

AGENDA
REGULAR MEETING
PUBLIC SAFETY COMMITTEE
City Hall – Large Conference
Room 5211 SCHLUTER ROAD
Wednesday – January 26, 2022
6:00 P.M.

Remote Teleconference Meeting via
ZOOM

NOTICE OF ELECTRONIC MEETING

Due to the current state of emergency because of the COVID-19 pandemic, this meeting will be conducted via electronic videoconferencing/teleconferencing. As such, it is likely that some or all members of, and a possible quorum, may be in attendance via electronic means and not physically present. In accordance with Wisconsin law, the meeting will remain open to the public. The public may still attend in person at the location stated in this agenda. However, due to the need to maintain social distancing and the limited physical space available, the public is encouraged and requested to attend via electronic means. Directions to do so are listed at the bottom of this agenda. Upon reasonable notice, the needs of disabled individuals will be accommodated through auxiliary aids or services. For additional information or to request this service, contact Alene Hauser at 608-222-2525.

1. Call to Order
2. Roll Call
3. Approval of Minutes
 - a) November 24, 2021
4. Appearances
5. Unfinished Business
 - a) Discussion/Action of street safety for cars, bikes and pedestrians
6. New Business
 - a) Discussion/Action on opening a conversation with Maple Bluff FD about providing EMS services via contract (Chief McMullen)
 - b) Discussion/Action on current AFG grant for SCBA – update on progress (Chief McMullen)
 - c) Discussion /Action to consider increasing LTE wage from \$18/hr to \$20/hr using existing budgeted amount (Chief McMullen)
 - d) Discussion/Action on possible full-time hiring process / LTE hiring process (Chief McMullen)
 - e) Discussion/Action on updates to Monona Police Canine Policy (Chief Chaney Austin)
 - f) Discussion/Introduction of the Monona Police Traffic Dashboard (Chief Chaney Austin)
7. Discussion of future agenda items.
8. Reports

- a) Fire Department
- b) Police Department
- c) Building and Code Inspection
- d) Police and Fire Commission

9. Next meeting date: February 23, 2022

10. Adjournment

DIRECTIONS TO ATTEND MEETING ELECTRONICALLY

You may attend via videoconference at

<https://us02web.zoom.us/j/87801321494?pwd=Y3NmV3A4WlZmWTNrVke5V3dKYUN0Zz09&from=addon> or by downloading the free Zoom program to your computer at <https://zoom.us/download>. At the date and time of the meeting log on through the Zoom program and enter Meeting ID: 878 0132 1494 Passcode: 108342

You may attend via telephone conference by calling the following phone number:

PHONE NUMBER: 1-312-626-6799 / MEETING ID: 878 0132 1494 FOLLOWED BY # 108342

Please mute your phone when not speaking to ensure best possible audio quality.

PUBLIC APPEARANCE BY ZOOM

Persons interested in publicly appearing before the Public Safety Committee via computer or phone on the Zoom application are asked to submit an [Appearance Before a Committee form](#) so that we can accommodate all online and phone requests to speak. Please submit your form as soon as possible. Requests will be accepted before and during the meeting until the Appearances section is closed. Requests submitted after the Appearances section is closed will not be able to speak. Link to form:

<https://www.mymonona.com/FormCenter/CommitteeApplication-11/Appearance-Before-a-Committee-Citizen-Co-82>

WRITTEN COMMENTS

You can send written comments on agenda items by emailing policechief@ci.monona.wi.us

**CITY OF MONONA
PUBLIC SAFETY COMMITTEE
ZOOM
5211 Schluter Road
Wednesday-November 24th, 2021**

MINUTES

1. Call to Order

- a. Chair Thomas called the meeting to order at 6:00pm

2. Roll Call

- a. Committee members present: Kathy Thomas (ZOOM), Angela Davis (ZOOM), Mark Zwart (Zoom), Larry Reed (ZOOM), Connie Miley (ZOOM), Jim Bisbee(ZOOM- late arrival), Nancy Moore (ZOOM)
- b. Committee members absent: Joseph Fontaine, Chris Henderson
- c. Staff members present: Police Chief Brian Chaney Austin (ZOOM), Fire Chief Jerry McMullen (ZOOM), City Administrator Bryan Gadow (ZOOM)

3. Approval of Minutes

- a. A motion was made by mark Zwart, seconded by Nancy Moore, to approve the minutes of the Sept 22, 2021 meeting. Motion passes by unanimous voice vote.

