



**Policy Name: HMPPS Prison Dogs Policy Framework**

**Reference:** N/A

**Issue Date:** 29 November 2021

**Implementation Date:** 21 July 2021

**Replaces the following documents (e.g. PSIs, PSOs, Custodial Service Specs) which are hereby cancelled:** PSI 20/2011 (Prison Dogs) and Service Specifications:

- Comm & Control Rooms - outputs 4, 6, 7, 8, 11
- Security Management – outputs 4, 7, 9, 10, 11, 12

**Introduces amendments to the following documents:** n/a

**Action required by:**

<input checked="" type="checkbox"/>	HMPPS HQ	<input checked="" type="checkbox"/>	Governors
<input checked="" type="checkbox"/>	Public Sector Prisons	<input checked="" type="checkbox"/>	Heads of Group
<input checked="" type="checkbox"/>	Contracted Prisons	<input type="checkbox"/>	Contract Managers in Probation Trusts
<input type="checkbox"/>	Probation Service	<input checked="" type="checkbox"/>	HMPPS-run Immigration Removal Centres (IRCs)
<input type="checkbox"/>	HMPPS Rehabilitation Contract Services Team		
<input type="checkbox"/>	Other providers of Probation and Community Services		

**Mandatory Actions:** All groups referenced above must adhere to the Requirements section of this Policy Framework, which contains all mandatory actions.

**For Information:** Governors<sup>1</sup> and Local Delivery Unit Heads / Heads of Departments must ensure that any new local policies that they develop because of this Policy Framework are compliant with relevant legislation, including the Public-Sector Equality Duty (Equality Act, 2010).

**How will this Policy Framework be audited or monitored:** Oversight and effective management of HMPPS dogs falls within the portfolio of accountability held by Operational Response and Resilience Unit. Within ORRU, a specialist Inspectorate Team provide organisational assurance that this policy is being applied and that only approved professional practices are used. This assurance is enabled through a programme of capability building work including expert advice, visits to prisons and regional teams, training and operational support.

There is an existing procedure for security audits in prisons. No amendments to this procedure are made by this framework. However, Governing Governors / Directors, should have in place a forum and procedures that assure them that all practice relating to the deployment of prison dogs is managed and prioritised effectively and according to local context.

<sup>1</sup> In this document the term Governor also applies to Directors of Contracted Prisons.

**Resource Impact:** This policy framework has been written in conjunction with NDTSG, regional dog teams, T10 project team and PSP South review. Any impact upon resourcing does not form part of this policy and is led by group; dependent upon risk, need and budget in consultation with NDTSG.

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**Deputy/Group Director sign-off:** Paul Cawkwell, Prison Group Director.

**Approved by OPS for publication:** Sarah Coccia and Ian Barrow, Joint Chairs, Operational Policy Sub-board, 21 June 2021.

**Revisions:**

Date	Revision
29 <sup>th</sup> November 2021	<p><b>Paragraph 8.3</b> added “must be informed”</p> <p><b>Paragraph 10.12</b> added: “For the sake of this policy framework, a dynamic risk assessment means the process of continually observing and analysing risks and hazards in an environment. The process allows handlers to quickly identify real and potential new risks and take steps to mitigate them and it is not a formal risk assessment process.”</p>

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## 1. Purpose

- 1.1 Prison Service Dogs are valuable assets that provide the organisation with enhanced capabilities for searching, patrolling and maintenance of security. They are a formidable resource and there is good evidence to support the value of their contribution to the fight against criminal activity and illicit supply reduction. The range of service dogs provided to HMPPS are reviewed regularly and continue to be adapted in response to new and evolving threats. It follows that when developing our operating practices, we must remain compliant with working dog legislation and ensure that our care and welfare arrangements for dogs are maintained to the highest of standards.
- 1.2 Professional practice and oversight of HMPPS dog operation is underpinned by this policy framework and adherence to it will ensure consistent application of training and licensing standards, retention, deployment and decision-making to dog team resources. This framework document is further supported by, and should be read in conjunction with, the **Prison Dogs Supplementary Guidance** document, which provides detailed guidance on the management and care of Prison Dogs. The documents should be used together to inform and enhance local policy and procedures.

## 2. Evidence

- 2.1 Dogs have been deployed by HMPPS for over 50 years, for their abilities to detect illicit items, and as a less lethal use of force asset during serious incidents. From a review of available literature, we can determine that dogs are an effective security tool in the fighting and prevention of crime. Despite the costs related to feeding, vet care, and training, dog effectiveness studies show dogs deliver excellent value for money (Handy, Harrington, & Pittman, 1961; Mesloh, 2006; Wolf, Mesloh, & Henych, n.d.). Court based decisions have been made on the basis of evidence provided through the use of dogs, leading to a high standard of reliability on dogs as security assets. This is evidenced by the admissibility of dog-identified evidence (e.g., Pieterston and Holloway (1995) R v Sykes (1997))<sup>2</sup>
- 2.2 Other studies also determined that dogs are more effective than machines in finding drugs, tracking, searching and rescuing, and that the presence of dogs can be effective in reducing the need to use lethal force in some situations (Stitt, 1991). In addition, the few studies on police dogs, along with more general literature on the topic, have shown dogs to be cost effective and effective tools within crime control strategies (Mesloh, 2006; Wolf, Mesloh, & Henych, n.d.).
- 2.3 There is conclusive evidence to support the use of HMPPS Dogs as both proactive and reactive security assets in a wide range of operational activities including
- The location and retrieval of illicit items, evidence or people,
  - Assistance with the control of potential and actual disturbances,
  - The enhancement of staff and public safety
- 2.4 The trafficking and use of illicit items in prison is one of the biggest challenges facing our criminal justice system today. Drug misuse is prevalent and contributes to violence, crime and vulnerability within prisons, and this threatens safety and the ability of our hard-working prison staff to deliver effective regimes. The presence of mobile phones enables ongoing criminality by allowing prisons to remain in communication with their

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<sup>2</sup> Admissibility and probative value of expert evidence of tracker dog scent identification

networks and contact victims. The debt resulting from the supply, distribution and use of illicit items is also a significant cause of violence, intimidation and self-harm across the estate, endangering both staff and other prisoners. Evidence tells us that if we are to improve safety, prevent reoffending and tackle serious and organised crime, we must reduce the conveyance of phones and other contraband in our prisons. If we are successful, we have a chance at enabling prisoners to engage positively with rehabilitation, in a calm and safe environment.

