



HM Prison &
Probation Service

ORRU

**HMPPS DOGS
SUPPLEMENTARY GUIDANCE**



HM Prison &
Probation Service

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1 Governance responsibilities

- 1.1 The requirements set out in this document apply to all dogs, handlers and dog units/sections deployed within Her Majesty's Prison and Probation Service (HMPPS) and cover their provision, training, maintenance and operational efficiency. Dogs and their handlers will be referred to as HMPPS dog teams. Dogs are valuable security assets for which robust arrangements must be in place at local and national level to ensure compliance with law, regulation and policy.
- 1.2 Prison Group Directorate (PGD) dog sections and establishments with stand-alone dog handlers are accountable for ensuring full compliance with the policy framework and applicable legislation at local level. National accountability is held by Operational Response and Resilience Unit (ORRU), with professional assurance provided by National Dog and Technical Support Group (NDTSG).
- 1.3 ORRU is part of the Security, Order and Counter Terrorism Directorate. Policy development and oversight is provided by ORRU, with NDTSG providing professional oversight of procurement and disposal, operational practice, care and welfare, training and licencing arrangements. A national dog inspectorate team provide professional assurance on behalf of HMPPS and are available to support local dog teams build capability and strengthen practice.
- 1.4 This supplementary guidance provides additional detail to support managers and handlers with responsibility for HMPPS dogs in the performance of their roles.
- 1.5 Any non-compliance or breach of policy, law or regulation must be brought to the attention of the national dog inspectorate or Head of NDTSG. Any concerns about harm to animals under the Animal Welfare Act 2006, or other breach of legislation or policy, must be reported immediately and will be immediately responded to. Where there is any doubt about the appropriate care of a HMPPS dog, it will be immediately (temporarily) removed whilst investigation and potentially disciplinary/legal action is carried out.
- 1.6 Dog unit managers should be at least of substantive Band 5 Custodial Manager grade. They must be able to demonstrate extensive understanding of the requirements in the policy framework and this operational guidance.

2 National Dog and Technical Support Group (NDTSG)

- 2.1 NDTSG are a central resource providing specialist professional oversight of the use of HMPPS dogs and nationally deployable resources in the event of serious incidents across the estate. NDTSG are based at two sites at Hatfield and Kidlington and form part of the wider ORRU operational which comprises trained specialist prison officers and dog handlers deployed in the event of a serious incident on the authority of the National Incident Management Unit (NIMU).
- 2.2 NDTSG have the capability to deploy a wide range of technical equipment at the scene of an incident, including sight and sound, and are trained to provide diversionary tactics including the use of pyrotechnics and general purpose/advanced Tornado dogs. They work collaboratively to resolve incidents as quickly and safely as possible and allow establishments to return to normal operation as soon as practicable.
- 2.3 The Head of NDTSG and operational managers within ORRU have responsibility for providing professional oversight for HMPPS dogs and for updating this guidance to

ensure operational staff in regional and establishment posts are aware of changes to policy regulation and law. They will monitor and identify changes to legislation and conduct research and development to find and test new ways of working that will improve efficiency and outcome.

2.4 NDTSG therefore have responsibility for provision of the following dog services:

- Licencing all HMPPS dogs and handlers.
- Design and development of dog training curriculums.
- Production of drug detection dog training kits.
- Training and delivery of advanced Tornado dogs, arms and explosive dogs, general purpose dogs (GPD) and search dog training for trainers.
- Pre-occupational searching.
- 24/7 specialist dog and technical incident support.
- Governance and assurance of HMPPS dog training and service delivery.

2.5 ***Licencing arrangements***

2.6 All HMPPS dogs must be licenced to undertake operational duties and the national dog inspectorate are responsible for the licencing process. All prison dog and handler teams will be assessed prior to the conclusion of their initial training and prior to being deployed to perform the relevant operational duty. They must be relicensed for each specialism they perform on an annual basis.

2.7 All operational staff handling a prison dog must hold an appropriate current license issued by an assessor accredited and appointed by the Head of NDTSG before they are deployed on dog handling duties.

2.8 All operational HMPPS dogs demonstrating the required standard of performance delivery on assessment will be licensed for operational deployment for a period of twelve months. Dog teams who meet the pass standard for the course, but need to improve on identified elements will be licensed for 3 months and will then be required to retake a re-assessment before the end of the period to ensure the identified areas of concern have been addressed.

2.9 All NDTSG assessors who complete licencing assessments must have been assessed by the national dog Inspectorate as having required levels of skills and operational experience to fulfil this role. All appointments to these roles must be ratified by the Head of NDTSG. In respect of all initial course assessments, the assessor will be a suitably qualified person who was not involved with the running of the course.

2.10 When licencing general purpose or other specialist role prison dog and handler teams, at both initial and reassessment stages, the NDTSG assessor must be satisfied as to the team's safety and efficiency.

3. **Dog Unit Management**

3.1 ***General***

- The administration of dog resources must allow for the maintenance of, and access to, national and local records including information of general relevance considered routine for staff within a particular establishment or group.
- The dog unit/ line manager must provide for the maintenance of, and access to, records and information that have specific relevance to dog resources. This must include:

- Statement of tasks, handover routine and information
- Maps of the establishment
- Dog unit occurrence book
- Security information and reports.
- Management checklists.
- Profile of required work and schedule of attendance.
- Staff attendance detail.
- Current Prison Service Orders and Instructions including national and local operational instructions with specific relevance for or application to a dog team.
- Statement of establishment or group directorates searching strategy and the role of the dog resources within the strategy.
- Searching programmes and records of searches which dog teams have undertaken
- Contingency plans with relevance for or application to the dog unit, including emergency routines and orders.
- National and International legislations appertaining to dogs.
- Dog procurement policy, dog procurement and disposal register.
- Dog records of service and secure storage for dead records.
- Dog food ordering and issue records including any authority to purchase off contract.
- Record of vets visits and kennelling used. List of authorised vets with emergency call out numbers and details of authorised kennels.
- Dog training and replacement programme, list of accredited trainers and first aid staff. National and local dog training course documentation. Secure storage and audit procedure records for all training samples issued by NDTSG. Training equipment, records and secure storage.
- All relevant health and safety documentation including current risk assessments for all facilities and tasking profiles with Safe Systems of Work (SSOW) and Safe Operating Procedures (SOPs) in place.

3.2 ***Dog record of service***

- *Each operational prison dog must have a dog record of service and it is the responsibility of the dog unit/ line manager to ensure it is filled in correctly and stored securely.*
- Provision should be made for records to be available at training sessions for completion of training reports by accredited trainers. Types of service records;
 - *General-purpose dogs*
 - *Passive search dogs (drugs)*
 - *Active search dogs (drugs/MPD/IBAD)*
 - *Active search dogs (explosives/firearms)*
- *All records must have a corresponding document wallet to contain any separate documentation in respect of the dog.*
- Dog service records are auditable documents and may be required to be presented in court or tribunal in any legal action.
- The dog service record must accompany the dog on all movements and transfers.
- A dog's record of service must be readily available to veterinary surgeons, supervisory officers, assessors and the national dog inspectorate.
- *Dog Service Records must be completed and retained by the dog unit manager for a period of seven years after the record is closed upon the death or disposal of the dog. After this seven-year period the record should be examined by the dog unit manager before being destroyed by the establishment or group directorate. Any*

record that shows reason for potential litigation or litigation in the life of the dog or the period afterwards should be forwarded to the Head of NDTSG for retention.

- A Record of Service should be regularly maintained to record:
 - Previous owner details
 - Dog's name;
 - Handlers name
 - Establishment/area team
 - Breed
 - Colour
 - Date of birth
 - Microchip number
 - Sex
 - Dog and procurement details
 - Veterinary treatment record
 - Weight record
 - History/movement of dog record
 - Accreditation reports
 - Training records
 - Dog bite and near miss record
 - Special entries
 - Boarding kennel record
 - Kennel inspection record
 - A copy of the operational license;
 - A copy of the acquisition form;
 - Disposal form (at end of dog's service);

3.3 ***Dog food***

- All prison dogs must be fed with food supplied under the national mandatory contract unless derogation has been given in writing by the Head of NDTSG. There should be no necessity for local procurement.
- Guidance must be in place governing the amount and frequency of dog food issued to handlers relevant to the type of dog and nutritional information from the manufacturers.
- Dog unit managers are responsible for ensuring that ordering is within what is deemed reasonable for the size/breed/number of dogs kept.
- Any handler found misusing the dog food order process (i.e. going out of contract or being found to be using food for their personal pets etc.) may be subject to disciplinary investigation.

3.4 ***Dog related incidents***

- Handlers must report all incidents involving the use of dogs to the appropriate Prison Group Director's (PGD) office, NIMU and the National Dog Inspectorate. An official Dog Incident Report form must be sent to Head of NDTSG as soon as possible after completion.
- Consideration should also be given as to whether the incident fits the guidelines to report via the Single Incident Reporting Line at NIMU on 0207 147 4021. Local enquiries or investigations may be commissioned after dog related incidents in line with PSI 06/2010 (Conduct and Discipline).
- A dog related incident is where a dog is involved and one of the following occurs:
 - Dog bite or attack (on a person)
 - Near miss (e.g. attempts to bite or attack a person, a dog on the loose)
 - Dog bites or attack (or attempts) on another animal
 - A dog is missing
 - Acts of cruelty or welfare concerns relating to HMPPS dogs
 - Any other dog related incident involving actual or potential serious harm, significant damage to property or reputational damage.
- A written Dog Incident Report Form and Use of Force report must be completed and submitted to the national dog inspectorate following any use of force incident

involving HMPPS dogs; once completed this should then be copied to the relevant Governor and PGD's office.

- The dog must not be deployed operationally post incident until a review of the incident has taken place. The report of the incident must be considered, and any necessary action taken by the Head of NDTSG.
- Medical attention must be sought as soon as possible following any injury caused by a dog to a prisoner, member of staff, visitor or member of the public.
- All allegations concerning cruelty or welfare of HMPPS dogs must be documented on Dog Incident Report and sent as soon as practicable to the national dog inspectorate or Head of NDTSG.

Action to be taken in relation to a missing HMPPS dog

- If a dog handler loses their dog, they must verbally inform their manager immediately. In the event the manager is not contactable, the manager's manager must be informed straight away. The manager must contact the NIMU duty officer by telephone and report the incident using the single incident telephone number: 0207 147 4021
- The manager must also inform local kennels, vets, rescue centres and report the missing HMPPS dog to the police by telephone on: 101. At the manager's discretion, if local dog handler resources are available, consideration should be given to deploying them to assist in the search for the missing dog.
- The NIMU Duty Officer must contact the on call National Tactical Advisor (NTA) and pass on all of the information received. The on call NTA will contact the national dog inspectorate on call point of contact who will liaise with the dog unit manager and confirm what actions have been followed and provide further advice and guidance.
- If the dog is found, the dog unit manager must inform the on call National Dog Inspectorate and all other agencies previously contacted as soon as possible. Incidents of this nature need to be recorded on a dog incident report form. A copy of the report must be submitted to the national dog inspectorate point of contact.
- A health check of the dog must be carried out by the handler to confirm if any veterinary treatment is required.

3.5 *Dog unit facilities*

- All dog units must have access to washing facilities for dogs. They must also have access to suitable kennelling, which is of authorised design, supplied by Public Sector Prison Industries (PSPI) and installed correctly onto a base. If PSPI are unable to supply a kennel the Head of NDTSG must be contacted to gain approval for procurement outside of national agreements.

3.6 *Dog unit equipment*

- All equipment must be procured through the proper procurement process, requisitioned through regional dog administration and approved by an appropriate manager/budget holder. No equipment can be procured outside of the recommended list of equipment for handlers or dogs. All uniform must be procured through the current uniform ordering system. Any exceptional circumstances should be discussed with national dog inspectorate and written approval sought prior to purchase.

4. *Dog Procurement and Disposal*

- 4.1 Arrangements for the procurement of dogs by HMPPS will, without exception, comply with [The Animal Welfare \(Licensing of Activities Involving Animals\) \(England\) Regulations 2018](#) This is an imperative and will ensure we achieve transparency, can demonstrate appropriate use of public finances and uphold animal welfare at all times.
- 4.2 PGDs and dog unit/line managers must consult with the Head of NDTSG, or delegated authority, before giving permission to increase dog resources in their group directorate. This will ensure the national dog inspectorate have sufficient resources and capability to support the increase in dog numbers and maintain their service commitments and upscale our training and assurance capability accordingly.
- 4.3 Before requesting authority to purchase a dog, the local manager must satisfy themselves that checks have been made and that proposals to procure dogs meet required standards. Where dog trainers, managers, Governors or PGDs become aware that dogs have been procured from unethical supplier they must inform the Head of NDTSG. Disciplinary investigations must always be pursued where it is suspected that a dog was purchased via an unethical supplier or a supplier functioning outside the requirements of the Animal Welfare Act 2006.

4.4 **Supply and procurement of HMPPS dogs**

- HMPPS may receive dogs as gifts from a variety of other sources, including services such as the MoD or police. This must be declared and authorised in line with organisational policy on gifts and receipt of hospitality.
- Dogs may be procured from 8 weeks old subject to the dog's health, welfare and operational requirements. They may be untrained, part trained or fully trained.
- Puppies must be procured from ethical suppliers and if possible registered breeders.
- Procurement of dogs must be managed in order to fill vacant positions only. It is not permitted to buy dogs in waiting for use in future, they must be matched to a handler vacancy.
- Authority for procurement of dogs must be given by the functional head with budgetary responsibility.
- Any dog identified for purchase above £3000 *must be exceptionally authorised by the local budget holder and the Head of NDTSG or delegated authority.*
- Details of every prison dog must be recorded on local or group directorate register. This register must be kept up to date.
- Dogs are security assets and are at all times the property of HMPPS. They must wear an HMPPS collar and tag while in any public place from point of procurement and be micro chipped in accordance with law.
- All operational female dogs must be spayed unless permission has been granted by head of NDTSG not to do so.
- Dogs of the following breeds may be procured for general purpose duties; German Shepherd, Belgian Malinois, German Shepherd X Belgian Malinois, German Shepherd X Dutch Herder, Belgium Milionis X Dutch Herder.
- Dogs of the following breeds may be procured for search detection duties: Spaniels, Labradors, Retrievers and other gun dog breeds may be procured, any different breeds should be approved by the national dog inspectorate.