4. Appearances

- a. No one registered of appearances.

5. Unfinished Business

- a) **Discussion of street safety for cars, bikes and pedestrians:**
Ongoing agenda item. No topics discussed.

6. New Business

- a) **Public Hearing- Public Comments on City's draft Municipal Mitigation Strategies that are part of the 2023 Update to the Dane County Natural Hazard Mitigation Plan**

Administrator Gadow provided a brief overview of the Dane County Natural Hazard Mitigation Plan and Monona's contribution to the plan - which includes the City's mitigation document (draft published in the agenda packet). The document included input from key city staff as well as members of the public. No public comments were made during the hearing. As requested by Chairperson Thomas, the following written recommendations/comments are included into the record for the Public Hearing. Comments were submitted by a member of the public via e-mail to City Staff:

"Dear Bryan Gadow & Chief McMullen,

Thank you for your great work on these plan updates. Please consider these thoughts / additions to the Plan update. Under "Flood Mitigation" - "Public Education and Awareness" "5. Promote and disperse information on the benefits of flood insurance..." add to this "other flood safety information" Under "a. Responsible Party"

add "Fire and Police Departments" (part of ongoing safety education) Under "Hazard Awareness and Education" The last sentence in your goal statement needs a wording change. It currently says "in community - wide". Under "1. a." Should include Fire and Police Departments also, (They are already doing some of this work.) Under "2." I am not sure if you want to limit yourselves in this document as to what roles volunteers would fill under this plan, but Police, Fire, Public Works, City Administration and Public Safety should look at what roles volunteers have filled in the past and what training & organizational structure is needed to make these roles safer or expand their roles. *(A very wide range: from organized volunteers - Fire Department, Red Cross, Salvation Army, staff of WVMO, to untrained sandbag fillers & stackers & people dropping off food at the sandbag filling sites.) An area not covered in the plan, but I saw as a need during the last flood event; was the need for improved communications that did not involve the 911 center. This would be a central place to report problems; "breach in sandbag levee", "Where should I drop off this load of bottled water?" Where is the Red Cross set up?" "Report lost child" & "rumor control" Thank you for considering my input, Mary Anne Reed, 5602 Winnequah Rd, Monona, WI 53716"*

Public Hearing declared closed by Chairperson Thomas

b) Discussion and Consideration of the City's draft Municipal Mitigation strategies that are part of the 2023 Update to the Dane County Natural hazard Mitigation Plan.

No questions or comments made by committee members.

Motion to approve and recommend to Council the City's draft Municipal Mitigation Strategies to include incorporating the written suggestions provided by Mary Anne Reed – Motion (M. Zwart), second (A. Davis).

No discussion or comments. Motion passed by unanimous voice vote.

Recommendations adopted by PSC as proposed by Mary Ann Reed

c) Discussion/Update on Public Safety Building Feasibility Analysis Study and RFP recommendation to be sent to Council

Chiefs McMullen and Chaney Austin requests recommendation of FGM Architects as unanimously selected by staff. FGM Architects were selected from a group of other proposals as the best option. The selection was made after review by internal staff workgroup. Mayor O'Connor also took part in the discussion.

Kathy Thomas referenced attachment A regarding reviewing and recommending materials. Chief McMullen clarified that the intent of the first RFP is to identify a firm that will examine the site and determine if a new structure at the location is possible. A second RFP process will be conducted for the actual build architect. We hope to have a rough draft and estimate on costs at that time.

Alder Moore recommended an ad hoc committee that involves a person from appropriate committees is assembled based on the size of the project. Alder Moore also recommended FGM Architects who is working on the feasibility study possibly being the firm who assist with constructing of the building due to knowing the site.

-Angela Davis asked about the total fee of \$19,800 and the credit for \$12,000, why is it \$12,000 and asks if the project has been approved?

Administrator Gadow states that the credit of \$12,000 is just a competitive quote the firm is has provided if selected for the second RFP contract.

-Mark Zwart asked if the City Hall will be a component to the new building.

Administrator Gadow answered that this RFP and building process is separate from City Hall. Mark Zwart then asks what's the chief's envision and opinions of shared spaces for the Public Safety Departments?

-Chief McMullen's opinion is he would want to share as much space and resources as possible between Police and Fire to maximize space ex: fitness room, kitchen, training rooms. Chief Chaney Austin involved staff on the idea and feedback shows the need and want for shared spaces and adds that the architecture firm selected by the workgroup for the site feasibility had a good deal experience and shared ideas PD didn't even think of regarding space savings and sustainability.