- 2.5 HMPPS dogs have a significant role to play in the detection of contraband. HMPPS has considered the evidence supporting the use of dogs and has made significant investment in more detection dogs over the recent years. The deployment of HMPPS dogs has contributed significantly to the advancement of detection and retrieval of illicit items.
- 2.6 A study by David Wayne Welker from the Southern Illinois University Carbondale (2011) has highlighted the importance of effective and structured training for dogs and handlers. Further, a study conducted by UC Davis in 2011 found that handler's beliefs and expectations can have an influence on detection-dog performance. This is particularly significant as it suggests that handlers will need to be aware of issues around unconscious bias.

### **3. Outcomes**

- 3.1 This Policy Framework seeks to set boundaries and authorities for the deployment of dogs in prisons in order to ensure:
- Escapes are detected and deterred.
  - Threats to the security, safety, order and control of the establishment are detected and deterred.
  - Threats to public protection are detected, reported and deterred.
  - Maintenance of the highest of standards of care and welfare.
  - Crime and suspected criminal activity is detected, reported and deterred.
  - There is effective and lawful information exchange with establishment staff.
  - There are effective and lawful information exchange and working arrangements with other agencies.
  - Security measures are applied lawfully, safely, fairly, proportionately, and decently.
  - HMPPS remains compliant with all applicable working dog legislation.
  - Only authorised persons, vehicles, goods and other items enter and leave the establishment.

### **4. Legal Requirements**

- 4.1 The use of working dogs in prisons and YOIs across England and Wales is regulated by several pieces of legislation:
- [Animal Welfare Act 2006](#),
  - [Animal Welfare \(Service Animals\) Act 2019](#).
  - [The Welfare of Animals \(Transport\) \(England\) Order 2006](#).
  - [Dogs Act 1871](#).
  - [Animal Health Act 1981](#).
  - [The Road Traffic Act 1988](#).
  - [Animal Welfare \(Electronic Collars\) \(Wales\) Regulations 2010](#).

- Under the Docking of Working Dogs Tails (England) Regulations 2007, Docking of Working Dogs Tails (Wales) Regulations 2007.
- Section 27; Anti-social Behaviour, Crime and Policing Act 2014.
- Dangerous Dogs Act 1991.
- Dogs (Protection of Livestock) Act 1953, Animals Act 1971, section 3.
- Food Hygiene Regulations 2013, under EU Regulation (EC) 852/2004, Annex II
- Animals Act 1971, section 2.
- Microchipping of Dogs (England) Regulations 2015, Microchipping of Dogs (Wales) Regulations 2015.
- Control of Dogs Order 1992.
- Dangerous Dogs Act 1991.
- Pet Animals Act 1951; Breeding and Sale of Dogs (Welfare) Act 1999, Animal Welfare (Breeding of Dogs) (Wales) Regulations 2014.
- Animal Boarding Establishments Act 1963.
- Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018.

4.2 All establishments and staff must ensure that use of prison dogs is consistent with the [Equality Act 2010](#) and take steps to redress unjustified disproportionality in the use of prison dogs where identified.

## 5. **Mandatory actions to uphold Approved Professional Standards**

5.1 In addition to the legal provisions set out above, all staff must also comply with the approved professional standards set out in this Policy Framework. It is the responsibility of *all front-line staff* to ensure that they have read, understood and comply with this policy framework and supplementary guidance. *All Governors and senior management* are responsible for promotion and monitoring compliance with the stipulations contained herein. HMPPS Prison Dogs Policy framework is incorporated in Function 6 Security Management of the National Security Framework (NSF). All instructions included in the NSF are mandatory. Governors and Directors of contracted prisons must ensure they have local security strategies in place which are in accordance with the instructions set out in this Policy Framework.

5.2 This Policy Framework provides instructions for managers and front-line staff to ensure that training, care and deployment of prison dogs always operates within the boundaries of authority set out in this framework. The Operational Response and Resilience Unit (ORRU) will ensure it is reviewed regularly, and that it remains aligned to departmental priorities, reflects regulations and law, and includes the latest evidence lead practice.

## 6. **National Dog and Technical Support Group (NDTSG)**

More details on this section is contained within Chapter 2 of the HMPPS Dogs Policy Framework Supplementary Guidance document.

6.1 NDTSG are a central resource providing professional oversight of HMPPS dogs and are responsible for 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 delivery for Advanced Tornado Dogs, Arms and Explosive Dogs, General Purpose Dogs and Search Dog training for trainers

6.2 NDTSG are based at two sites at Hatfield and Kidlington. Only NDTSG and trained dog handlers with qualification to advanced level tornado should be deployed in the event of a serious incident. Their deployment will be co-ordinated by National Incident Management Unit (NIMU) in accordance with [PSI 09/2014 - Incident Management](#) The national dog inspectorate are part of NDTSG and are responsible for governance and assurance of HMPPS dog training and operations.

6.3 The Head of NDTSG and ORRU managers with designated responsibility for prison dog policy, will continue to monitor and identify all legislation relevant to the deployment and welfare of prison dog teams. They have responsibility for determining the range of specialist skills required to deliver HMPPS dog service expectations, including consideration of how and when dogs are deployed, training delivery, how working dogs are cared for, the selection process for dogs and handlers and how HMPPS will conduct related governance and assurance processes. ORRU is responsible for HMPPS dog policy.

