



CHAIRMAN'S MEMORANDUM

NO. 2-2006 March 27, 2006

**TO: SHERIFFS, CHIEF ADMINISTRATIVE OFFICERS, COMMISSIONERS OF CORRECTION,
TRAINING COORDINATORS**

RE: Guidelines Manual for the Use of Canines in Correctional Facilities

The Commission, working in conjunction with several agencies that employ K-9 Units, as well as the Division of Criminal Justice Services' Office of Public Safety, have developed guidelines for the establishment, training and use of canines in a correctional facility. The training and subsequent refresher training are to be done according to established standards, and are no different from those used in other aspects of law enforcement. However, due to the unique setting of a correctional facility, an institution where persons live and work in close interaction, issues of safety, humane treatment and human rights must be addressed when formulating such guidelines, as well as correctional standards and law. The employment of canines in a correctional setting therefore is subject to regulation and oversight by the Commission of Correction, under Correction Law §§ 500-c and 500-k, and 9 NYCRR Part 7000 et seq.

Any facility administration currently using a K-9 unit in its facility, or contemplating doing so, shall adhere to the guidelines as established by the Commission. This manual is available to those counties who have units or are contemplating establishment of one by writing to the Commission:

NYS Commission of Correction
Attn: K-9 Manual Request
80 Wolf Road, Suite 401
Albany, NY 12205-2670

Please note that for all instances of a use of force with a canine, no matter how apparently minor, must be reported as a Reportable Incident (RI), in the same fashion as the use of a chemical agent is reportable as part of RI's such as individual inmate disturbances. A format for this report is included in the manual and must be submitted with the Reportable Incident form(s).

Please be sure that your K-9 unit, if you already have one employed in the jail, requests this manual and makes any policy and procedure changes required to come into compliance with these guidelines.

Alan J. Croce, Chairman/Commissioner

New York State Commission of Correction
80 Wolf Road, 4th Floor
Albany, New York 12205
(518) 485-2330

Alan J. Croce, Chairman/Commissioner

Frederick C. Lamy, Commissioner
Frances T. Sullivan, Commissioner