4.5 **Selection of HMPPS dogs**

- When considering a dog for procurement as a HMPPS asset, the initial evaluation should consider the operational purpose and training it will be required to undertake.

Dog unit/ line managers should ensure that an appropriately qualified specialist dog Trainer, who has been accredited by Training for Trainers course, evaluates suitability according to the minimum standards below;

- Physical condition and appearance of the animal
 - Health and medical condition of the animal.
 - Confidence – detection dogs should be bold but not aggressive except for potential general-purpose dog duties.
 - Sociability with other dogs and animals – for search detection dogs only
 - Whether the dog displays ability to accept varying conditions and environments.
 - Whether the dog is agile enough to negotiate any reasonable obstacle which it may encounter during its deployment.
 - The ability to concentrate and ignore distractions
 - Have a good search and play drive
- The initial evaluation should be made in the presence of the owner or supplier or their representative.
 - From 2015 in Wales and 2016 in England, the law was made compulsory for owners to have their dogs micro-chipped (if they are over 8 weeks of age). Under the law, at the point of purchase handlers/trainers are responsible for keeping the contact details up to date. Staff moving home or changing phone number need to update their contact details. Failure to do so can result in a fine for which handlers are individually liable.

4.6 ***Purchase and registration***

- If the evaluation is successful and purchase is proposed, then purchase can proceed on the authority of the budget holder.
- An acquisition form must be completed, (Annex A) and must detail the proposed price, payment requirements and any disposal or return requirements if the dog fails its assessment or training. All terms and conditions should be agreed, and the acquisition signed off by the budget holder.
- A temporary training record should be opened on all dogs procured by the dog manager on acquisition and closed when the dog is either found unsuitable or becomes operational. There should be documented management checks by the dog manager to ensure that this is being carried out correctly.
- A signed copy of the acquisition form should be given to the previous owner and a copy entered in the dog's record of service.
- A copy of the acquisition form should be sent to the Head of NDTSG.
- Dogs must only be procured using the authorised SOP procurement payment methods and through regular authorised suppliers if possible.
- All procurement must be completed using the authorised national procurement system.
- Only equipment on the NDTSG equipment list will be authorised for procurement.
- Procurement of HMPPS dogs and related equipment will be subject to internal assurance checks and government financial audit processes.

4.7 ***Disposal of HMPPS dogs***

- At the end of a dog's working or useful service life, the dog unit/ line manager will decide the best outcome for the dog, which may include retirement to the handler or member of public where the dog's temperament permits.

- Any dog failing the initial training, where return to the original owner is not an option, or subsequently is removed from operational duty may be suitable for use within the Armed Forces or appropriate private security firms.
- The manager shall decide which disposal route is appropriate and upon disposal ensure that the appropriate disclaimer within the disposal form (Disposal form A) (Annex B) is brought to the attention of the new owner and the form completed and signed. A copy should be given to the new owner.
- A copy of the change of ownership and disposal form should be entered in the dog's record of service.
- A copy of the disposal form should be sent to the Head of NDTSG.
- For HMPPS dogs no longer required by the service being considered for sale to another service or person, asset advice should be requested from finance before proceeding.
- If the possibility of rehoming a dog cannot be carried out safely and all other options and avenues have been exhausted, in the interests of health and safety it may be that the only safe option would be to have the dog euthanized (disposal form B)(Annex C)

4.8 ***Disposal authority***

- **The process that must be followed when disposing of a HMPPS dog on the grounds of performance;**
 - Initial recommendation is made by a trainer; ideally one who has worked with the dog previously
 - The decision to dispose must be authorised by the dog unit/line manager
 - The decision will be sanctioned by the national dog inspectorate if it relates to a license failure, safety or control.
- **The process that must be followed when disposing of a HMPPS dog on the grounds of age;**
 - Initial feedback sought from the allocated handler
 - Recommendation is made by a trainer; ideally one who has worked with the dog previously
 - The decision to dispose must be authorised by the dog unit/line manager
- **The process that must be followed when disposing of a HMPPS dog on the grounds of handler ability**
 - Initial recommendation is made by a trainer; ideally one who has worked with the dog previously
 - The HMPPS performance management procedures must be followed by the dog unit/ line manager
 - The suitability for reallocation of the dog must be assessed. If the dog is deemed unsuitability the disposal processes must be employed.
- **The process that must be followed when disposing of a HMPPS dog on the grounds of handler health**
 - Upon being made aware of ill health concerns, the line manager must commence HMPPS attendance management processes and refer the handler to an Occupational Health practitioner for a medical assessment. On receipt of the

- assessment the line manager must determine if reasonable adjustments can be applied or if the member of staff needs to be removed from dog handling duties.
 - The suitability for reallocation of the dog on a temporary or permanent basis must be assessed. If the member of staff is permanently removed from dog handling duties and the dog is deemed unsuitability for reallocation.
 - If the decision is taken to employ the disposal processes this must be authorised by Governing Governor.
- **The process that must be followed when disposing of a HMPPS dogs deemed surplus to requirement;**
 - If reallocation to another unit is not an option, the decision to dispose must be authorised by the dog unit manager.
 - If the decision is taken to employ the disposal processes this must be authorised by the Head of NDTSG.

5. Dog Training, Training aids and Accreditation

5.1 Training standards

- The published pre-selection process for dog handlers must be used for recruitment/filling vacancies; this is attached to the dog policy framework. The selection criteria for search dog handlers must adhere to HMPPS recruitment policy and correct application of the associated processes should ensure the right person is chosen. The skills required for search dog handler roles include significant prisoner and visitor interaction and are very different from those of a general-purpose dog handler or a member of NDTSG.
- All novice handlers and dogs must be successfully licensed by an assessor appointed by the Head of NDTSG before becoming operational following a structured course delivered by an accredited HMPPS dog trainer. A certificate of accreditation must only be issued and signed by assessors appointed by the Head of NDTSG;
- An operational licence must only be issued after the handler and dog have demonstrated clear ability to meet a range of measurable requirements outlined in the relevant performance criteria. All assessments must be carried out in accordance with published instructions. The measurable requirements include, but are not limited to, attendees' ability to demonstrate;
 - Sufficient knowledge of canine behaviour to recognise loss of drive or stamina in a dog during its deployment and undertake basic training measures to limit further deterioration and to bring any concerns to the attention of managers and trainers.
 - An understanding of the dog's behaviour and to interpret the dog's indications and actions.
 - Knowledge and application of health and safety requirements and precautions applicable to the dog or its handler or any other person likely to be affected.
 - Basic obedience training techniques that can be carried out with little or no supervision and the correct use of approved training aids and equipment.
 - Demonstrate the ability to fit and use the dog equipment issued to handlers.
 - The ability to work without close supervision either alone or as a member of a team of handlers.
 - The ability to carry out prison staff operational duties.
- All dog training must be documented as follows,

- On acquisition, a temporary training record must be opened until the start of a structured course upon which the relevant course curriculum documentation must be completed,
- On successful completion of the initial course a dog's record of service must be opened for each dog and all future training must be recorded in this document until the dog is retired from service.
- Training must enable dogs and handlers to meet general standards set out in HMPPS' dog policy framework, supplementary guidance, curriculum packages and the requirements of current legislation in relation to health & safety and the care and welfare of prison dogs.
- All training methods employed must consider the dog's general care and welfare.

5.2 **Training delivery**

- All HMPPS dog training must be included within and delivered in line with the national dog training curriculum. This is the only training sanctioned and supported by the national dog inspectorate. HMPPS dog training is delivered on two levels: Initial and Continuation training:

Initial training

- **Novice handler initial course** – designed to meet the needs of all newly appointed handlers and dogs to enable them to achieve the standards required by HMPPS policy and course curriculum. The initial course duration for newly appointed handlers is as follows;
 - General purpose dog course – 40 days
 - Passive drug detection dog – 30 days
 - Active drug detection dog – 20 days
 - Explosives detection dog – 8 to 10 weeks (40 – 50 days)
- **Experienced handler initial course** – designed to meet the needs of all experienced handlers with a novice/part trained dog to enable them to achieve the standards required by HMPPS policy and course curriculum. The initial course duration for experienced handlers is as follows;
 - General purpose dog course – minimum of 20 days
 - Passive drug detection dog – minimum of 15 days
 - Active drug detection dog – Minimum of 10 days
 - Explosives detection dog – 4 to 6 weeks (20 – 30 days).
- Following initial accreditation, selected dog teams may undertake a period of bolt-on training to meet operational requirements.
- General purpose dogs can bolt-on advanced Tornado response accreditation by successfully completing NDTSG advanced Tornado response dog pre-selection (1 day) and initial course (2 days).
- Active drug detection dogs can bolt-on IBAD or/and MPD by successfully completing the relevant bolt-on initial course(s) (5 -10 days).
- Explosive detection dogs can bolt-on firearms detection by successfully completing the firearms detection dog bolt-on initial course (5-10 days).
- Accredited handlers who are re-teamed with a dog licenced in the role to which it is to be deployed must undertake a minimum period of monitored training and

assessment (GPD 10 days ADD/PDD 5 days) under the supervision of a HMPPS accredited initial course trainer in consultation with the NDTSG inspectorate.

- **Continuation training** – Following initial accreditation, all HMPPS dog teams must receive a pre-determined amount of continuation training per year. The purpose of continuation training is to maintain and develop standards and the refinement of the dog team's ability to deploy operationally. Trainers will ensure that continuation training scenarios are suitably challenging for the dog teams using the performance criteria set out in HMPPS curriculum and accreditation standards. Throughout the year, trainers must ensure that continuation training replicates operational training days as well as targeted training.

The pre-determined number of continuation training days required prior to annual assessment is:

- General purpose dog – 10 days.
 - Passive drug detection dog – 5 days
 - Active drug detection dog – 5 days
 - Mobile phone detection dog – 3 days
 - Illicit brewed alcohol dog – 3 days
 - Explosives detection dog – 100 hours contact time
 - Firearms detection dog – 3 days
- Dog teams will not be eligible for annual accreditation if the dog's record of service does not present the required number of training days to be achieved since the last accreditation.
 - Explosive detection and firearms detection search training must not take place in or around the prison or in areas that may become an operational target search area.
 - A specialist Performance Maintaining Training Aid (PMTA), which is a specialist kit supplied by DSTL has been specifically designed for use in operational areas. This kit is not exempt from operational environments and can be used in operational areas under supervision of an EDD instructor in accordance with NCTAS guidelines to enhance EDD search dog training.
 - PGDs and Governors must ensure that all dogs and their handlers receive enough training days/hours to remain compliant with the standards required of HMPPS dogs. All training must be delivered in line with policy and curriculum by HMPPS accredited trainers approved by the national dog inspectorate.
 - A newly appointed handler must complete a full initial training course in each specific dog discipline to which the handler is expected to operate under the handler's terms of employment.
 - No inter group charges are to be made by one group / directorate / establishment to another for the provision of dog training.
 - All prison dog training delivery must be accredited by the national dog Inspectorate for governance and assurance purposes. A register of HMPPS accredited trainers for HMPPS dogs must be maintained by the national dog inspectorate.

5.3 ***Training for HMPPS dog trainers***

- Initial selection of trainers for accreditation must be based on an identified need and will be undertaken by the responsible manager appointed by the PGD.
- To attain accreditation for the training of prison dogs, the following criteria must be met by individuals:

Continuation training:

- Dog unit/line manager endorsement.
- Evidence of a minimum of 1-year operational service dog experience in the discipline applicable to the training accreditation.
- Successful completion of an NDTSG Training for Trainers course in the discipline applicable to accreditation.
- Successful completion of a minimum of three field observations by the national dog inspectorate to assess the practical skill delivery of the training of HMPPS dogs at designated venues.
- All HMPPS dog trainers must hold a valid first aid at work qualification, attend CSL risk assessment training and attend unconscious bias (or equivalent) training annually

Upon meeting the criteria listed above, trainers will be awarded Continuation Training (CT) accreditation for the training of HMPPS dogs in the discipline they have been assessed for.

- ***Initial training:***

- Dog unit/ line manager endorsement.
- Training portfolio evidence of a minimum of 1 year CT experience in the discipline applicable to the training accreditation.
- Training portfolio evidence of a minimum of 25 days CT delivery in the discipline applicable to the training accreditation.
- Successful delivery of a full initial course in the discipline applicable to the training accreditation. (This trainer will be supported, as and when required, by an accredited initial trainer in the discipline applicable to accreditation and quality assurance visits and trainer observation by the national dog inspectorate).

Upon meeting the criteria listed above, trainers will be awarded initial training accreditation for the training of HMPPS dogs in the discipline they are being assessed to deliver.

- Appeals against not achieving accreditation may be made through the referral and appeals process which forms part of the course curriculum

5.4 ***Training aids***

- All training aids and equipment must be procured from the dog handler equipment list (Annex D) and comply with national dog inspectorate guidance. No equipment can be bought personally or regionally, without specific authorisation from the national dog inspectorate. Electric and pinch collars (German spiked collars) must not be used on HMPPS dogs during training or under any other circumstances.

5.5 ***Training and Personal Protective Equipment (PPE)***

- All training sleeves and other PPE used for prison general purpose dog training must be of a type that has undergone a risk assessment for health and safety. Risk assessments and SSOW covering their use must be made available to all general purpose dog handlers.
- GPD handlers who are trained in the correct methods of using training sleeves and other PPE must have this recorded on their initial training record and within the course monitoring documentation. Dog unit/line managers must ensure this is

correct before they allow handlers to use the training sleeves and other PPE. If the handler is not trained in the use of the training sleeve and other PPE then the dog unit/line manager must ensure they receive local training before being allowed to use the equipment.