### ***Licensing***

6.4 HMPPS dog teams; a handler and a dog must be licensed to perform each operational duty they undertake. The national dog inspectorate is responsible for oversight and administration of the licencing process. All teams will be relicensed by NDTSG for each specialism on at least an annual basis.

### ***Accreditation***

6.5 All NDTSG assessors must be independent of the training course they are assessing. The NDTSG assessor must be satisfied that the dog team being assessed operates safely and efficiently before granting a 12-month license. Dog teams who meet the pass standard for the course but need to improve on identified elements will be licensed for up to 3 months and will then be required to undertake a re-assessment.

6.6 All HMPPS dog teams must undertake accreditation on completion of their initial training and annually thereafter. The accreditation assessment may be brought forward before their due date with the agreement of the national dog inspectorate to facilitate training calendars and operational commitments. It cannot be extended beyond their annual due date without the express authority of the Head of NDTSG and only under exceptional circumstances. The decision making process and reasons for this extension must be recorded within the dog's record of service.

### ***Failure to meet Accreditation standards***

6.7 Any failure of the dog 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 they are unavailable.
- Only the element where competency was not evidenced needs to be revisited.
- Any HMPPS dog 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.

## **7. Dog Unit Management**

More detail on this section is contained within Chapter 3 of the HMPPS Dog supplementary guidance document.

- 7.1 All dog handlers must have clear lines of responsibility and accountability for their handling role, to a dog unit/line manager. Managers of HMPPS dog handlers must be familiar with all facets of dog policy, deployment and legislation to enable effective oversight of dog team operation.
- 7.2 Managers should make or ensure a planned assurance assessment has been completed for home, private and establishment kennels where a dog is to be housed, prior to the dog being located there. Documentation should be completed to satisfy this requirement in relation to home kennelling arrangements (see [Annex D](#)).

### ***Dog Records***

- 7.3 Each operational prison dog must have a Dog Service Record maintained/updated by the dog/line manager and stored securely. All records must have a corresponding document wallet to contain all documentation relating to the dog. Dog Service Records must be completed and retained by the dog unit/line manager for a period of seven years after the record is closed upon the death or disposal of the dog.

### ***Dog Food***

- 7.4 All prison dogs must be fed with food supplied under the national contract unless derogation has been given in writing by the Head of NDTSG. 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 related incidents***

- 7.5 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 missing dog.
  - 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.
- 7.6 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.

- 7.7 A written Dog Incident Report Form and Use of Force report must be completed and submitted to 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.
- 7.8 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.
- 7.9 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. Staff must follow their local policies of recording incidents in the appropriate record book.
- 7.10 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***

- 7.11 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**
- 7.12 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.
- 7.13 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.
- 7.14 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. A copy of the report must be submitted to the national dog inspectorate point of contact.
- 7.15 A health check of the dog must be carried out by the handler to confirm if any veterinary treatment is required.

#### ***Equipment***

- 7.16 All equipment issued for use by HMPPS dogs must be procured locally by the establishment or group directorate from the recommended equipment list and comply with national dog inspectorate guidance. **Equipment not included on the list must not be bought personally or locally, without specific authorisation from national dog inspectorate.** The equipment list is included at [Annex G](#).

7.17 All dog units, establishment and group directorates, must maintain a supply of, and provide access to, the following equipment:

- Staff first aid kit;
- Dog first aid kit;
- Dog catcher;
- Spare leads, collars, muzzles and general-purpose dog check chains;

7.18 Additional equipment available to handlers (to be used after appropriate training where applicable):

- Muzzle.
- Leads and collars.
- Half checks and harnesses (if required).
- Check chains (general purpose dogs only).

7.19 All dog handler equipment for personal issue must undergo a full risk assessment and be approved for use by the responsible manager prior to its issue. (Risk assessments and Safe System of Work (SSOW) must be in place prior to using equipment). The national dog inspectorate has a range of templates available for this purpose, which can be adapted locally.

7.20 **All HMPPS dogs must be micro chipped and wear a collar at all times as per ‘The Control of Dogs Order 1992’:**

*2.—(1) Subject to paragraph (2) below, every dog while in a highway or in a place of public resort shall wear a collar with the name and address of the owner inscribed on the collar or on a plate or badge attached to it.*

7.21 To ensure compliance with the law every HMPPS dog handler must be issued with a collar and tag for each 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). These items are available from various suppliers.

7.22 All HMPPS dogs must have an identification tag securely attached to their collars. The owner of all HMPPS dogs will be recorded as ‘HMPPS’. The information on the tag must state the dog’s name, ‘HMPPS’ and include the number 0207 147 4021, which is the National Single Incident Line. On the reverse of the tag there should be an epaulette number reference relating to the establishment or dog unit where the handler/dog is predominantly based (e.g. WF001). The national dog inspectorate must be informed of the epaulette reference for each handler.

7.23 When a report is made about a dog to NIMU Unit via the incident line, they will liaise with NDTSG to arrange appropriate follow-up.

7.24 Novice handlers must be provided with the necessary equipment prior to their training course commencing (see [Annex E](#)).

7.25 Electric Collars or Pinch Collars (German spiked collars) must not be used on HMPPS dogs under any circumstances.

**Dog Admittance to Prison establishments** - Additional information on Pets as Therapy (PAT) and assistance dogs is contained within Chapter 13 of the HMPPS Dog supplementary guidance document

7.26 Admittance to prison establishments is restricted to the types of dogs listed below;

- General Purpose Dog Team (previously known as patrol dog team)
- Advanced Tornado Dog Team.
- Active Search Dog Team.
- Passive Search Dog Team.
- Admittance to PAT dogs or Police dogs will require the authority of the Governor of the prison and the Head of NDTSG must be informed to allow maintenance of the PAT dog database.

7.27 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          |                   |

7.28 Prisoners are not 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. lock downs where the dog cannot be let out, limited exercise opportunity etc.).

