

# Ministry of Defence Police



## Operational Support Department

### Police Dog Home Kennelling Policy

<b>Owner</b>	ACC (OS)	<b>Portfolio Holder</b>	ACC (OS)
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## **STATEMENTS**

### **European Convention on Human Rights**

This Policy and Procedure is not believed to affect, or potentially affect the rights of individuals under the European Convention on Human Rights

### **Diversity & Equality**

This policy has been Equality and Diversity Impact Assessed in accordance with the Department's Equality and Diversity Impact Assessment Tool against:

Part 1 Assessment Only – No Equality and Diversity impact.

A copy of the assessment has been forwarded to D&E Unit, Building 66 MDPGA HQ, Wethersfield, Braintree, Essex CM7 4AZ

### **Freedom of Information (FOI)**

Pages 1 - 5 (Introduction, Policy Statements, Applicability and Effective Date) of this document are suitable for publication under the Agency FOI scheme, and may also be entered into the Defence Publication Scheme.

## **INTRODUCTION**

1. Police Dogs handled by Ministry of Defence Police (MDP) officers are generally housed at kennels within the establishment where they are stationed. This is a longstanding arrangement with the host establishment covering the cost of the kennelling and other associated expenses.
2. However, in order to meet operational and/or welfare requirements some police dogs will be kennelled at the home of their handler.
3. The aim of this policy and associated procedures and processes is to ensure that common minimum standards of accommodation and welfare are applied whenever police dogs are kennelled at the home of their handler.

## **ABOUT THIS DOCUMENT**

4. This policy gives direction and guidance for the home kennelling of police dogs deployed by the MDP.

## **POLICY**

### **Policy Statements**

5. On the grounds of operational efficiency, specialist search dogs attached to Operational Support Department will be home kennelled.
6. In exceptional circumstances other police/specialist dogs may be home kennelled on the grounds of operational requirement and/or animal welfare.

### **Applicability**

7. This policy and associated procedures and processes are applicable to all members of the MDP or their representatives.

### **Effective Date**

8. This Policy becomes effective on the 9<sup>th</sup> March 2009.

## **PROCEDURES AND PROCESSES**

### **Home Kennelling – Approval process**

9. On the grounds of operational efficiency, specialist search dogs attached to Operational Support Department will be home kennelled.

10. In exceptional circumstances other police and specialist dogs may be home kennelled on the grounds of operational requirement and/or animal welfare. The Divisional Dog Advisor (DDA) will carry out an assessment visit and submit a written report (including a veterinary report if appropriate) through the appropriate Divisional Headquarters to the ADO for comment. The minuted report will then be forwarded to the Divisional Commander/Hd of Department for approval.

### **Handler/Dog Assessment**

11. All officers who home kennel must be volunteers. Their past record on dogs will be assessed by the DDA/ADO, who will take into account length of service on dog handling duties, courses completed, past good conduct and an acceptance by the handler of all the conditions laid down in this policy document.

12. Prior to being accepted for home kennelling the relevant DDA/ADO will carry out an inspection of the officer's home environment taking into account the following factors:

- a. Space available to site a suitably sized kennel;
- b. Level of security of the garden to lessen the risk of the dog escaping or outside interference with the dog;
- c. The support of members of the handler's family living within the property;
- d. Assessment on the behaviour of the dog with regard to the possibility of it being a noise nuisance;
- e. Local authority regulations regarding placement of kennels in gardens and safe disposal of dog waste;
- f. Suitable transportation to and from place of duty;
- g. Availability of approved veterinary care;
- h. Availability of suitable areas for dog exercise.

## **Kennelling**

13. Officers will be provided with a kennel of sturdy construction in which to house the dog. A concrete base will be provided if required. All solid waste will be disposed of in accordance with local authority regulations. Any faults with the kennel requiring maintenance will be reported to the DDA/ADO who will arrange for repairs to be carried out. Repair costs will fall to Divisional/HQ budgets.

14. The handler will be required to notify the DDA/ADO of any changes in personal circumstances such as a change of address. If the handler moves house within the first year of the MDPGA supplying concrete base or ground preparation the handler may be liable for 80% of the cost of ground preparation at their new address, this figure would drop to 60% for the second year, 40% for third year and 20% for fourth year<sup>1</sup>. If a handler moves house after this period the MDPGA will pay 100% of the costs involved.

## **Food and Kennel Equipment**

15. Food for each dog will be provided from the Ration Account of the respective parent unit Dog Section.

16. The handler will be provided with a secure container for the safe storage of kennel cleaning chemicals and all necessary equipment for carrying out kennel hygiene. This equipment will be inspected (as part of the annual inspection process) to ensure it is fit for purpose.

17. Kennel cleaning chemicals will be drawn from the parent unit, however, cleaning equipment will initially be supplied by Ops Resources and thereafter any replacement items would fall to Divisional/HQ budgets.