Motion made to approve acceptance of FGM Architects to Council by Angela Davis, Connie Miley 2nd, motion passed by unanimous vote.

d) Discussion/Recommendation for purchase of CMAC Video Laryngoscope system to bring second ambulance into compliances with the need of the department

Chief McMullen shared brief history of the CMAC Video Laryngoscope and the need for it which brought it to the department in 2008. It allows still pictures to be taken of air ways passing vocal cords and video record it which then gets uploaded to the patients care record and EPCR to be reviewed later on. The current Medical Director is very training forward and the need for one additional scope in training is needed to assure all employees are able to use it properly. The Medical Director is giving EMS 6 months to have all paramedics trained and signed off by her on all equipment. Chief McMullen is looking for the approval of \$22,000 from the EMS fund to purchase the 2 video laryngoscope before January 1st to bring equipment up to appliance and provide training equipment needed going forward.

-Alder Moore asks where that would then leave the fund balance. And if the equipment is mobile in case the ambulance needs to be replaced or exchanged?

Chief McMullen states there is a total of \$168,000 unaccompanied funds and the equipment is 100% potable.

Mark Zwart made motion to approve two CMAC Video Laryngoscopes, Connie Miley 2nd. No discussion or comments, motion passed by unanimous vote.

e) Discussion/recommendation for additional purchase of two powered stair chair (one for each ambulance) as part of a group purchase with the approval cot/ lifting system in the 2022 Capital Budget

Chief McMullen stated that \$42,000 was approved in the capital budget for a cot/lift assist system. There are two competitors, Strikers and Ferno. A Ferno rep came out and did a demo for staff. With the replacement of the power cot and two power stair chairs one for each ambulance, it would be about \$49,000. Chief is asked for approval to use EMS assistance dollars that is given from the state to make up the \$7000 difference that was approved in the capital budget for the two stair chairs. The state funding assistance program has \$24,000 in it.

Motion made by Alder Moore to approve purchase as requested, Angela Davis 2nd. No discussion or comments. Motion passed by unanimous vote.

f) Discussion/Action on additions to the previously reviews draft to the City Noise Ordinance 335-8.

Chief Chaney Austin states the Committee had the opportunity to discuss and approve noise ordinance. Since then, feedback from a residence came forward on changing and adding language on light motor vehicle control like loud engine, and loud exhausts that are disturbing the peace. It was added to the draft ordinance in red. Another change is authorizing the City Clerk or designee to issues residential noise permits and commercial noise permits were to be determined by PSC. There are other changes listed in red in the packet.

No questions or discussion. Angela Davis moves, Mark Zwart 2nd. Motion passed by unanimous vote.

7. Review Monthly financial Reports Law Enforcement, Fire Protection, Emergency Communications and Ambulance

No report.

8. Discussion of Future agenda items.

No future agendas to discuss.

9. Reports

a) Fire department

Chief McMullen states that engine 4 has been in repair for 3 weeks, that repair has exceeded maintenance budget by \$16,000. There has been a total of \$36,000 spent this year on maintenance a lot of it due to deferred maintenance that should have been taken care of over the years. Should have little to no effect on budget. There have been 5 new volunteers November. Looking to add 7 more and have interviews lined up. They all have committed verbally to take the level entry class that will be posted in January.

Thanking those who showed up to the public safety tour held by Chief McMullen. Call volumes are high, a lot of overdoes, trauma calls, mental health calls. McFarland has an engine and ladder out, so for structure fire calls an engine from Maple Bluff and a ladder from McFarland will be called out. There has been a good deal of training for EMS and Fire. Police and Ems are working together to better equip police officers to allow for more rapid responses. Staff will provide training for officers on Narcan and lifesaving trauma. Chief McMullen will start working overnights twice a month at station starting January 1st.
-Alder Moore asks what kind of an increase when it comes to over doses?
Chief McMullen explains it's currently the top 3 call type in October and November, it comes and goes in waves and often represents Madison numbers.
-Mark Zwart asks if the police officers do not carry Narcan now? And where will the cost be covered from?
Chief McMullen explain that Officers are equip with Narcan as of now for handling evidence. The new deployment will be covered under the operational medical supplies so it matches what EMS is using.
-Connie Miley shared info of programs that give Narcan for free. McMullen states that government's agencies do not qualify for those programs.

