the canine.
 8. If staff responding to an emergency must go around a canine team, keep the handler between you and the canine, if possible. Give the canine room and do not crowd. Let the handler know that you are passing the team.

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11. Canine Care:

- A. Canines shall not be used for breeding purposes. Female canines must be spayed as soon as possible upon being assigned to the DOC.
- B. Canines shall be provided the proper amount of daily food consumption and exercise that ensures proper nutrition and health, so the canine stays fit, agile and muscular.
 1. No “off label” brand of dog food will be fed to the canine.
- C. Canine handlers are responsible for the care and handling of the canine on and off duty. This includes maintaining the canine in a healthy environment and ensuring proper feeding and watering of the canine, routine physical inspection, grooming, scheduling annual veterinary checkups, vaccinations, and maintenance/replacement of canine supplies, such as leashes, collars, dishes, reward toys, kennels, brushes, etc.
- D. Canine handlers shall provide for the humane treatment of the canine and shall not neglect or misuse the canine at any time. Canines shall not be used in any manner inconsistent with training and deployment practices established by policy and directive. Willful or negligent misuse or improper handling of the canine will subject the handler to disciplinary action.
- E. Unless otherwise authorized, all canines must have access to an appropriately constructed kennel at the handler’s residence. Kennels must be cleaned daily. Vehicles and canine equipment shall be kept clean and sanitary.
- F. DOC canines may be housed with personal canines owned by the canine handler. Proper precautions shall be applied by the handler to prevent adverse behaviors by either canine, i.e., fighting, breeding, escape from control of the canine handler, or otherwise interfering with training, obedience, or performance of duties of the DOC canine.
- G. The canine shall be controlled by a leash, placed in a secure area (kennel, office, vehicle, portable crate, etc.), or otherwise under the control of the canine handler at all times. Handlers may be deemed responsible for adverse actions by their canine.
- H. The handler’s residence and kennel where the canine is kept is subject to periodic inspections with or without notice by the canine commander.
- I. The handler shall maintain yearly health and immunization records, to include vaccination for rabies, distemper, and parvo. A copy of all veterinary records and bills shall be promptly provided to the IG or designee.
- J. Each canine must receive a maintained, veterinarian-approved diet, and a required medication schedule (e.g., heartworm pills, vitamins, and any other medication prescribed).
- K. If, at any time, the canine handler determines he/she is no longer able to properly provide for or handle the canine, the canine commander must be promptly notified.
- L. The canine commander may reassign a specific canine to another handler, as deemed appropriate and/or necessary. Each canine handler must be matched and trained with the selected canine to ensure their utmost performance as a team.

12. State-Owned Canine Retirement:

- A. Canines will be retired from the program and/or service when the canine:
 1. Is no longer needed for official purposes.

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2. Has a temperament incompatible with service guidelines/policy requirements for the type of work the canine is trained.
 3. Fails to pass certification.
 4. Can no longer perform the requirements for certification due to age, sickness, or injury.
- B. Upon recommendation from the canine commander, the IG shall determine when to retire a canine based upon the criteria in Section “Canine Care” in this policy. At the discretion of the IG, the retired canine may be replaced.
- C. The canine’s current handler shall be given first opportunity to adopt the retired canine. The disposition of a DOC canine shall be in accordance with South Dakota state statute governing the handling of state property.
- D. The DOC business manager will work with the Office of Procurement Manager, Property Management, to sell the retired canine to the canine handler. Upon transfer of the canine and any approved equipment, the canine handler is required to sign a release form accepting all responsibilities for the canine and approved equipment.
- E. If it is necessary to find an owner for a canine other than the canine’s handler, preference will be given to staff of the Department of Corrections. Upon transfer of the canine and any approved equipment, the staff member is required to sign a release form accepting all responsibilities for the canine and approved equipment.
- F. If recommended by a licensed veterinarian, an active-duty canine determined to be medically unfit for service or unhealthy, may be retired, or euthanized by a licensed veterinarian.

V. RESPONSIBILITY

The persons responsible for annual review and enforcement of this policy are the IG and canine commander.

VI. AUTHORITY

- A. SDCL § [23-3-35.4](#) **Law enforcement canine team certification--Specialties.**
- B. SDCL § [23-3-35.5](#) **Canine certification standards and criteria--Rules--Fees.**
- C. ARSD [2:01:13:06.01](#) **Standards for certification as a corrections canine team.**
- D. ARSD [2:01:13:07](#) **Expiration of certification as a drug detection, explosive detection, patrol, or corrections canine team.**

VII. HISTORY

April 2026
July 2025
June 2024
June 2021
June 2020
December 2019

ATTACHMENTS

None.