- GPD handlers are trained in the correct methods of using blank firing firearms and padded sticks as part of their initial training and this must be recorded within the course monitoring documentation. Dog unit/line managers must ensure handlers are appropriately trained before they allow handlers to use the firearms or sticks. [Please refer to PSO 1600](#). If the handler is not trained in the use of these items, then the dog unit/line manager must ensure they receive local training before being allowed to use the equipment. Trainers must ensure that, during firearms training exercises, that PPE required by the risk assessment must be made available.
- Only correctly trained and authorised persons are authorised to use training equipment in line with the general purpose dog initial curriculum package and the general purpose dog training for trainers course.
- Dog unit/line managers must regularly inspect all training equipment to assure it remains in condition and is safe to use; the trainer must ensure that it is inspected on each occasion before use by the person who is going to use it. If the equipment is found to be unsafe it must not be used.

5.6 ***Explosive detection training aids***

- The National Canine Training and Accreditation Scheme (NCTAS) Explosives Detection Dog (EDD) standard search module covers the information necessary for the selection, training and accreditation of EDD teams, which can be found [here](#)

5.7 ***Firearms detection training aids***

- Firearms detection training aids must not be taken into an establishment under any circumstances.
- Training aids must be stored securely, and access restricted to authorised staff only.
- All firearms detection training aids must remain under the control of NDTSG. NDTSG will work with accredited HMPPS trainers during all continuation and initial firearms training to ensure it is carried out at an acceptable venue.
- Firearms training aids must be kept separate from all other training aids.
- Only authorised NDTSG staff must be allowed to access and use the firearms detection training aids which must be logged both in and out on at least two signatures. The firearms detection training aids must be clearly marked as a HMPPS training aid and containing a list of contents and a contact telephone number.
- The firearms detection training aids should be used only on training venues designated for their use, a list of the hiding places should be logged, and the training aids retrieved from the hides after use, all precautions should be taken to ensure the safety of these training aids. Any loss must be notified immediately through local management to the Head of NDTSG and NIMU.
- Disposable gloves must be worn when handling firearm training aids.
- Contamination prevention measures must be in place to cover storage, transportation and training venues.

5.8 ***Test of courage firearms training***

- Only the training firearms listed below can be used during training and accreditation;
 - .38 blank firing handgun

- .22 blank firing handgun
- Any other firearm approved by Head of NDTSG.
- All firearms and munitions must be kept securely and must not be allowed into any establishment. Provision for secure storage must be in place at all times, with access to the weapons only by authorised staff.
- A list of these firearms and munitions must be kept and checked regularly by a competent manager.
- Only blank ammunition will be used, and this must be checked and accounted for on a regular basis. Audit procedures must be in place to cover issue, receipt and condition of training aids.
- Any loss or damage to either firearms or ammunition must be reported immediately through local management to the Head of NDTSG and additionally in the case of loss to NIMU.
- Only authorised staff can access the weapons and munitions which must be logged in and out by at least two signatures. They must ensure that they are declared safe on issue and receipt (i.e. unloaded).
- GPD handlers must be trained in the use of these weapons on initial training. Dog unit/ line managers must check this is the case and anyone not trained will receive local training before they use them.
- If the weapons are to be used in training near to an establishment then care must be taken to pre-warn the prison control room. Trainers must also pre-warn the local police when and where they intend to use of these weapons.
- Training firearms must only be used at venues designated for that purpose and care should be taken to minimise the effects of noise or fright to the public or other animals.
- Care must be taken not to fire weapons directly at either people or animals.
- The weapons and blank ammunition should be checked for cleanliness and safety by the dog unit manager or designated person on a regular basis and must be checked by the person who is to use them prior to use. They must not be used if they are considered by the trainer to be in an unsafe condition.
- Authorised staff are permitted to carry and use these firearms for official dog training under Section 54(2) of the Firearms Act 1968 the weapon and ammunition should be carried out of sight when not being used and the authorised user must ensure that they have their HMPPS identity card in their possession.
- Staff involved in the use of the training firearms and ammunition must ensure that precautions are taken not to bring contamination into the establishment after using these weapons.
- All risk assessments for the use of training firearms must be complied with.

5.9 ***Test of courage stick training***

- This exercise is only to be undertaken by general purpose dogs and only padded sticks must be used. Only equipment issued by the dog unit/line manager must be used when training for the test of courage against a person armed with a stick. The stick should be regularly inspected as fit for purpose and replaced as necessary.
- When using a training stick a dog must only be struck a maximum of twice across the flanks with an approved training aid. Care must be taken to ensure that the dog is not struck in a sensitive area of the body.
- GPD handlers must be trained in use of the stick techniques on initial training. Dog unit/line managers must check this is the case and anyone not trained must receive local training before they use them. Full and appropriate PPE must be worn throughout this exercise.

- The training stick should only be used in authorised general purpose dog training venues and care should be taken to minimize the effects of concern from the public.

5.10 ***Search dog training aids***

- Due to restrictions under the Prison Act 1952, as listed in PSI 10/2012 Conveyance and Possession of Prohibited Items and Other Related Offences, appropriate authority from a PGD or Director (not local Governors) must be obtained in writing in accordance with S40E of the 1952 Act for mobile phone search dog training aids to enter an establishment. The same conditions apply to alcohol training aids for use by the illicit brewed alcohol detection dogs. A laminated copy of this authority should be kept with the training aids for inspection.
- All training aids must be kept separately from training aids from different categories.
- All drug detection dog training aids will be issued by NDTSG.
- Authorised mobile phone detection dog training aids will be purchased locally and must be recorded by the dog unit manager (i.e. types, numbers, quantities and locations).
- Authorised illicit brewed alcohol samples will be acquired locally and disposed of in accordance with local procedures. Quantities and disposal methods must be recorded.
- All samples must be correctly packaged and boxed. They should be stored in plastic bags or in individual containers and individually marked.
- All drug samples should be replaced every two years in consultation with NDTSG. The containers must only be used for one target group and not transferred between groups.
- Only authorised staff must be allowed to access and use the training aids which must be logged both in and out on at least two signatures. All training aids must be carried in an airtight container clearly marked as a HMPPS training aid and containing a laminated list of contents and a contact telephone number.
- These training aids must be kept securely in an area not accessible to prisoners or unauthorised staff. Training aids should be available to accredited trainers through designated access with appropriate audit trails and independently checked and signed as correct on a frequent irregular basis by dog unit/line manager or other nominated competent managers (at least monthly).
- Disposable gloves must be worn when the samples are being handled.
- All training aids should be clearly marked and recorded.
- The size and integrity of the sealed drug sample plastic bag should be checked immediately after each use.
- Any drug samples that are damaged should be taken out of operational use immediately and replaced as soon as possible; the old samples should be returned to NDTSG for replacement.
- The training aids should be used only on training venues designated for their use, a list of the hiding places used should be logged and the training aids retrieved from the hides after use, all precautions should be taken to ensure the safety of these training aids and any loss or damage must be notified immediately through local management to Head of NDTSG and NIMU.
- Contamination prevention measures must be in place to cover storage, transportation and training venues.

5.11 ***Training venues***

- All training venues must be authorised for use by the dog unit/line manager

- They, or their delegated authority, must inspect all training venues prior to their use having discussed this with its owners and, if appropriate, local police (e.g. use of training firearms). Agreement must be reached on the type of training to be undertaken at the venue, times, right of access, boundaries, noise and nuisance effects, security, etc.
- All training venues must have an individual risk assessment and safe system of work completed prior to any training delivery. These documents must be reviewed in accordance with Health and Safety policy or following an accident or near miss. Evacuation arrangements must be made clear to all attendees before training begins.
- All venues must be subject to a dynamic risk assessment prior to use and before each training session for health and safety risks to both dog and handlers and safety to the public. Signs must be erected at the site to warn that prison dog training is taking place.
- The type of training to be carried out at the venue must be recorded and clearly stipulated to the staff before use.
- Provision of first aid equipment for people and dogs and first aid cover for the times the venue is in use must be arranged and in place before training commences. Directions to the nearest veterinary practice and hospital or minor injuries unit must be available to staff at the venue.
- A mobile phone must be made available for emergency use.
- Records should be kept of the times and dates the venue is used.

5.12 **Local policies**

- The dog unit/line manager must ensure that local policies and/or operating practice documents are in place for the use of training aids/equipment and training venues to ensure that they comply with Health & Safety *Arrangements for Workplace inspections PI 02 2019, Health and Safety at Work. Act 1974* the HMPPS dog policy framework and supplementary guidance.

5.13 **Accreditation**

- Licences - all prison dogs and handlers deployed within the HMPPS estate must have a current licence appropriate to the discipline they are deployed in.
- Assessors - all assessors must be accredited and appointed by the Head of NDTSG.
- Assessors must not be used to accredit dogs and handlers for training for which they have been responsible.
- Assessments must take place for all general purpose and search dogs and their handlers at the end of their initial training and annually thereafter.
- Dog teams will not be eligible for annual accreditation if the dog's record of service does not demonstrate the required number of training days have been achieved between annual accreditation.
- Assessments may be brought forward and undertaken before their due date with the agreement of the national dog Inspectorate. Situations when this might be a favoured course of action include; facilitation of training calendars or operational commitments.
- Assessment dates must not be extended beyond their annual due date without the express authority of the Head of NDTSG and only under exceptional circumstances.
- All assessment venues and procedures must be agreed with the assessor prior to the assessment.

- In the case of a search dog with bolt on disciplines, failure in one discipline does not prevent the team from working in their other disciplines unless the reason for failure is safety or control.
- Special assessments may be carried out for the following reasons:
 - To ensure that any elements of concern identified as failing to meet the minimum acceptable standard on an initial/annual assessment have been addressed within a three-month period set by the NDTSG assessor. This is intended to safeguard against any deterioration of operational standards between annual accreditation.
 - To assess a deterioration of operational standards when a dog unit/line manager request is submitted.
 - On the direction of the Head of NDTSG, e.g. dogs involved in allegations or complaints, dog bites or incidents during flexible deployment, concerns over the health of the dog.

5.14 **Assessment failures**

- Any failure of the team in any aspect of the accreditation shall invoke the following procedure;
 - The assessor must submit written evidence outlining the reasons for failure in the dog's record of service.
 - A structured action plan of the remedial training, required to bring the team to the accredited standard, must be agreed with the trainer and handler.
 - The Dog team will be afforded an opportunity to re-accredit within 60 calendar days.
 - The re-accreditation should be completed by the assessor who withheld/withdrew the teams' licence unless evidence highlights that they are unavailable.
 - Only the element where competency was not evidenced needs to be revisited
 - Any HMPPS dog team failing the re-accreditation within the 60 days will remain withdrawn from operational duties and the dog may be removed from service.
 - If reaccreditation is not achieved within 60 days a full assessment will need to be undertaken to achieve operational status.

5.15 **Appeals**

- All appeals against an assessor's decision must be referred to the Head of NDTSG. The Head of NDTSG has authority to request that an additional special assessment takes place, which must be carried out by two different assessors.

5.16 **Record of assessment**

- All HMPPS dog's records of service must be available for inspection by the assessor prior to an assessment and during assurance visits.
- Following completion of a successful assessment, a licence must be issued to the successful dog team by the assessor.
- An operational licence is normally valid for 12 months from the month in which it is issued. An assessor may issue a three-month licence in circumstances where it is decided a dog can continue to operate, but improvement goals to address areas of concern must have been set. A training development plan must be put in place locally to support delivery of the dog team's improvement objectives.

- The accreditation and the result must be recorded in the relevant dog's record of service. If accreditation is not achieved, the reasons for failure must be recorded in the record.
- Upon completion of a successful assessment, copies of the licence must be provided to the handler who must be able to produce it to all establishments to which the team is deployed. A copy must be retained in the dog's record of service for audit purposes.

6. HMPPS Dog Handler Responsibilities

6.1 HMPPS dogs are valuable security assets and remain the property of HMPPS from the point of procurement until disposal or retirement. Dog handlers have devolved responsibility for the safe and professional care and deployment of dogs; this is a personal responsibility and must not be taken lightly. HMPPS dogs must only be used for the purpose of HMPPS directed work.

6.3 Dog handlers are responsible for the control of all HMPPS dogs under their care and supervision. It is imperative that all handlers are aware of, and adhere to, current legislation regarding care and control of dangerous dogs. The Dangerous Dogs Act 1991 explains;

It is a criminal offence to allow your dog to be 'dangerously out of control' either in a public place or on private property such as in your home.

A 'dangerously out of control' dog can be defined as a dog that has injured someone or a dog that a person has grounds to reasonably believe that it may injure somebody. Something as simple as your dog chasing, barking at or jumping up at a person or child could result in an investigation. If your dog injures somebody, it may be seized and if convicted you could face a lengthy prison sentence and/or a fine. Your dog could also be euthanised or subject to a control order.

[The Dangerous Dog Act 1991](#) also explains it is a criminal offence if a dog attacks an assistance dog and the same responsibilities and penalties outlined above will apply.

6.4 If concerns about the behaviour of a HMPPS dog are observed by, or raised with, a handler, trainer or dog unit/line manager the national dog inspectorate must be informed. The national dog inspectorate will assess the concern and work with the handler and relevant dog manager to agree a way forward.

6.5 HMPPS dogs must not be used for unofficial training purposes or be entered into any dog show, exhibition or demonstration without the approval of the Head of Function and must have a risk assessment in place prior to the activity taking place. HMPPS dogs may not be used in breeding programmes unless specifically agreed by the national dog inspectorate due to the need for oversight to ensure compliance with law, legislation and animal welfare factors.

6.6 Dog unit/line managers and handlers with responsibility for HMPPS dogs are required by law to care for them properly and take reasonable steps to ensure the animal's welfare needs are met. [The Animal Welfare Act 2006](#) requires owners to provide their animals with a suitable environment, a suitable diet, the ability to exhibit normal behaviour patterns, protection from pain, suffering, injury and disease and the animal to be housed with, or apart from, other animals according to its needs. Responsibility for meeting these legal obligations are devolved to dog handlers, who are responsible for all HMPPS dogs under their supervision.