## **Transportation**

18. Where official transport is not provided, officers will transport their dog to and from their place of duty in their private vehicle, which will have business use insurance. The vehicle will be capable of accommodating a metal dog cage, of suitable size to hold the dog, which will be provided for the handler. The dog will be kept caged at all times whilst in the vehicle.

## **Welfare**

19. The handler will remain responsible for the dog at all times when the dog is within the home kennelling environment, this includes exercising and transportation.

20. The handler will ensure that the dog receives at least one hour's exercise daily, over three separate periods, on rest days, annual leave and public holidays. Only qualified dog handlers or kennel persons will be permitted to exercise the dog. The dog will only be exercised in areas providing minimal

<sup>1</sup> Where the handler is transferred due to official relocation or on welfare terms these provisions will not apply.

public contact and at all times the handler will remain in full control of the dog. Any incidents involving members of the public and/or other dogs must be reported at the earliest opportunity to the appropriate DDA/ADO.

21. At all times the handler will follow laid down Force, Defence Animal Centre (DAC) and ACPO guidelines concerning the care and safe handling of Police Dogs. The MoD will meet any claims for compensation arising from the actions of the dog or handler unless it can be shown that there was negligence on the part of the handler in which case the MoD would decline liability. A risk assessment will be available detailing all safety precautions to be followed; a generic risk assessment for this purpose is included at Annex A.

22. Dog handlers should ensure that they have the appropriate home insurance to cover any damage caused by the dog. Any additional premium invoked by the additional insurance requirements will be offset by the Home Kennelling Allowance referred to in para 30 below.

23. During periods of absence (including courses, annual leave, sickness and any other legitimate time away from the dog) when the handler is unable to care for their dog, the DDA/ADO will make alternative arrangements for the dog to be kennelled at the parent unit dog section.

24. To assist in negating the risk of a home kennelled dog reacting badly when it has to be kennelled on such occasions, the handler will ensure that kennel staff are given the opportunity to get to know the dog within the kennel environment.

25. Should a dog show signs of sickness, telephone advice should be sought in the first instance from the RAVC Veterinary Hospital at DAC and if a visit to veterinary practice is required an authority number will be issued in the normal manner. Only veterinary practices on the approved Royal Army Veterinary Corps (RAVC) list may be used. In the case of a need to isolate a dog, it will be removed to an appropriate isolation facility.

### **Inspection**

26. An annual inspection of the home kennel environment will be carried out by the relevant DDA, who will compile a report for the Divisional Commander/ADO highlighting any welfare issues and also any maintenance issues with the kennel. This will include a physical check of all kennel cleaning equipment and the secure chemical cleaner container to ensure suitability for use.

27. At all other times handlers will permit access to the DDA/ADO to carry out inspections following incidents, complaints or any other occasion where an inspection is required to provide support to the handler/dog or to address any issue of concern. The factors referred to in paras 11 and 12 above will also be considered and re-appraised during annual inspections.



28. The handler will present their dog at their parent unit dog section for the annual inspection by the Veterinary Services Inspection Team or any other approved inspection.

29. The handler will provide a contact telephone number to ensure that the relevant DDA/ADO can contact them with regard to welfare issues and likewise the handler will contact the DDA/ADO when they require advice/assistance.

### **Allowances**

30. All officers that home kennel will be paid an appropriate allowance. This allowance takes into account time spent by the officer caring for the dog whilst off duty. The time spent caring for the dog will not be classed as duty time with regard to the European Working Time Directive.

## **SIGNATURES/AUTHORITY**

This Policy was endorsed by Assistance Chief Constable (Operational Support) on the 26<sup>th</sup> February 2009.

Signature: J.P. Bligh (signed on original)

Name: J.P. Bligh

Authority: Assistance Chief Constable (OS)