7.29 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.

7.30 Additional guidance on guide and assistance dogs entering establishments can be sought from the national dog inspectorate team.

7.31 No other dogs, including assistance dogs, will be permitted entry without express permission being granted by the Governor. Wherever possible the Head of NDTSG should be informed, preferably in advance. There must be exceptional reasons for dogs, Other than guide dogs for the blind, not included at point 7.26 to be admitted and the purpose of the visit must be clearly defined; exceptional reasons do not include staff bringing their pets to work. Decisions to admit other types of dogs need to be considered against the risk posed by incidents, accidents or the potential for the spread of infections. The following must be considered as part of the risk assessment process;

- what is the exceptional reason for entry?
- what are the proposed areas of access?
- who is the registered owner (are they responsible)? It should be noted that the decision maker will additionally carry liability.
- what breed is the dog (is it a dangerous breed)?
- temperament of the dog.
- is the dog fully vaccinated?
- are there any known ailments/illnesses?
- is the dog female and if so, is she spayed? (If not spayed, is she in season? this is likely to impact on the effectiveness of HMPPS working dogs)
- is third party insurance in place?
- is there a risk assessment in place?
- the impact on people who are allergic or afraid of dogs and what mitigations can be put in place.

7.32 Staff must not be permitted to bring their pets to work.

- 7.33 NDTGS will follow [PI 02/2018 - Records, Information Management and Retention Policy](#) in retaining and disposing of dog related incident reports.

## **8. Procurement and Disposal of Prison dogs**

More detail on procurement and disposal is contained at chapter 4 of the supplementary guidance document.

### ***Procurement***

- 8.1 HMPPS dogs become the property of HMPPS or private prison provider at the point agreed on the acquisition form and will remain as such until the point of disposal. This must be documented before the dog undertakes any formal training or deployment in its designated role. 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.
- 8.2 Procurement of HMPPS dogs must be authorised by establishment/regional team budget holder and only be undertaken to fill current vacancies in agreed operational numbers.
- 8.3 All HMPPS dogs must be purchased from suppliers using the authorised SOP procurement payment methods. Any dog identified for purchase above £3000 must be sanctioned by the local budget holder and the Head of NDTSG or delegated authority must be informed. Dogs must not knowingly be purchased from breeders who run unethical breeding programmes or who operate outside the requirements of the Animal Welfare Act 2006.
- 8.4 The initial evaluation should, if possible, be agreed in the presence of the owner or supplier or their representative. Reasonable steps must be taken to ensure cost effectiveness, taking into account that dogs offered to the Prison Service comply with HMPPS operating requirements at the initial viewing stage, wherever possible. The dog must be capable, on the balance of probabilities, of complying with the requirements of this Policy Framework.
- 8.5 If the initial evaluation is successful an Acquisition Form must be completed ([Annex A](#)), clear agreement should be recorded in relation to the proposed price, payment requirements and any disposal or return requirements if the dog fails training. All terms and conditions must be agreed before the dog is acquired. A signed copy of the Acquisition Form must be given to the previous owner and a copy entered in the Dog Record of Service
- 8.6 All PGD regions, or prisons, must maintain a procurement/asset record of all dogs owned by HMPPS. Individual group directorates will determine what approach they adopted to meet this requirement. The procurement record/asset register must be updated to reflect cost of purchase, changes in handler, training records, acquisition of the dog and disposal.
- 8.7 A Temporary Training Record (TTR), included at ([Annex H](#)) must be opened on all procured dogs on acquisition and closed when a dog is either found unsuitable or on

commencement of an initial course. A Dog Record of Service must be opened for all dogs achieving operational status and retained by the dog manager who is responsible, to ensure that this record is completed in full. There must be documented management checks by a designated member of staff (agreed by the Governor/Head of Group) to ensure that this is being carried out correctly.

- 8.8 All operational female dogs must be spayed, unless exceptional approval has been granted by the Head of NDTSG.
- 8.9 All Veterinary reports on the dog should be retained if available. If none are available the acquisition can proceed and HMPPS must obtain its own Veterinary report,
- 8.10 General purpose dogs will be of the following breeds only: German Shepherd, Belgian Malinois, German Shepherd X Belgian Malinois, German Shepherd X Dutch Herder, Belgium Malinois X Dutch Herder. No other breed of dog has been approved for procurement or training in general purpose dog duties. This list is subject to change by authority of the Head of NDTSG. Spaniels, Labradors, Retrievers and other gun dog breeds may be procured for search dog duties. Consideration of breeds not included within this section for operational deployment must be first discussed with and approved by the Head of NDTSG.
- 8.11 There should be no cash payments made for any HMPPS dogs. No payments on the HMPPS GPC should be made for the purchase of a dog. All HMPPS dogs must be purchased from suppliers using the authorised SOP procurement payment methods.

### ***Disposal***

- 8.12 There are four primary reasons why it may be necessary to dispose of a HMPPS dog:
- Failure of the dog or handler to meet the expected standards of performance or behaviour.
  - Age of dog or retirement of handler.
  - Dog or handler health.
  - A dog is deemed surplus to requirement.

This list is not exhaustive and other reasons presenting the potential for disposal of a HMPPS dog should be considered on a case by case basis.

- 8.13 The retirement/disposal of a HMPPS dog must be agreed by the dog unit/line manager and the relevant disposal process that must be followed for each type of decision is outlined in supplementary guidance section 4.8.
- 8.14 If any issues are identified with the standard of work delivered by licensed dog or dog handler, this must be communicated to the national inspectorate team. This will ensure all concerns are recorded and appropriate remedial action can be taken in response.
- 8.15 In all instances involving the sudden unexplained death of a HMPPS dog an autopsy must be requested and the Head of NDTSG informed.
- 8.16 Upon the death or retirement of a dog the disposal form must be completed, and copies retained in the dog service record and sent to the Head of NDTSG.
- 8.17 Following procurement, if a dog is deemed unsuitable for work with HMPPS the decision must be ratified by the trainer in consultation with their manager and the dog training record updated accordingly. The dog in question should be returned to the previous owner/breeder and refund the purchase when appropriate or previously

agreed or be re-homed. The appropriate action for returning or rehoming dogs unsuitable for work with HMPPS must be recorded on the initial acquisition form at the point of procurement.