- 6.7 In England and Wales laws require people to clean up after their dog and failure to do so can result in a fine, for which the handler would be personally responsible. HMPPS dog handlers must ensure that they carry waste bags whenever they are out with a dog(s), clean up after their dogs and ensure they dispose of the bag properly.
- 6.8 The roles and responsibilities of a dog handler can be obtained via the Job Description page available on the Intranet (<https://intranet.noms.gsi.gov.uk/support/hr/job-descriptions/prison-job-descriptions>). The job descriptions are not exhaustive and reasonable alterations and additional tasks of a similar level may be necessary.
- 6.9 All novice and licenced dog handlers must:
- Hold a current full driving licence and if not issued with an official HMPPS vehicle, they must have a personal vehicle suitable to enable them to transport prison dogs as and when required. Any changes in the handler's licence information/status must be reported to their line manager or declared via a conflict of interest form/corruption prevention intelligence form.
 - Have attained a pass level grade on an initial assessment and training course before taking on responsibility for an HMPPS dog
 - Demonstrate knowledge of the legal requirements applicable to handlers under the Prison Dogs policy framework, [Welfare of Animals Act 2006](#), [Dangerous Dog Act 1991](#), which will include preservation of evidence, ([PSI 08/2016 - Dealing with evidence](#)).
 - Provide a suitable home environment to ensure that when off duty and at the handler's home, a HMPPS dog be secured in an approved kennel of authorised design. More detail contained at Chapter 15 – Kennels, Kennelling and Veterinary.
 - Conform to all current legislation to ensure the health, welfare and security of the dog at work and at home when in their care whilst on or off duty.
 - Remain in date with control and restraint training and have completed their annual fitness test assessment, where applicable. They must provide evidence to the assessor that this requirement has been met prior to assessment.
 - Make appropriate use of the dog care and maintenance allowance, which is payable to all specialist dog handlers to compensate the handler for the time and responsibility of looking after the prison dog(s) during off-duty hours. Further details are included in Chapter 14 - Care and Maintenance Allowance.
 - Always demonstrate full control of their dog, both on and off the lead.
 - Maintain their dog's physical condition conducive to the level of performance required from a working service dog. Dogs must only be used for the purpose of HMPPS directed work.
 - Ensure the needs of the dog are met in providing responsible care in all circumstances (also see kennelling).
- 6.10 It is the responsibility of the handler in charge of a dog to complete a risk assessment of each area in which they exercise their dog; this must be a written assessment for general purpose dogs and a dynamic assessment for search dogs. When exercising general purpose dogs, during transit or deployments away from their base establishment, a dynamic risk assessment must take place in advance of the exercise period and the use of a muzzle must be employed.
- 6.11 When off duty elsewhere and an approved kennel of authorised design is not available, HMPPS dogs must be secured in an approved vehicle cage. The only exception to this is when the dog is being exercised in accordance with the policy framework.

- 6.12 Each risk assessment must be reviewed in the event of an accident/near miss involving the HMPPS dog and at least annually to ensure the assessment remains up to date. The risk assessment must reflect any current prison directives and relevant legislations. All new dog handlers must be advised on appropriate areas for exercising dogs during initial training. All dog handlers must be advised about exercising their dogs safely.
- 6.13 Dogs must never be allowed to worry livestock. Handlers must keep dogs on a lead when livestock is present. As owner of HMPPS dogs, the organisation could be subject to criminal charges if one of our dogs chases, attacks or causes suffering to livestock. Responsibility for ensuring this is never the case is devolved to specialist dog handlers.
- 6.14 A police officer may seize a dog suspected to be worrying livestock and if convicted of an offence under this act then a person may be liable to a maximum fine of £1,000; this is a personal liability. It should be noted that a farmer may be able to shoot any dog worrying livestock if there are no other reasonable means for stopping the dog from doing this.

7. Tasking and deployment of HMPPS dogs

- 7.1 The deployment of HMPPS dogs can provide a valuable contribution to the safe and secure operation of prison establishments. Dogs are an effective security deterrent and enhance our resilience to key security threats such as the conveyance of illegal items into prisons and the secure control of perimeters. HMPPS dogs must only be used for the purpose of security and safety, and always within boundaries of the policy framework and law.
- 7.2 The PGD will approve the use of dogs in each establishment/group for specific purposes. They agree exceptional deployment as long as deployment is compliant with policy and law. Each establishment where dogs are employed, whether on permanent or occasional basis, must set out within its security strategy the tasking for those dogs, identifying the purpose of their deployment and the boundaries within which they will be used.
- 7.3 The dog unit/line manager responsible for dogs in each group/establishment must draw up local procedures for the use of training aids and venues.
- 7.4 The training aids and venues used must be risk assessed by the dog unit/line manager and reviewed at least annually or in the event of an accident/near miss.
- 7.5 ***Workforce planning***
- Workforce planning for dog handlers is the responsibility of PGDs and Governors. The Head of NDTSG must be made aware of proposed changes to workforce planning that sees an increase or decrease in the number of specialist dog handlers and HMPPS dogs. This will ensure the national dog inspectorate have sufficient resources and capability to support the increase or reduction in dog numbers and maintain their service commitments and upscale or downscale our training and assurance capability accordingly
 - Management of dog handlers can be co-ordinated locally by establishments or through the PGD dog unit /line manager.

- Due to the necessity of regular continuation training with HMPPS dogs, the non-effective profile of dog handlers should reflect 32-35% subject to the number and discipline of dogs ([Annex E](#))

8. Standards and deployment of General Purpose Dogs

8.1 Standards for general purpose dogs

- German Shepherd, Belgian Malinois, German Shepherd X Belgian Malinois, German Shepherd X Dutch Herder, Belgium Malinois X Dutch Herder are the only breeds that can be procured for general purpose dog duties.
- *A HMPPS dog, regardless of type, must be able to demonstrate that it will;*
 - *Remain under control, both on or off the lead, in all types of conditions that it might reasonably be expected to encounter whilst on or off duty;*
 - *React correctly to words of command from the handler;*
 - *Conform, when necessary, to the handler's movements;*
 - *Work steadily in areas or situations where personnel, animals, movement, food or other distractions are present;*
 - *Negotiate any obstacle that it might reasonably be expected to encounter during a tour of duty with due regard to health and safety requirements;*
 - *Work on and in various types of areas and conditions that it might reasonably be expected to encounter during its duties;*
 - *Work on the lead, both as a single team with its handler or as part of a larger team of dogs without causing issues to the other dogs.*
- *In addition to meeting the general standards, a general-purpose dog must also be able to demonstrate the ability to:*
 - *Work for at least three hours without losing interest in its duty or showing signs of fatigue, in any weather conditions in which its handler can work;*
 - *Walk in a quiet and alert manner at the heel position on the left side of the handler;*
 - *Remain in the down position as directed for operational purposes;*
 - *Remain under control under gunfire and other loud noises;*
 - *Bark readily or remain silent when and as commanded;*
 - *Search for articles dropped or hidden, indicating them, in a passive manner, to the handler, as required;*
 - *Search buildings, vehicles, and open or wooded areas for missing persons, whilst under the direct control of the handler.*
 - *Pursue and hold any person, as commanded by the handler, and to hold that person until commanded to release;*
 - *Demonstrate courage and hold a person at the handler's command, without fear or hesitation even if that person is armed with a weapon.*
 - *Terminate an arrest when given the command to release by its handler;*
 - *Remain alert and vigilant in a given position whilst the handler questions and/or searches the person;*
 - *Escort a person on the lead, keeping alert and ready to react to any non-compliance as required.*
 - *Be recalled on command of the handler, after being deployed to hold a running, walking or standing person;*
 - *Working either as a single dog team or in conjunction with other dogs and handlers using the minimum force necessary to control situations they may be faced with in their operational role.*

8.2 **Deployment of general-purpose dogs**

- *All GPD teams must hold a current HMPPS general purpose dog license issued by the national dog inspectorate before they are employed on general purpose duties.*
- *It is the duty of the dog unit/line manager, in consultation with the national dog inspectorate, to remove any GPD team from operational duties if there is any doubt about the operational, medical or temperament capabilities of the dog team.*

8.3 **General**

- *There should be a two-way radio facility that allows the handlers, including the external patrol, to communicate with each other on a separate channel to the main radio net. Handlers going on and coming off stand down must notify the control room and obtain permission to do so.*
- *Handlers on patrol beats must carry the following equipment:*
 - *Prison radio(s)*
 - *Tactical vest*
 - *Baton*
 - *Rigid Bar Handcuffs, keys and pouches**
 - *Spare radio battery*
 - *Any additional equipment as required*
- * *Only dog handlers who have been trained by an accredited Use of Force instructor can carry or use Rigid Bar Handcuffs (RBH). Dog Handlers are only authorised to use RBH whilst performing the duties of a prison officer. The use of RBH will only be used in accordance with the national policy and the relevant operational guidance.*
- *Handlers must report all instances of security breaches, damage to the fabric of the establishment, suspicious or low flying aircraft, helicopters or drones, incidents or escape attempts, suspicious noises or actions to the control room as a matter of course.*

8.4 **Use of general purpose dogs**

- *GPDs may be used flexibly and can provide valuable support to staff working under difficult conditions and during incidents. Their primary role is that of deterrence and, when working as such, judgement should be exercised about how they can be deployed safely and effectively. Governors have discretion to deploy dog teams in support of staff operations; they must always be used alongside staff deemed appropriate to address the situation, and never as a substitute.*
- *During instances outlined above, a thorough briefing must take place in advance of deployment, wherever possible. This will provide the dog handler(s) deployed to communicate their level of confidence in the dog(s) ability to deliver the required outcomes. This briefing must include the limits of the handler's responsibilities and the proposed tactics to be employed.*
- *When deploying general purpose dogs outside of perimeter on external patrol duties, Governors must ensure that deterrence is the main objective. GPDs must not be routinely used for external patrol duties as this may reduce the deterrent effect.*
- *In establishments holding Category A prisoners, the Governor must agree the deployment of general purpose dogs to support perimeter security with the PGD via*

risk assessment. This arrangement must be written into the Local Security Strategy (LSS). The risk assessment must be reviewed where there is a substantive change (e.g. failing of perimeter security systems, building work or breach of perimeter).

- Dog unit/line managers must provide a brief report to the Head of NDTSG on every occasion dogs are deployed in support of staff during incidents; including deployment outside of the perimeter on patrol duties. This is to allow NDTSG to develop insight into operational deployment and employ lessons learnt to inform alterations to the training curriculum.

8.5 Use of general purpose dogs for external perimeter patrols

8.6 *High security establishments stipulated by the Director of LTHSE must employ general purpose dog teams to patrol their external perimeter during the hours of the day whilst prisoners are unlocked.*

8.7 The National Security Framework sets out the procedures for operating external perimeter dog patrols. The patrol must consist of a handler and general-purpose dog and will be conducted in either a specially equipped vehicle or on foot depending on local conditions and terrain.

8.8 The perimeter patrol's duties are to:

- Report any damage to the fabric of the perimeter;
- Report any suspicious activity outside the perimeter;
- Report and deter or prevent any attempts by prisoners or accomplices to breach the perimeter;
- Provide an immediate response outside the perimeter to any incident.
- suspicious or low flying aircraft, helicopters or drones,
- incidents or escape attempts,

8.9 Actions to be taken in event of incidents

- It is likely in the event of an incident outside the perimeter that the patrol will be the first HMPPS member of staff in attendance. When a patrol team are dealing with an they must:
 - report details of the incident to the control room;
 - Intervene, where appropriate, in order to bring the incident, including an attempted escape, to a quick and safe conclusion.
 - In any incident where the patrolling dog handler believes a firearm to be involved, the priority must be the preservation of human life. This may require the patrolling dog handler to retire to a safe place before acting as outlined below:
 - The dog handler should attempt to prevent an escape or delay it, pending the arrival of an armed police response, if this can be accomplished without risking human life.
 - If the handler's assessment is that the action is justified the dog should be released to hold and detain in order to apprehend or slow the progress of an escaping prisoner. If the dog handler believes that an escaping prisoner or accomplice is armed and that they will use the weapon with intent to injure if challenged, they are not obliged to give a warning if they believe that this will put them at risk.

- Where a prisoner or accomplice holds a firearm, the dog handler must be satisfied that the threat has been removed or that the dog is not necessary to remove the threat before calling off the dog.
- When they are satisfied that the threat has been removed then the dog must be called off immediately.

8.10 ***Equipment***

- Governors must ensure that all equipment listed in [Annex F](#) is available to dog handlers on external pedestrian perimeter patrol duty. Dog handlers must always have access to body armour when on perimeter patrol duty and must be trained in the use of new equipment before taking up the post. Helmets need to be worn only in the event of an incident. All the equipment must be obtained through the authorised procurement system. body armour, ceramic plates, helmets and shields are available in a secure area,

8.11 ***Management of external patrols***

- Dog handlers performing external perimeter patrol duties may be isolated for lengthy periods of time. It is essential that shift patterns are established that do not require dog teams to perform several consecutive shifts on these duty cycles.
- There must be regular and frequent radio contact with the control room and frequent but irregular visits by managers. Managers must also ensure that the protective clothing fits, is maintained and that the dog handlers are instructed to wear it.

8.12 ***Contingency planning***

- Dog teams performing external perimeter patrols must be included in contingency planning and exercises. It is particularly important that there are arrangements for providing the external perimeter patrol with immediate assistance in the event of an incident.

8.13 ***External general-purpose dog vehicle patrols***

- External perimeter dog vehicle patrols must operate at all high security prisons where directed by the Director of LTHSE.
- The dog vehicle must patrol the perimeter road, parking intermittently and irregularly to observe strategic points of the perimeter. The dog must be kept in the dog cage in the vehicle but must be given regular exercise periods. This should always be within 50 metres of the vehicle.
- The helmets, body armour, ceramic plates and ballistic shield must always be available on the vehicle and used in the event of an incident or when the risk of an incident increases.
- The vehicle must be fitted with blue lights and sirens for use in an incident; they should be covered and not used on normal travel on the highway.
- The vehicle should be regularly serviced and inspected; arrangements should be made for cleaning, fuelling etc. Governors must ensure that they provide for, and order, future replacement vehicles as required.
- The protective equipment and vehicle specification are provided at [Annex G](#).

8.14 ***External general-purpose dog pedestrian patrols***

- At times it may be necessary to operate external dog patrols on foot if a vehicle is not available or work on the perimeter prevents vehicular access. In these

instances, provision must be made to ensure that the dog patrol can safely negotiate the external perimeter on foot.