## MDPGA GENERIC RISK ASSESSMENT

<p>1. <b>TLB/HLB:</b> ACC (OS)</p> <hr/> <p><b>Unit/Estab:</b> MDPGA HQ Wethersfield</p> <hr/> <p><b>Sect/Dept:</b> Operational Support</p> <hr/>	<p>2. <b>Assessment No:</b> HK(ADO) 01/08</p> <hr/> <p><b>Assessment Date:</b> 06/09/08</p> <hr/> <p><b>Assessor:</b> Insp B McMurphy</p> <hr/>																		
<p>3. <b>Activity/Process:</b></p> <p><b>Home Kennelling and Exercising of MDP Dogs</b></p>	<p>4. <b>No of Persons at Risk:</b> (indicate with tick)</p> <table border="1"> <thead> <tr> <th></th> <th>Employees</th> <th>Others</th> </tr> </thead> <tbody> <tr> <td>1</td> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>2-5</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>6-10</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>10</td> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td>Plus</td> <td><input type="checkbox"/></td> <td>(Public)</td> </tr> </tbody> </table> <p><b>Note:</b> Activities that pose risks to more than one person or members of the public should be afforded a <b>high priority</b>.</p>		Employees	Others	1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2-5	<input type="checkbox"/>	<input type="checkbox"/>	6-10	<input type="checkbox"/>	<input type="checkbox"/>	10	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Plus	<input type="checkbox"/>	(Public)
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Plus	<input type="checkbox"/>	(Public)																	
<p>5. <b>Risks/hazards involved with Activity/Process:</b></p> <ul style="list-style-type: none"> <li>a Nuisance noise for neighbours</li> <li>b Dog bites to members of the public and/or their pet animals whilst dogs are exercised</li> <li>c Dog escapes from kennel/garden</li> <li>d Bite to persons entering property</li> <li>e Contact with zoonotic animal borne diseases</li> <li>f Contact with potentially harmful substances used in animal husbandry, kennel cleaning and veterinary treatment</li> <li>g Injuries to officers or members of the public whilst a dog is being transported or being carried in a vehicle</li> <li>h Animal welfare is compromised by Home Kennelling</li> <li>i Injuries to dog whilst being home kennelled, being transported or exercised.</li> <li>j Animal care while handler is on annual leave or suddenly taken ill</li> </ul>																			
<p>6. <b>Existing Safety Measures/Controls:</b></p> <ul style="list-style-type: none"> <li>a Neighbours to be advised of the presence of a police dog (5a)</li> <li>b Noisy dogs are to be treated accordingly (5b)</li> <li>c Dog to be housed in an approved kennel of sturdy construction (5c)</li> <li>d Dog not to be left unattended in garden (5b, 5c, 5d)</li> <li>e Garden to be kept secure and checked before periods of exercise, warning signs to be displayed (5b, 5c, 5d)</li> <li>f Only handler or other qualified person will exercise the dog (5b, 5c, 5d)</li> <li>g Handler to ensure that they are aware of the presence of the public at all times (5b, 5c, 5d, 5g)</li> </ul>																			

- h* Handler to ensure that the dog is under control at all times (5a, 5b, 5c, 5g, 5i)
- i* Handler to maintain best possible hygiene practices within the home kennel environment (5e, 5f)
- j* Waste to be disposed of in accordance with local authority instructions (5e, 5f)
- k* Handler to ensure that only cleaning products supplied by the MDP/DAC are used (5e)
- l* Handler to ensure that they are aware of any COSHH assessment pertaining to kennel cleaning agents (5f)
- m* Handler is issued with an approved secure container to store potentially harmful substances (5e, 5f)
- n* PPE equipment to be issued and used as required (5e, 5f)
- o* Handler to ensure that all products used/supplied by veterinary services and other outside agencies are correctly labelled (5e, 5f)
- p* Private vehicles are to be used as a last resort for transporting dogs, official vehicles provided with secure facilities are to be used whenever possible (5g)
- q* The dog is to be caged at all times when being transported in private vehicles (5g, 5j)
- r* Handler to be aware of the possibility of the dog acting territorially and defending the vehicle against a member of the public (5g)
- s* Handler to exercise due diligence whilst transporting dogs in own vehicle and must ensure that business use insurance is in place for that vehicle (5g)
- t* Handler to inform any passengers in vehicle of the presence of the dog (5g)
- u* Handler must not leave the dog in vehicle for extended periods during hot weather (5h)
- v* Handler to ensure adequate ventilation for the dog when transporting in own vehicle (5h)
- w* Handler to establish a safe place to exercise the dog to reduce the interface with the public exercising their dogs (5b, 5e, 5i)
- x* All dog waste to be uplifted and deposited in accordance with local byelaws (5e, 5h, 5i)
- y* Dog to be kept on a lead at all times whilst being exercised in public areas (5b, 5i)
- z* Family member to be briefed on action to be taken if handler is unwell or suddenly taken ill at home (5j)

**7. The Risk(s) Remaining: (After Existing Control Measures)**

If there are none. Or the residual risks are acceptable write "Controls Adequate" below and line manager signs Section 10 to signify approval of the assessment. If Risks still exist, detail them below and rate the Residual Risks & proceed to Section 8 if additional controls are required.

**Risk Rating**

Likelihood x Severity = Rating

<i>a</i>	Nuisance noise for neighbours	1	x	1	=	1
<i>b</i>	Dog bites to members of the public and/or their pet animals whilst dogs are exercised	1	x	3	=	3
<i>c</i>	Dog escapes from kennel/garden	1	x	3	=	3
<i>d</i>	Bite to persons entering property	1	x	3	=	3
<i>e</i>	Contact with zoonotic animal borne diseases	1	x	1	=	1
<i>f</i>	Contact with potentially harmful substances used in animal husbandry, kennel cleaning and veterinary treatment	1	x	1	=	1
<i>g</i>	Injuries to officers or members of the public whilst a dog is being transported or being carried in a vehicle	1	x	1	=	1
<i>h</i>	Animal welfare is compromised by Home Kennelling	1	x	1	=	1
<i>i</i>	Injuries to dog whilst being home kennelled, being transported or exercised.	1	x	1	=	1
<i>j</i>	Animal care while handler is on annual leave or suddenly taken ill	1	x	1	=	1

