

South Carolina Department of Probation, Parole and Pardon Services

Division: Offender Supervision and Enforcement Services
Subject: Sex Offender Supervision
Topic: Electronics Detection Canine Program

Policy & Procedure No. 162
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Related Forms and Templates: 1107, 1401, 1402

NOTICE OF DISCLAIMER:

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CALEA STANDARD: 41.1.5

POLICY:

In an effort to promote public safety, the Department will promote an enhanced program for the supervision of sex offenders in an effort to reduce the likelihood of future sexual victimization. The Director has developed policies and procedures to effectively supervise sex offenders, to protect the public, and to promote the rehabilitation of offenders. To further meet this objective, the Department has developed an Electronics Detection Canine (EDC) Program for the purpose of locating unreported electronic devices and storage mediums that could contain prohibited material.

DEFINITIONS:

Electronics Detection Canine (EDC): A single-purpose dog trained and certified for the application as an aid in connection with the search and recovery of a variety of electronic storage devices.

EDC Team: An Agent handler and his or her assigned canine.

Electronics Detection: The utilization of a trained EDC to detect items of property, in locations where the agent has the legal right to be, for the odor of specific compound Triphenylphosphine Oxide found on all circuit boards and storage devices.

PROCEDURE:

An EDC is trained to detect the presence of digital evidence such as hard drives, thumb drives, flash media, and cell phones. The canine will primarily be utilized to locate digital media during sex offender home visits/searches as outlined in the Standard Sex Offender Conditions (Form 1401) and Computer/Internet Use Agreement (Form 1402), during consent searches, or during the service of a search warrant at locations where an offender or suspect may have hidden such items, to include

residential and commercial buildings, vehicles, and outdoor environments.

Activation of the Electronics Detection Canine Team

Requests for a search by the EDC Team will be submitted to the Sex Offender Program Manager, who will verify the Department's authority to conduct the search based on the offender's supervision status. The Agent Canine Handler will also coordinate statewide search activities with the Digital Forensics Unit as needed.

Any requests for EDC services to assist another federal, state, or local law enforcement agency will be submitted to the Director of Field Programs, who will review the request with the Offender Supervision and Enforcement Services Deputy Director for approval.

Use of Force Considerations

While the SCDPPPS EDC will not be considered a use of force tool, it is important for handlers to understand the potential for civil liability any time a canine is deployed. Use of the EDC is restricted to electronic scent detection or community outreach during public events, presentations, and demonstrations. Agent Handlers will ensure that they maintain short-leash control of the canine at all times unless the canine is engage in electronic scent detection work or is located within the offices of SCDPPPS. An Incident Report (Form 1107) will be prepared and submitted each time the canine is deployed for search activities.

The Agent Handler will not use the canine to threaten or harass subjects, for crowd control, or for bite work, or in any capacity outside of the canine's training. The Agent Handler will not misrepresent the canine's abilities to subjects, witnesses, or the general public to force compliance or to gain information during the course of working in field.

For the safety of the canine, the public, and Department employees, only trained and authorized personnel will be permitted to feed the canine and give the canine commands, both on and off duty.

Canine Handler Qualifications and Selection Process

An Agent canine handler applicant must be a sworn Class 1 Probation and Parole Agent who has completed their probationary period and who has a satisfactory performance and disciplinary record. The applicant must have a strong desire to work with an assigned canine for a minimum of *five (5) years*, provided that the canine's health is good for this time period. Qualified Probation and Parole Agents will apply for the position as with any other vacancy. The applicant must be physically fit and have the ability to perform the routine of handling of the canine for long durations. The Agent canine handler will complete an initial training curriculum and at least 16 hours of in-service training per month.

The Agent canine handler must be willing to participate in an intensive multi-week training period followed by continuous maintenance training to ensure that both the handler and the canine maintain their skills. The initial highly-intensive course will include classroom instruction, scenario-based real life training, as well as physically demanding training exercises. Canines will be trained to work through all types of environmental issues and discriminate and locate many types of electronic devices

throughout the initial training program.

Since the canine handler will require additional time for care and training with the canine, the handler's wife/husband/partner/roommate/family will be interviewed by the Sex Offender Program Manager to ensure that the addition of the canine is welcomed and accepted into the handler's family. The applicant must maintain a suitable residence to allow for the care of the EDC. Additionally, the Sex Offender Program Manager will inspect the prospective canine handler's residence to ensure that the handler has appropriate safe housing for the SCDPPPS EDC.

Canine Handlers Duty Hours and Compensatory Time

The canine handler will maintain a regular work day Monday through Friday, consistent with an Agent's assigned schedule. The EDC will be present with the Handler during the work day, in the office or the general vicinity of the Handler for working and bonding purposes and will not be kept separate from the handler. Since the EDC is trained with food rewards, the handler is required to maintain the daily training of the dog in order to satisfy minimum feeding requirements.

The Agent canine handler will schedule 60 minutes every day, to include holidays and days off, for canine care and maintenance activities. This may include time spent caring for and maintaining the canine at the canine handler's residence or otherwise away from the Agent's office location. Any Agent canine handler using leave for an entire day while caring for a EDC should reduce the leave request for that day by the amount of time spent on canine care and maintenance. If, for any reason, the agent does not provide care and maintenance for the canine on a particular day (i.e. the canine is kenneled, in veterinary care, or in the care of another handler), no working time should be recorded for care and maintenance for that day.