- Care should be taken to ensure the safety of members of the public who the pedestrian dog patrol is likely to encounter on a regular basis. It would be advisable to consult with police liaison on possible local attitudes and reactions.
- Although the response will not be as fast as it would be using a vehicle, the patrol should carry out the role as stated. Local knowledge should enable patrols to cover vulnerable areas at certain times, exercise periods for example.

8.15 *General-purpose dog working hours*

- In normal circumstances, no dog should work for more than 12 hours, however, for operational emergencies, they may work up to 16 hours; to allow for 8 hours undisturbed rest in every 24 hours.
- These hours should be recorded against the hours that the dog is working, not the hours that the handler is on duty, i.e. meal breaks or stand downs when the dog is kennelled does not count. Any stand downs that are interrupted for operational reasons will count.
- Dogs should have at least one day off duty each week. Under emergency circumstances they may be employed seven days per week.
- No general-purpose dog should work for more than 2.5 hours without being stood down unless under emergency circumstances. All stand-down periods will be for a minimum of 0.5 hours.

8.16 *Advanced tornado response dog team*

- Advanced tornado response dog teams are specially trained and equipped general purpose dog teams who can be used to support Tornado units in an incident as required.
- Standards applied to advanced Tornado response dog teams.
- In addition to meeting the general standards for a general-purpose dog team, an advanced Tornado response dog must also be able to demonstrate the ability to:
 - Work in conjunction with other advanced Tornado response dog teams and C&R Tornado units in violent and stressful situations.
 - Work in both open and confined areas in the event of an incident.
 - Remain under control of the handler in violent and stressful situations.
 - Work confidently, demonstrating commitment and control when required to act during serious disturbances, and remain effective when pyrotechnic distractions are deployed.

8.17 *Deployment of Tornado response dog team*

- Only advanced Tornado response dog teams who have successfully completed the advanced Tornado response dog initial course with NDTSG and are currently in possession of an advanced Tornado response dog licence must be deployed in this role.
- These teams will normally be deployed to support advanced Tornado response dog teams from the NDTSG on the instructions of the Gold commander and will be under the command at an incident of a Dog Bronze commander (NDTSG Tactical Advisor).

9. *Standards and deployment of Search Dogs*

9.1 ***Search dogs teams***

• **General**

- The operational effectiveness of a drug detection dog search team in an establishment must be determined in line with the prison's searching strategy following a comprehensive "threat assessment".
- Where a PGD based search team is the preferred arrangement, then the size and composition of the team must also be based on the combined threat assessment of the constituent establishments.
- Search dog teams should normally only be deployed with the support of operational staff.
- Routine and predictable deployment of dog teams should be avoided. The effectiveness of this valuable resource is enhanced by deployment on an "intelligence led" basis. Tactics including timing and searching venues should also be based on intelligence assessment and dynamic management. Routine and predictable deployment needs to be avoided. The decision to cease routine searching needs to be considered by each establishment as part of their threat assessment and searching strategy.
- Establishments and PGDs should ensure that the use and requirements of their search dog teams is considered as part of intelligence management planning.
- Establishment based handlers and their managers must be embedded in the establishment's drug strategy framework, meetings and operation. Handlers may not have to physically attend each meeting, but it is vital that systems are in place to ensure that the tasking from the meeting is cascaded to them and their work aligned with the overall strategy.
- When a search dog team is deployed, the appropriate arrangements for their health and safety must be made in accordance with [PSI 06/2015](#) - National policy, organisation and summary arrangements for the management of health and safety.
- Only suitable dogs, normally from the searching or gun dog breeds must be trained and deployed for search duties.
- All specialist search dog teams must hold a current prison search dog license issued by the national dog inspectorate or accredited assessor appointed by Head of NDTSG before they are employed on specialist search dog duties.
- HMPPS dogs must not be allowed to train in both drugs and EDD/FDD.
- It is the duty of the dog unit/line manager in consultation with the national dog inspectorate to remove any search dog team from operational duties if there is any doubt about the operational, medical or temperament capabilities of the dog team.

9.2 ***Internal and external joint agency search dog deployment***

- All requests for the use of HMPPS search dogs in operations outside of the HMPPS estate, not already covered in a Memoranda of Understanding, must be subject to consultation and agreement with the relevant governor or manager and the Head of NDTSG.
- All joint operations involving police search dogs within the HMPPS estate should only take place following consultation with the establishment Governor or PGD of the prison to be searched. The Head of NDTSG must also be informed.

9.3 ***Active drug detection dog teams***

- In addition to meeting the general HMPPS dog standards an accredited active drug detection dog team (ADD dog team) must also be able to demonstrate the following skills:

- The handler is always capable of maintaining control of the dog.
- The dog will respond to the handler's commands.
- The ability to effectively brief other members of staff.
- An understanding of the health and safety requirements for handlers, dogs and others arising from a search.
- An understanding of the capabilities and limitations of a search dog and the best method of use for such a dog.
- The dog will search the area, detect and indicate, without intrusion, any target substance.
- Recognition of an indication or a change in behaviour by the dog that may require follow up action.
- The dog will refocus following any indication or interest without reward.
- A sound understanding of the use of protective equipment and preservation of evidence procedures.
- The dog is fit, agile and has enough stamina to sustain an efficient and effective search.

9.4 ***Deployment of ADD dogs***

- Only handlers who have successfully completed the relevant initial active drug detection dog course with an accredited HMPPS initial trainer must handle HMPPS active drug detection dogs.
- All active drug detection dog teams must hold a current active drug detection dog license issued by the national dog inspectorate before they are employed on ADD dog duties.
- An ADD dog may gain additional accreditation to operate as a mobile phone detection (MPD) dog or/and illicit brewed alcohol detection dog (IBAD).
- ADD dogs must be deployed in accordance with the following principles:
 - They must have at least one day off duty each week.
 - They should be worked for no more than seven hours in an eight-hour shift. The continuous working time and number of tasks that it can be employed upon will depend upon the ability and character of the individual dog, the working environment and, for outside searches, the prevailing weather conditions.
 - They may work day or night, although during the hours of darkness some form of artificial lighting must be provided to enable the handler to observe the dog working and respond to any changes in behaviour.
 - They may work off lead under the direct control of the handler.
 - They must only be used to search for items in operational areas, staff areas and vehicles.
 - They may be used to act as a visual deterrent in conjunction with other security measures.
 - They may carry out routine searches as a useful means of deterrence. They are most effectively utilised on intelligence led searching.
 - They must not be used for other search capabilities unless also licensed separately for these disciplines.
 - They must not be used to search a person.

9.5 ***Passive drug detection dog teams***

- In addition to meeting the general standards a passive drug detection (PDD) dog team must be able to demonstrate the following:

- The handler is always capable of maintaining control of the dog.
- The dog will respond to the handler's commands.
- The handler's ability to deliver an appropriate and effective brief.
- An understanding of the health and safety requirements for handlers, dogs and others arising from a search.
- An understanding of the capabilities and limitations of a search dog and the best method of use for such a dog.
- The dog will search the person, detect and indicate, any target substance.
- At no time must the handler allow the dog to undertake any overly aggressive contact whilst carrying out a search.
- Recognition of an indication or a change in behaviour by the dog that may require follow up action.
- The correct action following an indication.
- The dog will refocus following any indication or interest without reward.
- The dog is fit, agile and has enough stamina to sustain an efficient and effective search.

9.6 **Deployment of PDD dogs**

- Only handlers who have successfully completed the relevant initial passive drug detection dog course with an accredited HMPPS initial trainer must handle HMPPS passive drug detection dogs.
- All passive drug detection dog teams must hold a current passive drug detection dog license issued by the national dog inspectorate before they are employed on PDD dog duties.
- PDD dogs are to be deployed in accordance with the following principles:
 - They must have at least one day off duty each week.
 - They should be worked for no more than seven hours in an eight hour shift. The actual continuous working time and number of tasks it can be employed upon will depend upon the ability and character of the individual dog, the working environment and operating temperatures and conditions as judged by the handler during the search process.
 - *When deployed on passive search duties must work only on a collar and lead or harness under the direct control of the handler.*
 - The dog will search for and indicate to its handler the presence of all target substances it is trained to detect.
 - They will carry out routine searches as a useful means of detection, deterrent or intelligence gathering or on special searches as a result of intelligence or warnings.
 - *They must only be used to search for target substances on the person and may be used to screen staff, visitors, prisoners and any other persons.*

9.7 **Mobile phone detection (MPD) dog teams**

- In addition to meeting the general standards, an MPD Dog team must also be able to demonstrate the following:
 - The dog is responsive to the commands and body movements of the handler.
 - The dog must be fit and agile with enough stamina to sustain an efficient and effective search.
 - The handler is always capable of maintaining control of the dog.
 - The handlers effective search method.

- The dog must be able to work with its handler as a single team or as part of a larger team of dogs without causing problems to other dogs.
- The ability of the dog to detect and indicate to its handler, in a safe and accurate manner the presence of the target substances.

9.8 ***Deployment of MPD dog teams***

- Only handlers who have successfully completed a 5–10 day bolt-on initial MPD dog course with an HMPPS accredited ADD initial trainer must handle prison mobile phone detection dogs.
- All MPD dog teams must hold a current MPD dog license issued by the national dog inspectorate before they are employed on MPD dog duties.
- MPD dogs are to be deployed in accordance with the following principles:
 - They must have at least one day off duty each week.
 - They should be worked for no more than seven hours in an eight-hour shift. The continuous working time and number of tasks that it can be employed upon will depend upon the ability and character of the individual dog, the working environment and, for outside searches, the prevailing weather conditions.
 - They may work day or night, although during the hours of darkness some form of artificial lighting must be provided to enable the handler to observe the dog working and respond to any changes in behaviour.
 - They may work off lead under the direct control of the handler.
 - They must only be used to search for items in operational areas, staff areas and vehicles.
 - They may be used to act as a visual deterrent in conjunction with other security measures.
 - They may carry out routine searches as a useful means of deterrence but due to the intense nature of a mobile phone search they are most effectively utilised on intelligence led searching.
 - They must not be used to search a person.

9.9 ***Illicit brewed alcohol detection (IBAD) dog teams***

- In addition to meeting the general standards, an IBAD dog team must also be able to demonstrate the following:
 - The dog is responsive to the commands and body movements of the handler.
 - The dog must be fit and agile with enough stamina to sustain an efficient and effective search.
 - The handler is always capable of maintaining control of the dog.
 - The dog must be able to work with its handler as a single team or as part of a larger team of dogs without causing problems to other dogs.
 - The dog's ability to detect and indicate to its handler, in a safe and accurate manner the presence of the target substances.

9.10 ***Deployment of IBAD dogs***

- Only handlers who have successfully completed a 5-10 day bolt-on initial IBAD dog course with a HMPPS accredited ADD initial trainer must handle HMPPS IBAD dogs.
- All IBAD dog teams must hold a current IBAD dog license issued by the national dog inspectorate before they are employed on IBAD duties.
- IBAD dogs are to be deployed in accordance with the following principles

- They must have at least one day off duty each week.
- They should be worked for no more than seven hours in an eight-hour shift. The continuous working time and number of tasks that it can be employed upon will depend upon the ability and character of the individual dog, the working environment and, for outside searches, the prevailing weather conditions.
- They may work-day or night, although during the hours of darkness some form of artificial lighting must be provided to enable the handler to observe the dog working and respond to any changes in behaviour.
- They may work off lead under the direct control of the handler.
- They must only be used to search for items in operational areas, staff areas and vehicles.
- They may be used to act as a visual deterrent in conjunction with other security measures.
- They may carry out routine searches as a useful means of deterrence. They are most effectively utilised on intelligence led searching.
- *They must not be used to search a person.*

10. Active Search Detection Dogs Operational Guidelines.

10.1 Searching Operational Areas using dogs

- Active search dogs must only be used to search for items in operational areas, staff areas and vehicles for the following purposes:
 - To protect our prisons and approved premises from drug-related anti-social and criminal behaviour.
 - To reduce the availability of illegal drugs, illicit mobile phones and illicit brewed alcohol and unauthorised contraband in our prisons.
 - To ensure a safe environment for staff, prisoners, service users and visitors.

Active search dogs must not be used to search a person.

- Prison establishments must have arrangements in place for searches using dogs, which can be conducted on a routine and/or intelligence-led basis. Local arrangements and local security measures (i.e. action on indication) must be risk-assessed and must form part of local security strategies, to be agreed by the Governor and PGD. See also passive and active drug dog guidelines, which have been issued to dog handlers across the prison estate.
- As part of the risk-assessment process, establishments must consider the benefits of routine and predictable deployment of dogs against an intelligence-led approach, where timing and places of search would be based on intelligence assessment and dynamic management.
- When search dogs have been detailed either by group directorate or locally, establishments must ensure that a sufficient number of appropriate staff are available to assist the search programme or operation. A dog must not undertake a search programme on their own unless there is an operational imperative to do so.
- Where prisons engage in a joint operation with the police, it must be conducted within the safeguards and the lawful practice set out in Memoranda of Understanding.
- Approved premises may request the support of HMPPS dogs to perform searches of rooms, communal areas and premises grounds. The terms and justification for the search requirement must be established prior to deployment between the national dog inspectorate and the Probation Directorate.

10.2 ***Role of an active drug detection dog handler***

- The handler will assume responsibility for the active search process, and it is therefore their role to check the work area and fully brief the support staff on procedures.
- Search techniques will vary depending upon the type of area to be searched. *The handler or team leader must control the process in line with the criteria set out below;*
 - Check the area to be searched for safety and appropriate support staff levels.
 - Brief support staff as to local and national policies, procedures and method of working.
 - Direct and control all movement in the area taking into account potentially sensitive issues e.g. food preparation/kitchen areas, places of worship etc.
 - Confidently confirm any positive indications or heightened interest to support staff.
 - Interpret environmental conditions and monitor the drive and work rate of the dog.
 - Ensure the work loads are manageable and achievable.
 - Complete all search documentation, Intelligence Reports etc. and correctly debrief support staff.
 - Complete all search returns as required.

10.3 ***The role of support staff working with active drug detection dog teams***

- Liaise with the dog handler for briefing, maintain the integrity of the search area(s) throughout the process and direct and control any persons within the search area as specified at the briefing.
- Be prepared to conduct thorough and lengthy searches which may include dirty areas. Ensure PPE and search tools are available.
- Complete all relevant documentation and ensure an accurate list is completed of staff involved.