#### 8.18 HMPPS operational dog disposal options:

- Upon retirement or removal from operational duties due to age, ill health or operational standards (other than the reasons listed below) a HMPPS may be rehomed with its handler or a member of the public, if the temperament of the dog allows. (disposal form A) ([Annex B](#))
- If the reasons for removing the dog from operational duties are related to control or safety concerns, i.e. aggressive tendencies or a bite/attack on a person or other animal, then a full risk assessment must be completed to ensure there is no risk to the handler, the handler's family or members of the public.
- 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](#))

### **9. Training, Training aids and Accreditation –**

*More detail on this section is contained within Chapter 5 of the HMPPS Dog supplementary guidance document*

9.1 All HMPPS dog courses can only be delivered by HMPPS accredited trainers. HMPPS dog and handler training must be conducted in accordance with national inspectorate guidance and delivered by a qualified HMPPS accredited trainer at the appropriate level. Trainer-led training will be provided in the following formats:

- Initial training course
- Re-team course
- Continuation training
- Re-licensing

9.2 The initial training course is designed flexibly to train non-accredited staff or experienced handlers working with experienced or un-trained dogs. The course culminates in the team achieving the standards to be licensed, which will be assessed by a qualified assessor appointed by the Head of NDTSG.

9.3 On completion of initial training, all HMPPS dogs must be able to demonstrate that they will remain under control, both on or off the lead, in a range of conditions that it might reasonably be expected to encounter whilst on or off duty. They must react correctly to words of command from the handler and conform, when necessary, to the handler's movements.

9.4 In addition HMPPS dogs must demonstrate they are capable of working steadily in areas or situations where personnel, animals, movement, food or other distractions are present and negotiate any obstacle that it might reasonably be expected to encounter during a tour of duty with due regard to health and safety requirement. They must display capability to work on the lead, both as a single team with its handler or as part of a larger team of dogs without causing problems to the other dogs.

- 9.5 During formal training, if a team does not demonstrate the required standard of safety, efficiency and control to remain in licence for operational deployment, they will not be accredited for operational service. The trainer will ensure that an appropriate development plan is put in place and will inform the appropriate line manager.
- 9.6 Following initial accreditation teams must receive the minimum amount of continuation training identified below prior to annual assessments:
- 10 days for General Purpose Dogs (GPD)
  - 5 days for an Active Drug Detection (ADD)/Passive Drug Detection (PDD)
  - 3 days for an Illicit Brewed Alcohol Detection (IBAD)/Mobile Phone Detection (MPD)
  - Explosive Detection Dog (EDD), as per the NCTAS standard
  - 3 days for Firearms Detection Dog (FDD)
- 9.7 Continuation training will be provided through dedicated hours for EDD and days for all other disciplines spread throughout the year. This training is designed to maintain and improve standards and to work towards the development plans set for each team.
- 9.8 Annual assessment reports completed by the national dog inspectorate will highlight any areas of concern and record them within the Dog Record of Service.
- 9.9 Only dog handlers who have successfully completed a 40-day initial GPD course with an accredited HMPPS GPD Initial trainer can handle General Purpose Dogs unsupervised. Non-accredited staff can only work with HMPPS General Purpose dogs under the direct supervision of an HMPPS accredited dog trainer.
- 9.10 Non-accredited/unlicensed staff must not be authorised to take dogs home, or to or from approved kennelling/establishment without supervision, until such time as they have completed a full training programme and been accredited/licensed by a member of the national dog inspectorate team. All non-accredited staff under training must be under the direct supervision of a HMPPS qualified, accredited trainer in the appropriate discipline when exercising or handling a HMPPS Dog.
- 9.11 All training aids including dog toys should be regularly examined and, if damaged, discarded. Care should be taken not to leave toys with unsupervised dogs

### ***Training for trainers***

- 9.12 To attain accreditation for training of prison dogs, all HMPPS dog handlers must successfully complete the following training elements/assessments:
- NDTSG Training for Trainers course applicable to prison dogs.
  - Take part in field observation visits by the national dog inspectorate to assess the practical skill delivery of the training of prison dogs at designated venues.
  - Evidence of a minimum of 1-year operational service dog experience in the discipline applicable to the training accreditation.
  - First aid at work qualification.
  - CSL Risk Assessment training

### ***Accreditation***

- 9.13 Every prison dog and handler deployed within the HMPPS estate must have a current licence appropriate to the discipline they are deployed to.

- 9.14 All assessors must be accredited and appointed by NDTSG. They must be experienced HMPPS dog handlers who have previously worked a licenced HMPPS dog in either (or both) general purpose or specialist search and have HMPPS trainer accreditation in either (or both) general purpose or specialist search with recent experience and operational competence of working as a trainer.
- 9.15 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. The decision making process and reasons for this extension must be recorded within the dogs record of service.
- 9.16 Dogs who fail an assessment by being unable to demonstrate the required standard, must be removed immediately from operational duties. They cannot be reinstated to operational dog duties until they demonstrate they have achieved the required standard.
- 9.17 If the dog is not resubmitted within the timeframe agreed with the trainer/ NDTSG or a decision is taken to permanently remove the dog from service by line management, then the national dog inspectorate must be informed.
- 9.18 All appeals against an assessor's decision must be directed to the Head of NDTSG.