b) Police Department

Chief Chaney Austin states #1 calls for police Officers are assist Fire Department, EMS, and mental health related calls. It's so beneficial for Police Officers to be carrying Narcan and the training for officers will be conducted by Chief McMullen and staff. There is a desire to provide additional training for Incident command structure (ICS). There is a shift in active shooting training where all departments in the County are working to have the same protocol and trainings. Chief Chaney Austin also gave thanks to those who came to open house for police and fire. One of our new officers did not pass one of the required components of the academy. PD has begun a hiring process. PFC should see the candidate(s) at their Dec 21st meeting. PD just closed the hiring process for new Dispatcher. The Chief has received authorization to double fill that position so the new hire can begin training in January. New K9 has been selected, Winnequah School is helping to select the name of the K9. There is also a K9 pancake breakfast benefit December 5th 7am-12pm. Adults for \$8 dollars and Kids for \$5 dollars and Santa will be there 8-11am. It's also to celebrate K9 Miya's retirement. Chief Chaney Austin states that community engagement is extremely important for the department and community. It is now required that all staff members attend one community engagement event each quarter to help break down barriers and create dialogue between employees and the community. There has also been a change to service protocols. Calls officers will no longer be responding to are private parking (unless its breaking fire protocols or other safety hazard); private property cashes; civil disputes; theft complaints where no suspect info is known or the value less than \$2500; and property damage – similar circumstances as the changes to theft complaints. These calls will be routed to self-report. This is being put in place in order to allow officers to catch up on administrative work that needs to be turned in as well to focus on priority calls and proactive efforts.

Alder Moore asks how the Department is getting the word out to the community of the change? Chief Chaney Austin states that we are still taking calls, but Dispatch will explain the changed process and what will happen after a self-report is made to help assist the caller. Officers will respond to call listed above if there is a language barrier or hate crime enhancer or other similar situation in which an officer's presence is needed.

10. Next meeting date: January 26th, 2022

11. Adjournment

Motion to Adjourn: Connie Miley moved, Angela Davis 2nd. Unanimous vote to adjourn.

DRAFT



Monona Fire Department

5211 Schluter Road
Monona, WI 53716
Business Tel • (608) 222-2528

RE: Details for LTE wage increase

We currently pay \$18.00/hr for LTE coverage with no further benefits. Our contemporaries in Dane County (Sun Prairie, Fitchburg, Fitch-Rona EMS, Deer-Grove EMS, Middleton, etc) currently have LTE wages of \$20.50/hr or higher, with most hovering around \$22.00/hr.

We also require additional certifications that many people do not have, to be an LTE here (fire certifications).

My proposal is to use the existing wage line item to increase our LTE pay to \$20.00/hr effective 2/1/2022.

Currently, we have an approved LTE budget for 2022 of \$46,656.00. This gives us 216 hours of LTE coverage monthly at \$18.00/hr. My proposal will do the following:

- Reduce monthly hours to 204 (12 hours a month less) for the remaining 11 months
- Increase pay to \$20.00/hr

As of January 31, we used 55 hours of LTE time in January. That accounts for \$990.00 for the first month.

My formula looks like this:

Current – 18 (wage) x 216 (hours a month) x 12 (months) = \$46,656.00

Proposed – 20 (wage) x 204 (hours a month) x 11 (months remaining) = \$44,480.00

Adding the proposed line item to our current cost as of January 31 = \$45,870.00

This proposal makes us competitive for LTE hours with our contemporaries, provides a higher wage to those that choose us over others, and comes in under the approved budget line item in the 2022 budget.

Thank you for the consideration!

Jerry McMullen
Fire Chief

City of Monona
Wage Increase Request

Original XXX Revised _____

Budget Year: 2022

Justification

Explain the reason for the wage increase:

Our current LTE wages are set at \$18.00/hr with no additional benefits. This wage has been set for several years, with the last increase unknown at this time. We require that our LTE staff have fire and EMS certifications at this time, yet we provide the lowest LTE wage in Dane County. Most LTE positions in Dane County are for EMS agencies, with no fire certifications required, yet the next lowest LTE wage is \$20.50/hr, with most hovering around \$22.00/hr as of 2022. I am proposing that we increase our current LTE wage from \$18.00/hr to \$20.00/hr using the existing LTE wage line item, effective 2/1/2022. I will adjust our monthly LTE hours to account for the increase this year, and build it into next years budget. See attached document for real number details.