10.4 **Searches**

- An ADD dog may be deployed to search for items in operational areas, staff areas and vehicles
- The handler should ensure:
 - The dog is clean and dry before searching indoor areas.
 - That the dog has emptied prior to the search commencing.
 - That the area is checked for health and safety by the handler prior to the search.
 - That no training aids are taken into the search area.
 - All documentation must be completed, and reports compiled as required.
 - It is important that all searches are carried out professionally and with a mind to the different environments and uses of the areas to be searched.
 - It may be useful to involve representatives from the different areas to be involved in the general planning of ADD dog searches; they do not need to be aware in advance of any specific searches to be carried out.

10.5 **Cells**

- As with fabric checks, the ADD dog team may be used to search a number of empty cells without the prisoners being present, any indication or heightened interest by the dog must result in follow up action by the support staff.
- At the start of a cell search by the ADD dog, the prisoner(s) must be removed from the cell by support staff; The prisoner(s) must be allowed to remove any religious artefacts from the cell prior to the dog search and these will be searched by the support staff when the Level A search is completed.
- Any directly accessible food should be removed from the cell prior to the dog search and be searched by the support staff.
- Any positive indications or heightened interest must be noted by the handler who will notify the searching staff to the area of concern.
- Any finds must be dealt with by the search staff and the handler must be notified to allow the dog search returns to be completed.
- Any bedding that has been soiled by the dog must be exchanged.

10.6 ***Prisoner communal areas***

- If prisoners are present, they must be removed from the area to be searched The handler should check the area to be searched prior to starting the search with the ADD dog.
- Any food, containers or religious artefacts should be removed and searched by hand by the search staff.
- The handler must search the area using the dog on or off the lead but under control.
- Any positive indications or heightened interest should be notified to the search staff giving the areas of concern.
- The area must be searched by the dog team in accordance with the Searching of the Person [PSI 07/2016](#).
- Any finds must be dealt with by the search staff and the handler must be notified to allow the dog search returns to be completed.
- The holding area used to hold the prisoners should be re-searched when cleared.

10.7 ***Workshops, education and activity areas***

- All prisoners and other personnel must be removed from the area prior to the search commencing.
- A designated member of staff from the activity area may be allowed to remain if required. This member of staff should ensure that all keys required are available and access is available to all areas.
- The handler should check the area to be searched prior to starting the search with the ADD dog.
- Any food, containers or religious artefacts should be removed and searched by hand by the search staff.
- The handler must search the area using the dog on or off the lead but under control.
- Any positive indications or heightened interest are notified to the search staff giving the areas of concern.
- The area must be searched by the dog team in accordance with the Searching of the Person [PSI 07/2016](#).
- Any finds must be dealt with by the search staff and the handler must be notified to allow the dog search returns to be completed.

10.8 ***Kitchens, food storage and preparation areas***

- All prisoners and other personnel must be removed from the area prior to the search commencing
- A designated member of catering staff may be allowed to remain if required. This member of staff should ensure that all keys required are available and access is available to all areas.
- The handler should check the area to be searched prior to starting the search with the ADD dog.
- Any food and food containers should be removed from contact with the dog and searched by hand by the search staff.
- The handler must search the area using the dog on the lead or off but under control. The handler should ensure that the dog does not come into contact with food or food preparation materials.
- Freezers, fridges and butcher areas must be physically searched by search staff.
- Any positive indications or heightened interest must be notified to the search staff giving the areas of concern.
- The area must be searched by the dog team in accordance with the Searching of the Person [PSI 07/2016](#).
- Any finds must be dealt with by the search staff and the handler must be notified to allow the dog search returns to be completed.
- It may be necessary to clean food areas after the dog search prior to food being returned.

10.9 ***Medical and treatment areas***

- All prisoners and other personnel must be removed from the area prior to the search commencing;
- A designated member of the medical staff may be allowed to remain if required. This member of staff should ensure that all keys required are available and access is available to all areas.
- The handler should check the area to be searched prior to starting the search with the ADD dog. An assessment should be made in conjunction with the medical staff of the risks of any cross infection.
- Any sterile items or treatments should be removed from contact with the dog and searched by hand by the search staff.
- The handler must search the area using the dog on the lead or off but under control. The handler should ensure that the dog does not come into contact with sterile items, treatments or preparation materials.
- Any positive indications or heightened interest must be notified to the search staff giving the areas of concern.
- The area must be searched by the dog team in accordance with the Searching of the Person [PSI 07/2016](#).
- Any finds must be dealt with by the search staff and the handler must be notified to allow the dog search returns to be completed.
- An assessment should be made, in conjunction with the medical staff, as to whether it is necessary to clean and sterilise some areas after the dog search prior to treatment being resumed.

10.10 ***Chapels and multi faith areas***

- All prisoners and other personnel must be removed from the area prior to the search commencing;

- A designated member of chaplaincy staff may be allowed to remain if required. This member of staff should ensure that all keys required are available and access is available to all areas.
- The handler should check the area to be searched prior to starting the search.
- Any religious artefacts should be removed from contact with the dog and searched by hand by the search staff. (A list of artefacts is included within the NSF).
- The handler must search the area using the dog on the lead or off but under control. The handler should ensure that the dog does not come into contact with any religious artefacts.
- Any positive indications or heightened interest must be notified to the search staff giving the areas of concern.
- The area must be searched in accordance with the Searching of the Person [PSI 07/2016](#).
- Any finds must be dealt with by the search staff and the handler must be notified to allow the dog search returns to be completed.
- It may be necessary to clean some areas after the dog search prior to services being resumed.

10.11 **Visits areas**

- Visits areas can be searched preferably after visits but before cleaning takes place. Special attention should be given to toilets, lockers and waiting areas.
- A designated member of staff from the visits area may be allowed to remain if required. This member of staff should ensure that all keys required are available and access is available to all areas.
- The handler should check the area to be searched prior to starting the search.
- Any food, empty food containers etc. should be removed and searched by hand by the search staff.
- The handler must search the area using the dog on the lead or off but under control.
- Any positive indications or heightened interest must be notified to the search staff giving the areas of concern.
- The area must be searched in accordance with the Searching of the Person [PSI 07/2016](#)
- Any areas of interest that can be identified to certain prisoners or visitors should be noted and Intelligence Reports submitted.

10.12 **Reception**

- If prisoners are present, they must be removed from the area to be searched.
- A designated member of reception staff may be allowed to remain if required. This member of staff should ensure that all keys required are available and access is available to all areas.
- The handler should check the area to be searched prior to starting the search with the ADD dog.
- Any food, containers or religious artefacts should be removed and searched by hand by the search staff.
- The handler must search the area using the dog on the lead or off but under control.
- Any positive indications or heightened interest must be notified to the search staff giving the areas of concern.
- The area must be searched by the dog team in accordance with the Searching of the Person [PSI 07/2016](#).

- Any indications or heightened interest in prisoners' property areas may require the property to be removed and spread out to allow the dog to search each individual item.
- Any indication or heightened interest on prisoner property must require the prisoner to be present when that property is searched by the search staff.
- The holding area used to hold the prisoners should be researched when cleared.

10.13 **External areas**

- If prisoners are present, they must be removed from the area to be searched.
- The handler should check the area to be searched prior to starting the search with the ADD dog. Special attention should be given to any risks from rubbish, discarded food, sharp objects, pest control measures etc.
- Handlers and support staff should be aware that this search may be observed from adjacent windows etc. or if outside the establishment by members of the public.
- The handler must search the area using the dog on the lead or off but under control. Consideration should be given to prevailing weather conditions, wind etc, care should be taken to prevent the dog from scavenging.
- All positive indications or heightened interest must be notified to the search staff giving the areas of concern.
- The area must be searched by the dog team in accordance with the Searching of the Person [PSI 07/2016](#).
- All finds must be dealt with by the search staff and the handler must be notified to allow the dog search returns to be completed.
- Prison internal perimeters should be checked at regular but unpredictable intervals.
- Exercise yards and sports areas should be searched prior to exercise at regular but unpredictable intervals.
- External perimeters should be searched at unpredictable intervals and any suspected drop off points noted and checked.
- The holding area used to hold the prisoners should be re-searched when cleared.

10.14 **Vehicles**

- Vehicles entering or on HMPPS sites are liable to be searched on the direction of a competent manager.
- The engine should be switched off with the vehicle stationary and in gear with the hand brake correctly applied.
- The driver and any other persons should be removed from the vehicle and the keys removed.
- The handler should check the vehicle to be searched prior to starting the search with the ADD dog.
- Any food, containers or religious artefacts should be removed and searched by hand by the search staff.
- The handler must search the vehicle using the dog on the lead or off but under control.
- The inside or cab of the vehicle should be searched first, and the handler should be aware that the dog's indication or heightened interest may be varied due to restricted space or conditions.
- The load or cargo space should be searched, this may entail limited access for the dog and a physical search may be necessary.
- The exterior of the vehicle should be searched on the lead with caution being given to the heat from the engine and exhaust which may be very hot and dangerous.

- Vehicles with tilting cabs should only be required to tilt this facility if intelligence or a dog's indication or heightened interest warrants it and the driver and staff are safe and qualified to do so.
- The driver may be subject to a physical search by a dog if required.
- Any positive indications or heightened interest must be notified to the search staff giving the area of concern.
- The vehicle must be searched by the dog team in accordance with the Searching of the Person [PSI 07/2016](#)

10.15 Staff areas

- Any searching of staff areas by the ADD dog is at the discretion of the Governor or competent manager and the minimum rank (should specify a rank, not just designated competent manager, or remove word rank) in charge of the search must be a designated competent manager.
- At all times the searching of staff areas must be carried out with tact and having due regard to the sensitive nature of the search.
- Staff search areas may include offices, stores, tea and rest rooms, locker rooms, baggage and clothing, staff toilets etc.
- All staff and other personnel must be removed from the area prior to the search commencing.
- A designated member of staff may be allowed to remain if required; an association or union committee member may be allowed to stay during searches of association or union offices. This member of staff should ensure that all keys required are available and access is available to all areas.
- The handler should check the area to be searched prior to starting the search with the ADD dog. Care should be taken to ensure the toilets are empty before entry is made.
- Any food, containers or religious artefacts should be removed and searched by hand by the search staff. Care should be taken with paperwork or documents left unsecured on desks etc.
- The handler must search the area using the dog on the lead or off but under control.
- Any positive indications or heightened interest must be notified to the search staff giving the areas of concern.
- The area must be searched by the dog team in accordance with the Searching of the Person [PSI 07/2016](#)

10.16 Social Mail and Rule 39 mail

- The handler, in conjunction with the competent manager and/or the dog unit manager and the mail room staff should organise a searching procedure for all social mail and Rule 39 mail received. This should facilitate the most effective method in respect of times of mail deliveries and distribution methods. A suitable searching venue is required.
- Mail including Rule 39 may be searched by a variety of different methods using the ADD dog, it can be searched either individually or in bundles either spread on a suitable floor or frame or hanging in lines of net bags.
- The handler should check the area and remove any unnecessary staff to a distance to allow the dog to search correctly.
- The dog should search either on or off the lead, but care should be taken not to damage any of the mail items.
- Any positive indications or heightened interest should be notified to the mailroom staff or searching staff as required.

- The identified mail must be searched in accordance with Searching of the Person [PSI 07/2016](#).
- Any finds must be dealt with by the search staff, but the handler must be notified to allow the dog search returns to be completed.

11. Passive Drug Detection Dog Operational Guidelines - *This chapter directly reflects [PSI 07/2016](#) Searching of the Person and all passive dog handlers are mandated to familiarise themselves with this PSI.*

11.1 Searching People Using Dogs

11.2 Passive search dogs may only be used when dealing with people and for the following purposes:

- Preventing drugs being smuggled into prison.
- Detecting drugs that have been smuggled into the prison .
- As a deterrent against drug smuggling.

11.3 Establishments must have arrangements in place for searches using dogs, which can be conducted on a routine and/or intelligence-led basis. Local arrangements and security measures (i.e. action on indication) must be risk-assessed and must form part of local security strategies, to be agreed by the Governor and PGD. See also Passive and Active Drug Dog guidelines, which have been issued to dog handlers across the prison estate, and [PSI 07/2016](#), Searching of the Person, which includes instruction and guidance on religious and cultural issues when using dogs to search the person.

11.4 All positive indications by the passive drug dogs must be reported on an Intelligence Report (IR). This includes positive indications where the source of the indication cannot be identified. Any finds must be recorded on the Incident Reporting System (IRS).

11.5 As part of risk-assessments, establishments must consider the benefits of routine and predictable deployment of dogs against an intelligence-led approach, where timing and places of search would be based on intelligence assessment and dynamic management.

11.6 When search dogs have been detailed either by area or locally, establishments must ensure that a sufficient number of appropriate staff are available to assist the search programme. A dog team must not undertake a search programme on their own unless there is an operational imperative to do so.

11.7 Where prisons engage in a joint operation the requires prison dogs with the police, it must be conducted in line with the Prison Dogs Policy Framework.

11.8 *Action to be taken on indication of a visitor by a passive drug dog*

- Each establishment must have procedures in place following a dog indication. All positive indications by the passive drug dogs must be reported on an Intelligence Report (IR). This includes positive indications where the source of the indication cannot be identified. Any finds must be recorded on the Incident Reporting System (IRS).

What is a lawful response?

- A positive indication from a passive drug dog equates to no more than the potential presence of drugs. If drugs are present, the indication will not provide an explanation as to why drugs are present, e.g. innocent contamination or personal use. The indication does not provide proof of the presence of drugs beyond a reasonable doubt.
- Prison management must take into consideration all the circumstances of specific incidences. The following principles must be observed:
 - A passive dog indication on its own is not reasonable cause and must never lead directly to a full search;
 - A passive dog indication on its own must never lead directly to the imposition of a ban under [Management of Security at Visits Policy Framework](#);
 - Records must be kept of visitors who have been indicated on by a dog, and an Intelligence Report (IR) submitted in all cases.
 - A passive dog indication on its own can lead to a closed or non-contact visit, which would be a preventative measure to stop drugs being smuggled into visits – see [Management of Security at Visits Policy Framework](#);

11.9 There may be times when a dog indicates on an official visitor/Independent Monitoring Board (IMB) member or a member of staff/contracted staff etc. It is vital that prison management team makes their response to the indication based on the individual circumstances.