## **10. HMPPS Dog Handler Role and Responsibilities**

*More detail on this section is contained within Chapter 6 of the HMPPS Dog supplementary guidance document*

- 10.1 All HMPPS dog handlers must be comfortable working with dogs in a hands-on capacity. Upon receipt of accredited training, they must be able to demonstrate basic obedience, positive reinforcement training techniques, and good handling skills when working with their allocated dogs. A full list of responsibilities pertaining to dog handlers can be found at chapter 6 the supplementary guidance.
- 10.2 HMPPS dogs must only be handled by HMPPS employees acting in compliance with an agreed job description and must hold a current license issued by the national dog inspectorate team before they are employed on dog handling duties.
- 10.3 All HMPPS dog handlers must be recruited using the published pre-selection process attached at [Annex G](#) to the supplementary guidance document. Candidates applying for a Prison Officer Specialist dog handler position must understand that they are likely to be required to handle two HMPPS dogs.
- 10.4 All staff applying for specialist training as GPD handlers who took up post after the 2 April 2001 are required to pass a suitable dog handler's fitness assessment before being accepted onto the training course in accordance with HMPPS fitness strategy policy [PSO 8625](#) They must complete the fitness test annually to maintain operational dog handler status. Fitness assessments will be conducted by Health & Safety Performance Group staff in the officer's home establishment. In the case of an officer required to attend specialist training at short notice, HASPG will advise on a suitable location for the fitness assessment.
- 10.5 A GPD handler (in post after 2<sup>nd</sup> April 2001) must be able to satisfy the annual fitness testing requirements of the role to the following standards:



- Grip test: 35 KGF
  - M.S.F.T: Level 5.8
  - Shield test: 1 minute
  - Speed/Agility: 32 seconds
- 10.6 Dog unit/line managers should ensure all handlers for whom they are responsible have undertaken the general risk assessment training available on CSL.
- 10.7 Safety of the public, staff and prisoners must always remain a high priority. Generic risk assessment guidance in relation to use of dogs is available on the health and safety section of the intranet. However, generic risk assessments are for guidance only and should be adapted to cover each operation.
- 10.8 Any area being used for exercise of HMPPS dogs must be risk assessed by the handler, or trainer if the handler is unlicensed, (in line with the requirements outlined at 10.11 - 10.13 for the dog's working role) prior to use and the relevant documentation completed and a copies kept by the dog/line manager/unit and within the dog service record. Any new exercise areas must have a risk assessment and safe system of work in place prior to use.
- 10.9 Transportation of dogs to and from exercise areas potentially carries high risk. Handlers must consider measures to protect the public; this remains the responsibility of the handler and may require transportation via vehicle or muzzling.
- 10.10 All HMPPS general purpose and tornado dogs must be kept on a lead and be in the control of the accredited handler at any time it is not in a secure area with controlled access.
- 10.11 Exercise off the lead for HMPPS general purpose and tornado dogs must only be conducted in a secure area, with controlled access managed by the accredited handler. There must be an adequate, recorded risk assessment, created by the handler and agreed with their manager, in place for all areas in which HMPPS general purpose and tornado dogs are exercised.
- 10.12 Handlers of HMPPS search dogs must complete a dynamic risk assessment of the area they intend to exercise their dogs, prior to letting the dog off the lead. For the sake of this policy framework, a dynamic risk assessment means the process of continually observing and analysing risks and hazards in an environment. The process allows handlers to quickly identify real and potential new risks and take steps to mitigate them and it is not a formal risk assessment process.
- 10.13 HMPPS dog handlers will remain responsible for completing dynamic assessments of risk throughout the whole exercise period.

***Considerations for working dog teams in the presence of other people***

- 10.14 When required to work with support staff, all dog handlers must routinely ask if anyone has an allergy to or fear of dogs. Where an individual indicates such an allergy or fear, dog handlers must consider the options available to them and explore alternatives on an individual basis. This should include;
- Utilising alternative support staff
  - Offering assurance
  - Consideration of the control measures

10.15 Any concerns raised around fear or allergies prior to a search by a PDD dog on a person, dog handlers must consider the options available to them and explore alternatives on an individual basis. This should include;

- Offering assurance
- Consideration of the control measures
- Alternative methods of searching using the dog
- Escalation to a manager if the person refuses

***Considerations for work life balance, flexible work or change of circumstances***

10.16 Any request by a handler to reduce their working hours and/or work flexibly will be considered on a case-by-case basis in consultation with Human Resource Business Partners/ Shared Service Centre and take into account any issues, which may affect an individual's ability to work full-time.

10.17 A reduction in working hours, however, raises specific issues with the specialist field of prison dog handling which need to be taken into consideration. Dog teams (handlers and dogs) need to undertake the recognised minimum amount of training per year for each operational element. This cannot be reduced on a pro-rata basis due to a reduction in hours worked. An increase of free days or a reduction of hours will not reduce the basic daily animal welfare requirement.

10.18 In reducing the availability for work of a handler, there is also a necessary reduction in the availability for work for the dog. This can reduce the operational exposure of the animal and the team, which may hinder experiential development.

10.19 If individual circumstances change to the point where handlers are no longer able to meet the basic operational requirements of the role, consideration will be given to other band appropriate work. Any change in circumstances must be reported through line management.

**11. Audits and Investigations**

*Additional information on this section is contained within Chapter 12 of the HMPPS Dog supplementary guidance document*

***Investigations***

11.1 All investigations concerning a dog handler's conduct must be dealt with under the terms of PSI 06/2010 and [PSO 1300](#).

11.2 All incidents concerning HMPPS dogs which may require investigation must be reported to the Head of NDTSG. Specialist input must be considered by the commissioning manager as part of the investigatory process. 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.

11.3 If a dog is removed from a handler's control for any conduct or discipline reason a dog incident form must be completed, and the removal recorded on the dog record of service. The dog must only be returned to the handler once the concerns identified on the dog incident form have been addressed and the outcomes from any investigation or review have been agreed by the commissioning authority. The decision must be recorded on the dog incident form and the handler's suitability to retake responsibility

for the dog must be agreed by the Governor or delegated manager with the Head of NDTSG. The dog record of service must be updated to reflect the decision.