Revenue Source for Postion:

| % | Source: | | |
|--------|--------------------------|-------|---------------|
| 100.0% | General Levy | _____ | Grant Funding |
| | User Fees | _____ | Water Utility |
| | Other Unit of Government | _____ | Sewer Utility |

| | | |
|-----------------------------|----------------------|---------------------------|
| Effective Date: | _____ | February 1, 2022 |
| Current Hourly Rate: | _____ | \$18.00 |
| Proposed Hourly Rate | _____ | \$20.00 |
| Hours: | _____ Full Time | |
| | <u>XXX</u> Part Time | # of Hours: <u>Varies</u> |

Prepared By:

| | | | |
|--------------|-----------------------|-------|-----------|
| Department: | Fire / EMS Department | Date: | 1/10/2022 |
| Prepared By: | Jeremy McMullen | Date: | _____ |
| Reviewed By: | _____ | Date: | _____ |

Office Use Only:

| | | | |
|--|-------------|---------------|-------|
| Approved: | Date: _____ | Resolution #: | _____ |
| Not Approved: | Date: _____ | | |
| Conditions of Approval (if any): _____ | | | |



MONONA POLICE DEPARTMENT

Title:

CANINE USE AND REQUESTS

POLICY: 4.006

Date Issued:

Revised:

Special Instructions: Updates Procedure 4.006 Canine Use and Requests (10-15-10)

PURPOSE:

It is the purpose of this policy to provide guidelines for the use of and request for police canines in field operations.

POLICY:

Because of a superior sense of smell hearing, ~~and ability to safely apprehend persons exhibiting violent behaviors and potential aggressiveness,~~ the trained law enforcement canine is a valuable supplement to the police workforce. However, utilization of canines requires adherence to procedures that properly control their use of force potential and that channel their specialized capabilities into legally acceptable crime prevention and control activities.

DEFINITION:

Canine Team: An officer handler and his or her assigned police canine.

OWNERSHIP OF DOGS

1. All purchased Canines used by the City of Monona Police Department are the property of the City of Monona Police Department. The dogs are to be considered a valuable tool issued to the handlers by the Department. Proper care and maintenance of the dog is the responsibility of the handler. This responsibility is assumed by the Officer at the time the officer requests to be and is assigned to the Canine Unit.

2. Police dogs will not be used for any purpose other than official duties. Prohibited uses include, but are not limited to:

- a. Use for personal gain;
- b. Entry in any dog show or exhibition, or registration with any

society or organization without authority of the Chief of Police; and
c. Handlers will not use or permit the use of dogs for stud or breeding purposes without the permission of the Chief of Police.

3. The Department may transfer ownership of a dog to the last handler for the sum of \$1.00 when it becomes necessary to retire a dog from active duty or the City decides to discontinue the program. The handler who wishes to keep the animal will do so at the handlers own expense. Upon transfer, the Department will assume no liability for any future actions or incidents involving the dog. Should the last handler decline the dog, the Chief of Police shall make arrangements for the disposition of the animal.

CANINE UNIT SUPERVISOR

- 1. The Canine Unit Supervisor will be a sworn City of Monona Police Department supervisor designated by the Chief of Police.
- 2. Canine Unit Supervisor Responsibilities:
 - a. Coordination of In-Service Training;
 - b. Approval of Equipment inventory and purchases;
 - c. Receive monthly Maintenance of Canine Unit records;
 - d. Receive prepared monthly Canine Unit Report.
 - e. Assignment & Coordination of Canine Unit demonstrations.
 - f. Prepare an annual Canine Unit Operating Budget; and
 - g. Other duties as required of the Chief of Police.

SELECTION OF CANINE HANDLERS

1. Unless otherwise determined by the Chief of Police, vacancies in the Unit will be filled through a competitive selection process. The process may include an application, oral interview, physical fitness test, and additional phases as determined by Administration to evaluate the applicants.
2. Service as a canine handler will be voluntary.
3. Prospective canine handlers should:
 - a. Have a sincere interest in dogs and their application to law enforcement;
 - b. Realize that canine handlers must devote more than assigned on-duty time to the care and training of the dog, and be willing to make this commitment; and,
 - c. Realize that, due to the time and expense involved in the training of a handler and dog, changes in duty assignments will not ordinarily be made.
4. Canine handlers will be required to:
 - a. Complete a rigorous training program,
 - b. Maintain themselves in such physical condition as to enable them to perform the more strenuous assignments given to the Canine Unit,
 - c. Have successfully completed their probationary employment period;
 - d. Have consent of their spouse or domestic partner, if applicable, to become a canine handler;
 - e. Reside in a home with adequate space for the placement of the Canine; and,
 - f. Reside within a 25 mile radius of the City of Monona which is a reasonable time frame to assure reasonable response time in case of call-outs.