11.10 **Religious considerations**

- It is good practice to make protective clothing available for Muslim visitors and staff (to wear over their own clothing) when being searched by a passive dog to prevent the dog touching them directly. In addition, it is also good practice to provide such clothing for Muslim prisoners attending Friday prayers if dogs are to be used for searching. When requested, fresh/washed garments must be issued. Robe-like garments that can be used for this purpose can be sourced from prison industries through I Proc.
- If Muslim prisoners attending Friday prayers are to be searched by dogs, facilities must be made available to allow them to wash and change clothes quickly (if they have been touched by the dog) so that they do not miss prayers.
- It should be borne in mind that Muslim chaplains are unlikely to be able to change clothes if they consider them to be contaminated by contact with a dog; they may not therefore be able to carry out their religious duties. Therefore, it is advisable that if the dog search will prevent Muslim chaplains from fulfilling their duties, another searching method should be sought in line with Searching of the Person [PSI 07/2016](#).

12. **Audits and Investigations**

12.1 **Investigations**

- All investigations and grievances that concern the handler's personal conduct must be dealt with under the terms of [PSO 1300 Investigations](#) or [PSI 06/2010](#) - Conduct and discipline and carried out under local procedures.
- All matters concerning dog related issues which may require investigation must be reported to the Head of NDTSG.
- In consultation with the establishment management team/ PGD the Head of NDTSG will advise what type of investigation should be instigated.

- The Head of NDTSG may commission a formal investigation where a concern about national or local dog team performance, actions or behaviours is identified.
- Terms of Reference must be issued by the requesting party in line with [PSI 06/2010](#).
- When addressing a dog related complaint, where possible CCTV/photographic evidence, written statements or veterinary reports should be provided to the Head of NDTSG as soon as possible after the incident has occurred or has been identified.
- The continuity of evidence must be completed in all cases in line with [PSI 08/2016](#) Dealing with Evidence.
- If a written or an accredited verbal allegation is made against a handler in connection with the care, health, welfare or security of their dogs, it must be reported immediately to the Head of NDTSG who will, in consultation with the management of the establishment, decide on the possible removal of any dogs from the handler's control into a place of safety.
- If any dogs are legitimately removed from a handler's control for any reason, they must only be returned to the handler on a decision agreed by the establishment management team and the Head of NDTSG.

12.2 **Audits**

- Regular audits of operational delivery, training and accreditation will be completed by the national dog inspectorate and ORRU. Audits must take into account procedures and services approved in this policy framework and other relevant documents and will be carried out by competent staff arranged by the Head of NDTSG.
- A Director, Governor or PGD may make a request to the Head of NDTSG for an audit of a dog section, group directorate dog team or establishment dog unit.
- The audit must consider procedures and services approved in relevant documents and will be carried out by competent staff arranged by the Head of NDTSG.

13. **Assistance Dogs**

13.1 Guide dog and assistance dog owners (staff and visitors) have important rights under the [Equality Act 2010](#) (EA). Current organisations recognised are:

- | | |
|--------------------------|-------------------|
| • Guide dogs | • Canine partners |
| • Hearing dogs | • Dog A.I.D. |
| • Medical detection dogs | • Support dogs |
| • Dogs for good | |

13.2 Prisoners are not be eligible to have assistance dogs in custody. It would be impossible to assure the assistance dog provider that the dog could be looked after in line with the agreed code and standards (e.g. lockdowns where the dog cannot be let out, limited exercise opportunity etc.).

13.3 Access by staff or visitors who are registered blind and need to be accompanied by a guide dog for the blind should be covered by a local risk assessment before approval is given by the Governor, or designated manager, if appropriate.

13.4 Staff or visitors requiring access to all other assistance dogs must hold official identification for the assistance dog. Prior notice must be given to the establishment by the party concerned to afford sufficient time for approval to be sought from Governor, or designated manager, in consultation with the national dog inspectorate. A record of all assistance dog visits or regular entry must be maintained.

13.5 ***Pets as therapy (PAT) dogs***

- Requests for prisons to have visits from pets as therapy (PAT) dogs may be granted by the Governor, in consultation with the Head of NDTSG.
- Establishments must ensure that only registered PAT dogs are requested, that the dog has passed an assessment check by a registered PAT accredited assessor, is fully vaccinated and veterinary protected and that third-party insurance is available, staff must not bring their pets to work.
- The PAT owner or handler must ensure that their dog is physically fit before visiting, that the dog is always kept on the lead throughout the visit and that they remain with the dog the whole time.
- The dog should have its registered identifying collar tag and may be required to wear a distinctive yellow coat. The owner or handler must have a photo ID badge which may be worn if the Governor thinks this will aid security.
- Prisoners and staff must give recorded consent stating they wish to be involved with a dog visit and appropriate infection control and housekeeping guidelines should always be followed.
- A risk assessment should be completed prior to any visit.
- A PAT dog visit form ([Annex H](#)) should be completed for every visit.
- Any prisoner or member of staff who has been identified as allergic to dogs should not be exposed to the dog during the visit. Any incident or near miss involving the dog or failure by the owner/handler should be reported immediately.
- Prior risk assessments of the areas they will access should be completed.

14. **Care and Maintenance Allowance**

- 14.1 Every handler caring for dog(s) will be entitled to a care and maintenance allowance as a supplement to their pay. The Care and Maintenance allowance is to compensate the handler for the time and responsibility of looking after the prison dog(s) they are responsible for in their off-duty hours.
- 14.2 This payment is made to cover the costs associated with responsibility for the dog(s), feeding and watering, exercise, grooming, caring and maintaining, kennel cleaning as well as control and security of the dog(s).
- 14.3 The handler should also be provided with the following items, paid for by the establishment:
- Dog food and equipment;
 - Veterinary facilities and treatments;
 - Boarding kennel facilities.
- 14.4 Payment of the additional allowance must be made, with salaries, during periods of normal working and during periods of initial, development and/or specialised dog training.
- 14.5 There may be exceptional circumstances where payment must continue to be made for operational reasons when a handler is not in possession of a HMP/PS dog, and this must be certified by the Governor/PGD. Payments will cease for all other periods when the dog is in approved kennels or otherwise not in the possession of the dog handler. At the end of each financial year the line manager of the handler will calculate the total number of days that the dog was not in the handler's possession and this will be deducted from the care and maintenance allowance for the following year via SOP.

14.6 HMPPS reserves the right to re-consider the application of these rules if there is evidence of abuse.

14.7 In England and Wales, laws require people to clean up after their dog. Failure to do so can result in a fine. Staff should ensure that they carry waste bags whenever they are out with a dog(s) and ensure they dispose of the bag properly.

15. Kennels, Kennelling and Veterinary

15.1 All HMPPS dogs must be kennelled either on or off duty and kennels must be locked at all times, even when empty. Establishments regularly utilising HMPPS dogs must ensure arrangements are in place to provide kennelling and cleaning facilities to support dog operation when on duty. Establishments utilising HMPPS dogs on an occasional basis must provide a secure base of operation including access to water, cleaning and a vehicle parking.

15.2 Each handler must be supplied with an approved kennel of authorised design in which to house their dog at their home address. Kennels will be procured and placed on suitable bases prior to any dog being housed with a handler.

15.3 HMPPS dogs must be subject to professional supervision and properly controlled at all times. This includes off duty kennelling arrangements, which are the responsibility of specialist dog handlers. The following principles must be applied;

- When off duty and at the handler's home, dogs must be secured in an approved kennel of authorised design. The only exception to this is when the dog is being exercised in accordance with the dog policy framework.
- When off duty elsewhere and an approved kennel of authorised design is not available, HMPPS dogs must be secured in an approved vehicle cage. The only exception to this is when the dog is being exercised in accordance with the policy framework.
- If, on the recommendation of a veterinary surgeon, the dog is required to be kept indoors for supervision or other reasons, guidance and authority should be sought from the National dog inspectorate.
- If a dog is required to be indoors for any other reason, guidance and authority should first be sought from national dog inspectorate.
- All queries about these instructions should initially be directed to national dog inspectorate, who will, if necessary, consult with the Head of NDTSG.

15.4 This guidance relates to both working dogs kennelled in a home environment (e.g. within a kennel at their handler's home) or at a centralised location/establishment.

15.5 There is a list of 'five needs' suggesting how a working dog's welfare is good when kennelled:

- Need for a suitable environment.
- Need for a suitable diet.
- Need to be able to exhibit normal behaviour patterns.
- Need to be housed with, or apart from, other animals.
- Need to be protected from pain, suffering, injury and disease.

15.6 Materials used for the construction and contents of kennels should not be detrimental to the dog's health, including if it is chewed, damaged or destroyed by the dog. In addition, a regular schedule of detailed kennel inspections by dog managers should

be in place at a time when the kennel is empty to monitor it for physical features that could lead to pain, suffering, injury or disease. This includes leaks, sharp edges, loose or broken fixtures and fittings (e.g. panels, hinges etc.) and inadequate security.

- 15.7 All dog handlers, trainers, kennel staff and personnel involved with the training, transport and care of working dogs must be adequately trained and competent in ensuring that there is good provision for canine welfare and safe handling.
- 15.8 There is Home Office guidance surrounding working dog welfare available at the attached link:

<https://www.cpni.gov.uk/system/files/documents/ee/ef/PUB104181%20Working%20dog%20welfare%20during%20kennelling%20v6.pdf>.
- 15.9 Establishments should ensure that Standard Operating Procedures (SOPs) are in place for emergency dog care. It is important that all dog handlers are familiar with these SOPs, to know how to carry out basic first aid and to have immediate access to the necessary first aid equipment in an emergency.
- 15.10 Up to date information regarding access to veterinary services (including out-of-hours provision) should always be available so that no time is lost in the event of emergency requiring veterinary advice or intervention. This is particularly important if working in an unfamiliar area or part of the country and details of local veterinary services should be identified prior to deployment. Plans should also be in place to protect dogs and staff in case of fire or other emergencies.

15.11 ***Infection control***

- 15.12 Kennels must be kept free of loose hair and dirt and in a clean condition. Walls should be washed/scrubbed with water and detergent to remove dirt and grease and all other areas should be rinsed with a dilute detergent solution and allowed to dry thoroughly. It is not recommended to clean wooden kennels in damp weather as the drying process can be prolonged. Dogs should not be placed in damp kennels.
- 15.13 If the kennel becomes infested with flea or other parasites, more stringent measures may be required. Advice must be sought from veterinary clinics and/or pest control operatives
- 15.14 In the case of infectious diseases, dog handlers must take advice from veterinary/medical professionals in consultation with local and national contingency plans.

16. **Transportation of Dogs**

- 16.1 All HMPPS dogs must be transported in a cage designed for the purpose. Cages will be supplied by the establishment/group directorate and must be suitable for the safe transportation of the dog and be appropriate to the size of the dog.
- 16.2 Dog unit/line mangers must ensure that handlers using their own vehicles are supplied with a cage that is at least big enough for their dog to stand, sit and lie down in a natural position, and turn around easily.
- 16.3 The welfare of HMPPS dogs is paramount and all dogs in transit must have access to clean fresh water at appropriate intervals.

- 16.4 During transportation of HMPPS dogs, sufficient ventilation should be provided to ensure that the dog does not become too hot. At times when the vehicle is stationary and dogs are located inside, the rear of the vehicle should be opened to provide natural ventilation for air exchange to occur, provided the handler has sight of, and is close to, the vehicle.
- 16.5 If the vehicle is stationary and unsupervised, measures must be taken to ensure that the vehicle is secure, but appropriate ventilation is available for the dogs. Every opportunity should be explored to park the vehicle in the shade. HMPPS dogs must never be left in a vehicle located in direct strong sunshine or high temperatures. Overheating, distress and suffering is likely when the temperature rises above 25°C for more than a few minutes. The temperature inside a vehicle in full sun on a hot day can quickly rise to double the temperature outside, leading rapidly to distress for the animal.
- 16.6 If the vehicle must be left unsupervised, it must be secured, including the rear of the vehicle which must be secured in such a way to prevent accidental or deliberate closure so that natural ventilation occurs. This must be completed using a boot stay/lock ensuring sufficient ventilation is provided to safely leave the vehicle. Additionally, best practice would be to ensure all handlers have access to a cooling mat and jacket for each dog and a temperature alarm should be fitted.
- 16.7 Temperature alert systems are available to procure such as Animalarm, which are capable of monitoring the temperature in the area that the dog is located and alert the handler should the temperature exceed the level set on the Animalarm (these are available via the iProc system).
- 16.8 Dogs must be transported in accordance with the [Welfare of Animals \(Transport\) Act 2006](#) and the [Animal Welfare Act 2006](#).

The Road Traffic Act 1988

- 16.9 Dogs travelling in vehicles should not be a nuisance or in any way distract the driver during a journey. If a dog is injured in a car accident, the person in charge of the dog must, when possible, take the details of the driver.

Animal Welfare Act 2006

- 16.10 A person commits an offence if he does not take such steps as are reasonable in all the circumstances to ensure that the needs of an animal for which he is responsible are met to the extent required by good practice.
- 16.11 HMPPS dogs must never be left alone in a car/van on a warm day. Dogs pant to keep cool and in hot stuffy cars they are unable to cool themselves down. Leaving a window open or a sunshield on a windscreen won't keep the vehicle or consequently a dog cool enough. Leaving dogs in a hot car may be considered an offence under the [Animal Welfare Act 2006](#).

The Highway Code

- 16.12 The Highway Code requires dogs (and other animals) to be 'suitably restrained so they cannot distract you while you are driving or injure you, or themselves, if you stop quickly' (rule 57).

Receiving Establishment:
 Telephone Number:
 Reference Number:
 Handler's Name:



ACQUISITION FORM: HMPPS DOG

Owners Full Name.....

Address and Post Code.....

Telephone Number.....