### **Audits and Assurance**

- 11.4 Annual audits of operational delivery, training and accreditation will be completed by ORRU and the national dog inspectorate. Audits must take into account procedures and services approved in this policy framework and other relevant documents/legislation. The Audit will be conducted by a team appointed by the Head of NDTSG.
- 11.5 The audit team will systematically evaluate the effectiveness of risk management, governance and control processes against the baselines by the Head of NDTSG and provide a feedback report to the line/unit manager. The report will include recommendations to address any identified areas of concern. There are two forms of audit covered by these arrangements;
- Dog unit/team audit
  - Dog training aid audit
- 11.6 ***Dog unit/team audit – to be led by an ORRU Band 8 and supported by a member of the national dog inspectorate.***
- The purpose the audit is to provide assurance that HMPPS dog units/team are operating correctly and are compliant with HMPPS' dog policy, legal regulation and legislation.
  - The audit will consider operational delivery, health & safety, animal welfare, procurement, training, disposal, administration and management of the dog unit/team.
  - The audit team will examine procedural, training, dog and operational records of the dog unit/team over a period of the last twelve months.
  - The audit team will consult with members of the dog unit/team and managers to include their considerations about performance and the working environment.
  - The audit baselines are not listed in order of importance and all areas are marked equally to obtain the audit score rating.
- 11.7 ***HMPPS dog training aid audit - to be completed two members of the national dog inspectorate.***
- The purpose of the audit is to ensure that a system is in place to ensure all HMPPS dog training aids are 'fit for purpose', safe and secure, staff are aware of their roles and responsibilities and are fully compliant with the HMPPS' dog policy framework.
  - The audit team will examine the identification, storage, access and cross-contamination of training aids and review local policy and audit records of the dog unit/team over a period of the last twelve months.
  - The audit team will consult with members of the dog unit/team and managers to obtain confirmation of policy awareness and compliance.
  - The audit baselines are not listed in order of importance and all areas are marked equally to obtain the audit score rating.
- 11.8 The recommendations from each of the audit process will be included in an action plan and progress against the recommendations will be assessed during the next formal audit. Should any critical findings be identified during the audit process the auditors will

discuss this with the line/unit manager and Head of NDTSG to identify immediate action to be taken.

- 11.9 A governor or prison group director may make a request to the Head of NDTSG for an interim visit to a dog section, group directorate dog team or establishment dog unit if they have identified concerns about delivery or practice.

## **12. Tasking and Deployment of HMPPS Dogs**

- 12.1 HMPPS dogs will be deployed continuously for reasonable periods at the discretion of the handler. This will be dependent on the prevailing conditions at the time with due consideration to the Dogs Welfare, Standard Operating Procedure and [Animal Welfare Act](#). *In broad terms, there are four key areas of capability and full details of their tasking, deployments, roles and responsibilities are contained within the HMPPS Dog supplementary guidance document at the following sections*

- Passive Search – Chapter 9 and 11
- Active Search – Chapter 9 and 10
- General Purpose – Chapter 8
- Advanced Tornado Dogs – Chapter 8.16

- 12.2 HMPPS dogs may only be deployed to operate in the disciplines for which they hold a current licence issued by NDTSG. For example, search dogs must not be deployed to function as general purpose dogs as they do not possess the required skills to fulfil the role.

### ***NDTSG & C&R Advanced Tornado Dogs***

- 12.3 When using advanced tornado dogs to support incident resolution, Silver commanders must seek permission from the Gold commander before deployment.
- 12.4 All operational dog handlers working for NDTSG and advanced tornado dog team handlers (in post after 2<sup>nd</sup> April 2001), must pass the C&R advanced fitness test to fulfil the requirements of the role. They must achieve the following pass standards:

- Grip test: 35 KGF
- M.S.F.T: Level 7.2
- Shield Test: 1 minute 30 seconds
- Speed/Agility: 30 seconds

### ***Deployment***

- 12.5 All HMPPS dogs must be fit and agile with enough stamina to carry out the operational role. They must be responsive to the commands and body movements of the handler and be able to work confidently both as a single team with its handler or as part of a larger team of dogs without causing issues to the other dogs.
- 12.6 In normal circumstances, no dog should work for more than 12 hours. In operational emergencies, this may be extended to 16 hours. These hours should be taken on the hours that the dog is actually working not the hours which the handler is on duty. Dogs should have at least one day off duty each week. However, under emergency circumstances they may be employed on seven days per week. HMPPS dogs should not work for more than two and a half hours without being stood down, unless under emergency circumstances. All stand down periods will be for a minimum of 30 minutes.

- 12.7 All requests for the use of HMPPS dogs in operations outside of the HMPPS estate, not already covered in existing memoranda of understanding, must be subject to consultation and agreement with the Governor or manager responsible for the requested dog team resource and the Head of NDTSG.
- 12.8 All HMPPS dogs 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's reactions. All areas where HMPPS dogs will be working must have been risk assessed and safe systems of work must be in place before the dog is used in that area.

#### ***Passive Search Dogs***

- 12.9 Passive search dogs must only be used to search for items on the person and must not be used to search operational areas. When deployed on search duties, they must work only on a collar and lead or harness, under the direct control of the handler. Contamination prevention procedures must be employed during all operational deployments

#### ***Active Search Dogs***

- 12.10 Active Search Dogs must only be used to search for items in operational areas, staff areas and vehicles and must not be used to search a person. When deployed on search duties, handlers may work the dog off the lead. Contamination prevention procedures must be employed during all operational deployments

#### ***General Purpose Dogs***

- 12.11 General purpose dogs 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.
- 12.12 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.