TRAINING AND TRAINING AIDS

1. Initial training is required for each canine team. During the initial training, the Department shall pay the costs for registration, transportation and lodging for the handler to receive the training. Costs may be offset through public contributions made to the MOPD K9 program.

2. The following are the canine team training requirements:

Canine handlers shall attend and successfully complete a department-approved certification training course with the canine on a yearly basis at a location approved by the Department.

The Canine Team shall train periodically with other canine units during monthly trainings.

3. Records of individual training is to be maintained by the K9 handler. Any formal training shall be forwarded to the K9 Team Supervisor and Operations Lieutenant.

4. Narcotic training aids, when not in use, shall be stored properly. Only canine handlers and canine supervisors shall have access to the storage area. A quarterly inventory shall be conducted and reported to the Assistant Chief of Police.

When training aids reach their recommended expiration, they shall be destroyed. New training aids shall then be obtained from the Drug Enforcement Agency. Narcotic training aids obtained from the Monona Police Secure Property Section shall be properly documented through the Records Management System and on the quarterly inventory provided to the Assistant Chief of Police.

CANINE HANDLER RESPONSIBILITIES

1. Must successfully complete the initial training and certification.
2. Must attend and complete in-service refresher course assignments and requirements.

3. Must practice techniques and strengthen weak areas while both on and off duty.
4. Must provide the canine unit supervisor with a log of in-service training activities on a monthly basis, or as they occur.
5. Must coordinate with the Canine Unit supervisor for In-Service assignments.
6. Must assist with coordination of Canine Unit demonstrations.
7. Coordinate with the Canine Supervisor for purchasing of equipment through the K-9 fund.
8. Canine handlers are personally responsible for the daily care and feeding of their animal to include:
 - a. Maintenance and cleaning of the kennel and yard area where the canine is housed;
 - b. Provision of food, water and general diet maintenance as prescribed by the departmentally authorized veterinarian;
 - c. Grooming on a daily basis, or more often as required by weather, working conditions or other factors;
 - d. Daily exercise; and,
 - e. General medical attention and maintenance of health care records.

b. This vehicle will be equipped with all equipment normally installed on other Department marked vehicles and also specially equipped to transport the dog and maintain security for the animal. The marked canine vehicle will also be equipped with any special items required for canine operations and care.

c. The canine vehicle will be used, whenever possible, for the transportation of police dogs when on-duty. Other marked vehicles may be used for transportation of police dogs in place of or in addition to the canine vehicle when needed.

d. The marked canine unit may be used to attend in-service training functions.

e. Only canine unit dogs will be transported in the canine vehicle. Transporting other animals in this vehicle will increase the potential of the police dogs contracting various diseases. This restriction applies to animals of all types, not just other dogs. Humans will not be transported in the area designed to carry the police dog.

2. City of Monona Personnel Policy on Monona Police Department Canine Team use of vehicle:

a. Each MOPD Canine team will be assigned a squad for their exclusive use. The squad may be used for off-duty related purposes after receiving permission from either the Chief of Police or the Assistant Chief of Police. Off-duty use shall only be approved only if the activity involved benefits the health, wellness and training of the dog. The officer shall consider themselves on-duty (and may earn MOPPA Admin time) while in operation of the vehicle during transit to the off duty activity.

b. Canine Officers are allowed to keep their squads at their residence, and to use them as follows:

CANINE UNIT VEHICLES

1. Monona Police Department Canine Team use of vehicle

a. The Department will maintain an unmarked canine vehicle that will be assigned to individual Canine Unit personnel while on-duty. The vehicle will have an insert designed for transporting the dog. In the event the assigned vehicle is out of service, and no other department vehicles are available, the Canine Handler may have to transport the dog from their residence to the City of Monona Police Department in their own vehicle.