The Agent canine handler will ensure his or he schedule and workload permits the inclusion of time spent for care and maintenance of the canine into his or her normal working hours. Supervisors will work with the Agent canine handler to accommodate the above times into working time whenever schedules and workloads permit. According to the United States Department of Labor, canine maintenance includes bathing, brushing, exercising, feeding, grooming, cleaning of the dog's kennel or transport vehicle, administering medications for illness, transporting the dog to and from an animal hospital or veterinarian, and training the dog at home.

If the Agent canine handler is incapacitated to the extent that they are unable to appropriately feed and care for the canine, the Sex Offender Program Manager shall be immediately notified so that alternate arrangements may be made for the safekeeping and handling of the canine. A back-up handler will be assigned canine care and maintenance duties until such time that the Agent canine handler of record is able to resume their duties. No search work or training activities will be conducted by the back-up handler while in possession of the canine. The Agent canine handler will ensure that designated back-up handlers receive appropriate training and guidance in canine care and maintenance activities.

If an Agent canine handler is found to have abused, neglected, or engaged in unethical behavior that harms the EDC, the Agent will be subjected to internal discipline as outlined in Policy 205 (Progressive Discipline) and/or face criminal charges as deemed appropriate.

Canine Training Standards

The EDC and Agent canine handler will be evaluated annually through a nationally recognized certifying organization to independently validate the team's operational readiness and effectiveness. Each EDC Team will be trained a minimum of 16 hours per month to ensure a high level of performance for both the handler and canine. A training log for each EDC will be maintained by the Agent canine handler. A copy of this log will be forwarded to the Sex Offender Program Manager each month.

The Sex Offender Program Manager will be responsible for ensuring that the EDC Team receives adequate annual training hours as required for certification. The Sex Offender Program Manager will complete an annual training and utilization summary at the conclusion of each fiscal year (June 30).

Documentation of canine certification will be maintained by the Agent canine handler, Sex Offender Program Manager, and the Training, Compliance, and Professional Development (TCPD) section for record keeping and court testimony purposes.

Canine Handler Responsibilities, Maintenance, and Care

Personnel assigned to handle the EDC will be responsible for:

- Deploying the EDC in a manner consistent with training.
- Conducting daily, weekly, and monthly training.
- Participating in training activities as assigned or required.
- Performing proficiency training for the EDC in accordance with established training objectives.
- Ensuring a safe and healthy environment for the EDC.
- Ensuring the EDC receives proper care as well as medical treatment when required.
- Ensuring the EDC receives routine veterinarian examinations and vaccinations each year.
- Performing routine cleaning/maintenance of kennel and vehicle equipment.
- Maintaining all logs and records as required by policy and standards.

In addition to their routine duties associated with the deployment of the EDC, the Agent canine handler will be responsible for maintaining accurate records regarding training and certification of the canine. The Agent canine handler will track appropriate home care and maintenance time daily, including time spent in daily training with food rewards. The Agent canine handler will also be responsible for maintaining detailed records of all deployments for service involving the use of the canine, including the date, time, and location of search as well as the results of the search, in an Incident Report (Form 1107).

The Agent canine handler will not intentionally use his or her assigned canine for breeding purposes. Agency canines may not be utilized or presented during any secondary employment or any off-duty activities unless express written permission is provided by the Director of Field Programs.

Canine Handler Equipment

The Agent canine handler will be required to travel throughout South Carolina to assist with sex offender digital forensic reviews. In addition to Department-issued law enforcement equipment and uniforms, the following equipment will be issued for the Agent canine handlers:

- Badge and credentials for canine
- Dog harness
- Pouch to store treats or food rewards
- Collars and leashes
- Canine first aid kit
- Kennel for Agent's home
- Water and food bowls
- Portable water pouch
- Water hose and nozzle
- Grooming kits
- Scent training boxes
- Vehicle travel kennel
- Vehicle temperature alarm or similar warning device
- Canine-ready vehicle

The Agent canine handler will be provided a vehicle to facilitate the transport of the EDC. The vehicle shall be large enough to accommodate a commercially-available canine transport system and support equipment. The vehicle will be outfitted appropriately so as to provide a safe environment for travel for the canine. A temperature monitoring device will be installed in the vehicle to immediately notify the handler if the inside the vehicle reaches a temperature that is dangerous to the health and wellbeing of the canine. On days above 80 degrees, the Agent canine handler will ensure that the vehicle is cooled prior to placing EDC into the vehicle.

It is the responsibility of the Agent canine handler to ensure the vehicle is properly maintained according to Policy 607 (State Vehicle Operation and Maintenance) and as specifically pertains to the equipment/modifications provided for the EDC. Examination of equipment/modifications will be included in quarterly vehicle inspections.

Home equipment utilized for canine care and maintenance will be inspected by the Agent canine handler. Quarterly status reports and/or replenishment requests will be submitted to the Director of Field Programs.

Food and veterinary care for the canine will be provided by the Department.

Insurance and Liability

The Agent canine handler is covered under standard Department employee insurance policies, subject to any properly executed and legally enforceable exceptions or waivers executed by contract with the canine donor/placement organization.

s/ Jerry B. Adger
Jerry B. Adger, Director

October 4, 2022
Issue Date