Hereby agree and acknowledge the following:

1. I am the legal owner of the dog known as.....
2. Breed.....
3. Microchip Number.....
4. I know of no vicious or unhealthy tendencies in this dog.
5. The above dog is not subject of any court order or legal proceedings.
6. The dog has not suffered from any infectious disease during the last six months.
7. The dog is fully vaccinated (certificate produced)/not vaccinated.
8. Any veterinary report is attached.
- 9.

I agree to*(please delete as appropriate)

- Give permission for the dog to be taken by HM Prison & Probation Service in order to assess its' suitability for service. The dog *is/is not to be returned to me following an unsuccessful assessment
- Give the dog to HM Prison & Probation Service without cost
- Sell the dog to HM Prison & Probation service for the sum of £.....on completion of a *suitable assessment/initial course.....
- The sum to be paid by HM Prison & Probation Service to the owner, as indicated on the Acquisition Form, as final payment and settlement of any claim that the owner may have as a result of transfer of the dog to HM Prison & Probation Service.

9. It has been explained to me that should the above named dog be taken for a suitability assessment. HM Prison & Probation Service has the right to assess the dog at their discretion without further reference to me, other than communication on the dogs' progress. HM Prison & Probation Service has the right to train, deploy, redirect or dispose of the said dog at their discretion without further reference. On completion of final payment or gift status the previous owner will relinquish all rights to the dog.

Signed Legal Owner

Print Date

Signed Her Majesty's Prison & Probation Service

Print Date

Copies to: Original Owner / Receiving Establishment / Dog Unit/Line/ Dog Service Record /Head of NDTSG

ANNEX B

Disposing Establishment:
Telephone Number:
Reference Number:
Handler's Name:



**HM Prison &
Probation Service**

DISPOSAL FORM A: REHOMING of a HMPPS DOG

Name.....

...

Breed.....

..

Microchip

Number.....

The above named dog is no longer required by HM Prison & Probation Service and is therefore disposed of:

By

gift.....

By sale for the sum

of.....

On the understanding that it is at the Acceptor's or Purchaser's risk. HM Prison Service is not offering any guarantee, warranty or any representation as to the pedigree, health, behaviour or disposition of the said dog. HM Prison & Probation Service will not accept any liability as a result of any action or behaviour by the said dog as and from the moment of signing the dog over to the new keeper.

Time and Date of

Handover.....

Name of Acceptor /

Purchaser.....

Address and Post

Code.....

.....

...

Telephone

number.....

* Signature of New Owner

.....

Print

Name.....

Date.....

...Signature of

Witness.....

Print

Name.....

Date.....

...

Whether a dog is transferred by gift or sale the signing of this form confirms acknowledgement by the new owner that HM Prison & Probation Service will reserve the option of enquiring as to the progress

of a placed dog and will be informed by the new owner, as recorded on this disposal form, that the above dog has been transferred from their care and that they will provide the contact details of any further owners if requested to do so.

Signed:

Legal Owner:

Print:

Date:

Signed:

Her Majesty's Prison & Probation Service

Print:

Date:

Copies to:

New Owner / Disposing Establishment/ Area Team Dog Unit/Line Manager / Dog Service Record / Head of NDTSG

ANNEX C



**HM Prison &
Probation Service**

Disposing Establishment:
Telephone Number:
Reference Number:
Handler's Name:

DISPOSAL FORM B: EUTHANISATION of HMPPS DOG

Name.....

....

Breed.....

..

**Microchip
Number**.....

Reason for euthanasiation:

*Delete as appropriate:

*Recommendation by Veterinary surgeon.

*Recommended by HMPPS (the above named dog can no longer be deployed or safely rehomed by HM Prison & Probation Service due to:

.....
.....
.....

All avenues to safely rehome the dog have been exhausted.

Euthanasiation authorised by:.....

Time and Date of Euthanasiation:.....

Signature, Veterinary

Surgeon.....

Print

Name.....

Practice

address.....

.....

.....

Date.....

...

Signature of

Witness.....

Print

Name.....

Date.....

..

Copies to:

Disposing Dog Unit/Line Manager / Dog Service Record / Head of NDTSG

ANNEX D

Dog Handler Equipment List

New dog handler equipment initial issue

- Kennel Base
- Approved Kennel of authorised design (with Padlocks for each door)
- Appropriate cleaning materials and disinfectant
- Dog Waste bags
- Stainless Steel Bowls (two per dog)
- *Lead (One per Dog)
- *Dogs must have a flat leather collar with stainless steel/brass buckle and D-ring appropriate to the size of the dog up to a maximum of 1½" (40mm)
- I.D Tag with required information (One per Dog)
- *Half Checks (If required) (General Purpose dogs see below)
- *Check Chains (General Purpose dogs only) (See below)
- *Retractable Lead (One per Dog)(If required)
- *Harness (One Per Dog)(If required)
- Grooming Kit
- Official Vehicle (If supplied)
- Dog Transit Cage for personal vehicle (If no official vehicle provided)
- Car/Van Tailgate Catch
- Easidri Cooling Mat & Jacket (Highly Recommended)
- *Muzzles (Appropriate to size of dog(s))
- Dog Handlers Boots (Altberg P1 original, P1 Aqua or Field & Fell)
- Operational Tac-Vest
- High Viz Tac-Vest (If deployment includes public areas)

All of the above should be in place prior to allocating a dog to a new handler

All dog sections/units must have a supply of and access to the following equipment:

- Staff first aid box
- Dog first aid box
- *Dog catcher
- *Spare leads, collars, muzzles, harness', half checks and check chains
- Spare I.D Tags with required information for Dogs under evaluation/Training.
- Torches, spare batteries or recharge facilities.

A record must be kept of all equipment issued to a D/H by the dog unit/line manager.

Role Specific Equipment Issue

General Purpose Dog Handler

- *Check chain of suitable length (Long link not key chain type)
- *Modern Icon 2" collar
- *Public Order Dog Half Check (Simon Cooper)
- *Enduro/Biothane Public Order Lead (Simon Cooper)
NB: It is highly recommended that the above Lead is fitted with the upgraded Karabiner connector

Advanced Tornado Dog Handler

- *Advanced Tornado Dog Lead (with Karabiner connector)(Simon Cooper)
- *Advanced Tornado Dog Harness (Under review-Type TBC)
- *Modern Icon 2" collar
- Helmet, with visor.
- Flash mask
- Flame retardant coveralls
- Gloves
- C&R boots
- Leg and arm guards
- Body Armour
- D/Hs Short shield

EDD Dog Handler

- *Training lead, collar and harness (Black)
- *Operational lead, collar and harness (Red)
- Torch
- Chalk
- Door wedges
- Cordon tape
- Notepad & Pen
- High-viz Tac-Vest

GPD Training equipment

- *Scratch suit
- *Sleeve (Bite Bar)
- *Sleeve (Covert)
- *Bite Roll/Pad
- *Padded Stick
- *Padded Stick with whip
- *Gun .38 Calibre
- *Gun .22 Calibre
- *Ear Defenders
- *Eye Protection
- High Jump
- Long Jump
- Training Weapons (Knives etc)
- Property Items (Operational)

All equipment prefixed with a * will require a Risk Assessment & SSOW

N.B. None of the above lists are exhaustive, if you think additional equipment/items should be included please inform one of the national dog inspectorate.

ANNEX E



HM Prison & Probation Service

Non-Effective Guidelines

The appropriate allocation of training time was discussed with dog managers as part of the Gordon Steel Review of Patrol Dogs and the Bob Mullen Review of Drug Dogs the consensus of opinion was that the NDTSG guidelines of 80 hours (10 days) continuation training for patrol dogs and 40 hours (5 days) for each specialist dogs per annum were about correct. Examination of SPAR information supports these figures. Acceptance of this advice has been used and these figures determine new non-effective allowances for dog handlers: these are shown below:

Recommended Non-Effective Allowance for Dog Handlers

Officers (National) Non-Effectives

365 days in a year

104 rest days

Available for work 261 days

Annual leave 38 days a year	14.6%
Sickness 8 days per year	3.1%
Training 6 days per year	<u>2.3%</u>
Total 52 Days	20%

52/261 x 100 = (19.92%) **20%**

20% Non-effective allowance

ECG Profiling guidelines (Website)

SPAR manual (Info guide website)

Patrol Dog Handler Non-effective allowance

8 weeks initial every 7 years (40 days)	=	6 days per year
1 week development annually	=	5 days per year
80 hours continuation training annually	=	10 days per year

Handlers personal training = 6 days per year
27 days per year

365 days in a year
104 rest days
Available for work 261 days

Annual leave **38** days a year 14.6%
Sickness **8** days per year 3.1%
Training **27** days per year 10.3%
Total **73** Days **28%**

73/261 x 100 = (27.96%) 28%

28% Non-effective allowance

Dog Handler with Drug Detection Dog Non-effective allowance

6 weeks initial every 5 years (30 days) = 6 days per year
1 week development annually = 5 days per year
40 hours continuation training annually = 5 days per year
Handlers personal training = 6 days per year
22 days per year

365 days in a year
104 rest days
Available for work 261 days

Annual leave **38** days a year 14.6%
Sickness **8** days per year 3.1%
Training **22** days per year 8.4%
Total **68** Days **26%**

68/261 x 100 = (26.05%) 26%

26% Non-effective allowance

Patrol dog handler with a drug detection dog

Patrol dog

8 weeks initial every 7 years (40 days) = 6 days per year
1 week development annually = 5 days per year
80 hours continuation training annually = 10 days per year

Drug Detection Dog

6 weeks initial every 5 years (30 days) = 6 days per year
1 week development annually = 5 days per year
40 hours continuation training annually = 5 days per year
Handlers personal training = 6 days per year
43 days per year

365 days in a year
104 rest days
Available for work 261 days

Annual leave **38** days a year 14.6%
Sickness **8** days per year 3.1%
Training **43** days per year 16.47%
Total **89** Days **34%**

89/261 x 100 = (34.09%) 34%

34% Non-effective allowance

Dog Handler with 2 Drug Detection Dogs Non-effective allowances

6 weeks initial per dog every 5 years (30 days x 2)	=	12 days per year
1 week development annually per dog	=	10 days per year
40 hours continuation training annually per dog	=	10 days per year
Handlers personal training	=	<u>6 days per year</u>
		38 days per year

365 days in a year
 104 rest days
 Available for work 261 days

Annual leave 38 days a year	14.6%
Sickness 8 days per year	3.1%
Training 38 days per year	<u>14.6%%</u>
Total 84 Days	32%

84/261 x 100 = (32.18%) 32%

32% Non-effective allowance

Non-Effective and Work Hours based on a 39-hour week

Patrol dog	28% non-effective = 10.92 hours, leaves 28.08 work hours
Drug dog	26% non-effective = 10.14 hours, leaves 28.86 work hours
Patrol and Drug	34% non-effective = 13.26 hours, leaves 25.74 work hours
2 Drug dogs	32% non-effective = 12.48 hours, leaves 26.52 work hours

ANNEX F



HM Prison &
Probation Service

External Pedestrian Dog Patrols Equipment

Ballistic Protective Equipment

- Vest Cover with HM Prison badges front and rear (one per handler)
- HG2 Ballistic front and rear inserts with trauma packs.
- SG1/7.62 x 51 DC plates (2)
- Female pressure release pads if required
- 9mm ballistic helmet complete with ballistic visor and bag (two)
- 7.75 x 480mm HG2 ballistic shield (one)
- Two maglite type torches with batteries/charging system (two)
- First aid pack

ANNEX G



HM Prison &
Probation Service

External Vehicle Dog Patrols – Equipment

Ballistic Protective Equipment

- Vest Cover with HM Prison badges front and rear (one per handler)
- HG2 Ballistic front and rear inserts with trauma packs.
- SG1/7.62 x 51 DC plates (2)
- Female pressure release pads if required
- 9mm ballistic helmet complete with ballistic visor and bag (two per vehicle)
- 7.75 x 480mm HG2 ballistic shield (one per vehicle)

Perimeter Dog Response Vehicle

- The vehicle must be a white, motorised vehicle with crew accommodation and covered back protection for the dog cage area.
- The vehicle must be capable of getting to any part of the external perimeter road quickly in all weathers. If the perimeter is in an area that might require pursuit across open areas the vehicle must be capable of off-road work.
- The vehicle must be capable of carrying a minimum of two people.
- The vehicle must have a blue light and side and roof markings to identify its role and provide recognition from the ground, camera or helicopter.

- The vehicle will be equipped with a loud hailer system to allow instructions to be given in an incident.
- The vehicle must be equipped with adequate lighting to allow the area of an incident to be illuminated at night, including a spotlight that can be rotated through 360 degrees horizontally and 180 degrees vertically with a range of 400 metres.
- The vehicle and crew must have radio contact with the establishment and control room by vehicle or handset.

The vehicle will be equipped with a first aid box and fire extinguishers

- The vehicle must have at least one covered dog cage.
- The dog cage area will be equipped with a free driven and electric driven extractor fan and natural light.

The vehicle may have the following features:

- A design that offers a visual deterrent to would be escapers
- Bull bars to the front
- A wailer system incorporated into the loud hailer for use in an incident.
- Auxiliary lead acid battery system fitted to allow for the extra lighting and equipment.
- A built-in camera system that securely records what is seen from in front and behind of the vehicle during its patrols
- The vehicle may need to be driven by a handler who has a patrol dog and specialist dog. It may be considered desirable that the vehicle is fitted with two cages.
- It is desirable that the cages should be designed to be removable to allow easy cleaning of the cage area and cages.
- The vehicle may be fitted with a facility for the handler to open the rear doors, cage doors or both from inside the vehicle in order to speed up the release of the dog in certain circumstances.
- Two maglite type torches for the crew, preferably with a fitted charging system to allow constant performance.
- There should be interior lighting to the dog cage area.
- If the vehicle has a lower rear door it is preferable that the hinge gap is covered with a flexible flap to prevent injury to the dog's paws.

ANNEX H



**HM Prison &
Probation Service**

HMPPS Pets as Therapy (PAT) Dog Visit Form

Prison	
Date of PAT Dog Visit	
Time of PAT Dog Visit	
Name of PAT Dog Owner/handler	
Name and Breed of Dog	
Areas of prison to be accessible to PAT Dog	
Arrangements for prisoners who do not wish to be involved with the PAT Dog visit	

Signature of Governor

Date

Signature of PAT Dog Owner/handler

Date