1. Driving to and from work.
 2. During the Canine Team's normal hours for duty.
 3. Transportation of Canine to a veterinarian, grooming or kennel.
 4. Picking up dog food or other required Canine related equipment.
 5. Transportation of Canine Team for work related training.
 6. Any other transportation required to MOPD related training that involves being accompanied by the police canine.
- c. If the Canine Handler is required to be away from his/her vehicle and the dog is in the vehicle, the vehicle shall be locked and appropriate ventilation will be provided.

VETERINARY SERVICE, KENNELING, SICK LEAVE, VACATION

1. Veterinary Service:

- a. Handlers will only have their dogs examined or treated by a Department approved service.
- b. All medical arrangements are to be made by the handler and veterinarian, with notification to the Canine Unit Supervisor prior to scheduled treatment.
- c. In cases of extreme emergency, the closest veterinary service may be used without prior approval, and the Canine Unit Supervisor notified as soon as possible.
- d. All medical bills are to be forwarded to the Canine Unit Supervisor for approval, and then forwarded to appropriate Department personnel for payment.

2. Kenneling:

- a. Dogs will be kept only in Department approved kennels.

b. The handler will submit all requests for kenneling to the Canine Unit Supervisor for approval.

c. The kenneling agent will not release the dog to anyone except the handler, without the written authorization of the Canine Unit Supervisor or the Chief of Police.

3. Sick Leave, Handler or Dog:

a. If the handler is ill and neither the handler or the handler's family can care for the dog, it will be kenneled at a Department approved kennel.

b. If the dog is ill, the Department Veterinarian will determine if the dog should work. This determination should be made at least six (6) hours prior to the start of the tour of duty. The Canine Unit Supervisor should be notified anytime a dog cannot be used due to illness. The handler will report for duty.

4. Vacation:

a) A dog will not accompany a handler on vacation without prior approval of the Canine Unit Supervisor or the Chief of Police. If a handler is on vacation or going out of town for a period exceeding twenty-four (24) hours, and no family member is available to properly care for the dog, a Department approved kennel will be used. No other officer will work the dog.

b) Veterinary services will be paid with the K-9 fund which is raised through donations and continuous fundraising or cash seizures. Kenneling for up to 12 days in a calendar year will be paid through the K-9 fund. Additional days may be authorized by the Chief of Police.

HANDLER INJURED OR KILLED

1. In the event a handler is killed, injured, or otherwise unable to properly control the dog, and it becomes necessary to remove a dog from the scene, the Canine Unit Supervisor will be notified as soon as possible.
2. It will be the Canine Unit Supervisor's responsibility to determine the method of removing the dog.
3. A shift supervisor or OIC shall assume the responsibility for removing the dog if no other handler can be contacted.
4. Any attempt to remove a dog which may result in the animal being harmed or destroyed, should be considered only as a last resort. If time permits, an Animal Control Officer, another K-9 officer, or someone the dog is familiar with should be contacted to assist in safely removing the dog.
5. The safety of the handler, other officers and the public shall be the prime consideration in the method and timeliness of removing a dog.

PROCEDURES

CANINE UNIT UTILIZATION

1. Canine teams are generally available, via mutual aid requests of departments that staff Canine Units, on a 24-hour, on-call basis through the Dane County Communications Center. They are capable of: conducting building searches for offenders in hiding; assist in the arrest or prevent escape of serious or violent offenders; protect officers or others from death or serious injury; track suspects, or locate lost or missing persons, hidden instrumentalities or evidence of a crime; and detect the presence of concealed narcotics.

Canine teams should not be requested to be used to respond to minor complaints but may requested for assignments not listed here with the approval of the Officer in Charge.

2. Canine handlers responding from other departments and jurisdictions are responsible for determining whether a situation justifies canine use and the appropriate tactical measures that should be taken. Police canines may not be handled or given commands by anyone other than the assigned handler.

CANINE BITES AND INJURIES

1. ~~Departments responding to assist the City of Monona Police Department are governed by their department's use of force policies.~~ In all instances where a canine is deployed in a tactical situation a written report shall be completed. Due to the City's possible exposure to civil litigation, whenever a canine bites an individual pursuant to a mutual aid request, the Canine Handler shall:

- a. Verify that medical treatment has been obtained for the person, unless refused;
- b. Notify the Operations Lieutenant
- c. Take color photographs of the affected area if possible prior to and following medical treatment; and
- d. Submit a written report whenever it has been alleged that a canine has bitten or otherwise injured an individual. The report must detail the circumstances surrounding the incident, the identity of the individual involved and any witnesses, the extent of the injuries if known, and measures taken in response to the incident. The report shall be completed and forwarded to the Chief of Police and the Canine Unit Supervisor.

OUTSIDE AGENCY CANINE RESPONSE

Departments responding to assist the City of Monona Police Department are governed by their department's use of force policies.

BUILDING SEARCHES FOR SUSPECTS IN HIDING

1. A primary use of departmental canines is for locating suspects in buildings or related structures where a search by officers would create an unnecessary risk. These searches shall be governed by the following:

Patrol officers shall secure the building perimeter.

Officer shall request that communications personnel contact the building's owner to determine whether there may be tenants or others in the building and to ascertain the building's layout.

When a canine building search is anticipated, a preliminary search by officers should not be conducted, as this will interfere with the canine's ability to discriminate scents.

The on-scene officer in charge shall also take the following steps in preparation for the canine search:

Evacuate all tenants, workers or others from the facility.

Officers shall secure all exits and limit communications to those of a tactical nature.

Officers shall fully cooperate with the responding canine handlers and their instructions.

CROWD CONTROL

~~1. Canine teams may be requested where large groups of people are gathering, however, canine teams shall not be requested for crowd control at peaceful demonstrations.~~

~~2. Canine teams may be requested for crowd control upon approval of the officer in charge to protect life or property during a riot or other major unauthorized gathering that cannot be controlled by other means.~~

Police canine teams shall not be deployed for crowd control. It is understood that the mere presence of a police canine in that

setting may have an adverse effect when managing such environments.

DRUG DETECTION

1. Use of police canines in a drug detection capacity is authorized in the following situations and under the following conditions:

2. The use of drug detection canines in public schools is permitted only when:

The school District Superintendent or School Principal or designated authority requests or approves use of the canines. All requests must be made in writing and come from the school district superintendent or school principal. The written request must state the school district has a written policy, which is in compliance with Wis. Statute 118.325.

3. Sniffs of the exterior of homes -- either individual dwellings or the common areas of multiple unit dwellings -- may be permitted when:

The officer has probable cause to be on the property.

The owner has given consent.

A search warrant has been obtained.

4. Drug-sniffing canines may be used to sniff motor vehicles when:

Reasonable suspicion exists to believe the operator or passengers are in possession of illegal narcotics; or

During a valid vehicle stop, the canine is used to sniff the vehicle's exterior in an exploratory manner. Unless the canine alerts to the vehicle, the operator may not be detained longer than necessary to conclude the business associated with the initial stop.

TRACKING AND SEARCHES

1. Tracking

a. Police canine teams may be used to assist in tracking of persons for investigatory or community caretaker purposes. If Monona

canine team resources are unavailable, police canines ~~are available upon a valid~~ may be called upon via a valid mutual aid request, and with approval of the officer in charge, to track missing persons or suspects, or to locate evidence that the watch commander has reason to believe has been abandoned or hidden in a specified open area. Such searches are subject to the following conditions and limitations:

When officers are pursuing suspects and contact with the suspect is lost, the officer, before requesting a canine team shall:

Stop and pinpoint the location where the suspect was last seen;

Avoid vehicle or foot movement in the area where the suspect or subject was last seen.

Canine teams may not be requested for use to apprehend anyone suspected to be under the influence of drugs or alcohol if no other crime is involved, or the mentally disturbed if no crime is involved.

On-scene personnel shall:
Secure the perimeter of the area to be searched;

Secure the integrity of the area to be searched by keeping all personnel out of the area; and

Protect all items of clothing that will be used for scent from being handled.

2. Building Search

a. Building should be secured and no one allowed to enter.

b. Department personnel, as well as all other persons in the area, should remain clear of the suspected point of entry while awaiting the arrival of a canine team.

c. Attempts should be made to contact a key holder to determine the possibility of someone lawfully occupying the premises, and to determine if there are any special conditions the canine handler should be

advised of, such as; chemicals, poisons, or other items potentially dangerous to the handler or dog.

3. Field Search

a. The area should be secured to the extent possible and no one allowed to enter.

b. The handler will determine the method and direction of the search.

c. A back-up officer will be assigned as specified previously in this procedure.

d. The handler will determine, at the time of the search, whether the search will be conducted on or off lead.

4. Article Search

a. When searching an area for an article (lost/discarded), the area should be secured to the extent possible and no one allowed to enter the area.

b. Search will be conducted in the same manner as a building or field search, whichever is appropriate.