#### ***External Perimeter Patrols - More information on external deployment and equipment is included at section 8.13 of the supplementary guidance document***

- 12.13 When deploying general purpose dogs on perimeter patrol duties, Governors must ensure that deterrence is the main objective. General purpose dogs must not be routinely used for external perimeter patrol duties as this may reduce the deterrent effect.
- 12.14 Prisons holding exceptional risk category A prisoners must operate external vehicle patrols with dogs when directed to do so by a Director of Long Term and High Security. An external perimeter road must be established to allow complete access around the full external perimeter of the prison. The dog must be kept in the dog cage and provided regular exercise periods; exercise periods should always be within 50 metres of the vehicle.
- 12.15 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 (i.e. failing of perimeter security systems, building work or breach of perimeter).

- 12.16 Dog 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.

### ***Explosives Detection Dog/Firearms Detection Dogs***

- 12.17 Routine arms or explosive searching can only take place within establishments holding Category A prisoners or as part of a pre-occupation search. All other deployments for this purpose must be requested through the single incident line at NIMU.

- 12.18 All HMPPS explosives detection dogs (EDD) are trained to the National Canine Training and Accreditation Scheme (NCTAS) standard. This is a government driven scheme, overseen by the Office for Security and Counter Terrorism (OSCT). NCTAS has created a national standard of training and accreditation amongst all EDD organisations, leading to a national inter-operable EDD capability.

- 12.19 To achieve NCTAS accreditation all HMPPS EDD teams must demonstrate an ability to successfully complete and conduct the following:

- 100 hours annual training,
- handler knowledge check,
- handler competencies,
- EDD competencies,
- correct identification of substances during a stand based scent recognition assessment and correct identification of substances during the 4 conventional searches.

- 12.20 The four conventional searches include buildings, vehicles, route and open area. At least one of these searches must have a late hide at least 40 minutes into the search. The handler knowledge check covers, deployment, training kit, contamination and dog welfare.

## **13. Kennels, Kennelling and Veterinary**

*More information relating to this section is contained within Chapter 15 of the HMPPS Dog supplementary guidance document*

- 13.1 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.
- 13.2 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.
- 13.3 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.
- 13.4 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.
- 13.5 Line Managers of dog handlers have a responsibility to conduct home visits to check garden security, the kennel and run is being used correctly and is in good condition prior to any dog being housed with a handler. In addition to the initial check further checks must be completed at least annually, when a handler moves home or when other circumstances clearly dictate the need to perform a home visit i.e. receipt of a complaint from a member of the public. A checklist of requirements is available at [Annex D](#).
- 13.6 All dogs left kennelled must be given access to plenty of fresh water and shelter from the elements. Attention must be given to ensure dogs receive sufficient exercise. Dogs must not be left unsupervised for any more than 8 hours (i.e. when the dog is kennelled at home the handler must not be away from the premises more than 8 hours).
- 13.7 Kennels must be kept clean and in good repair. Repairs to damaged kennels can be arranged, however, authorisation must be granted by the dog unit/line manager. Handlers must ensure that they remove any dog fouling from the kennel/run.
- 13.8 Kennels should 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.
- 13.9 If the kennel becomes infested with flea or other parasites, more stringent measures may be required. The dog handler or a manager must seek advice from veterinary clinics and/or pest control operatives.
- 13.10 Private kennelling services being used by HMPPS dog handlers must be made aware of the role of the dog. Care must be taken to ensure the kennels are licensed with the local authority and have adequate insurance of the type to cover HMPPS dogs. The kennel owners must be informed of any problem with an individual dog before it is placed in their care and contact numbers should be provided.
- 13.11 Agreement should be made about times that dogs can be brought in or removed from kennels. If possible, provision should be made to allow out of hours access for the handler to remove the dog in the event of a prison emergency.

- 13.12 Dogs must not be removed from private kennels, except by the handler or as authorised by the dog unit/line manager. In the cases of a disciplinary investigation, only the commissioning manager will be able to give permission for a dog to be removed from private kennels.

### ***Veterinary Services***

- 13.13 Authorisation to attend a veterinary practice must be obtained from the relevant line manager or trainer, who will appraise the severity of injuries or sickness prior to attendance. However, by exception, if the injuries or illness are life threatening/urgent, handlers may attend without prior authorisation and inform a manager or trainer at the first practicable opportunity.
- 13.14 Handlers must ensure that they conform to local surgery guidance and local risk assessment when attending a veterinary surgery. A muzzle should be used for general purpose dogs to protect other attendees if other control measures are not available.
- 13.15 Every effort should be made to use a local practice to the establishment/home of the handler (whichever is most convenient), however emergency treatment may be obtained from another veterinary practice should this become necessary.

## **14. Care and Maintenance allowance**

*Additional information on this section is contained within Chapter 16 of the HMPPS Dog supplementary guidance document*

- 14.1 Care and maintenance allowance will be paid to accredited specialist dog handlers in possession of HMPPS dog with an Acquisition Form. This is paid to compensate the handler for the time and responsibility of looking after prison dog(s) they are responsible for in their off-duty hours. Payment of care and maintenance allowance is added to a dog handler's salary, for all periods that the handler is in possession of a HMPPS dog.
- 14.2 There may be exceptional circumstances where payment must continue to be made for operational reasons when a handler is not in possession of a HMPPS 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.
- 14.3 Payments must not be made at HMPPS's expense for periods when the dog(s) are placed in kennels without permission. If emergency kennelling is necessary, the line manager must be informed at the earliest possible opportunity.
- 14.4 Handlers are responsible for feeding and watering, exercising, grooming, caring and maintaining, kennel cleaning as well as control and security of dog(s).
- 14.5 Staff will be allocated kennelling days equivalent to their annual leave entitlement plus an additional eight days to cover rest days before, during and after block leave. Each member of staff will be allocated this allowance at the beginning of the year. Any kennelling outside of this allocation will need to be applied for and authorised by the responsible functional head. There may be exceptional circumstances where kennelling payment must continue to be made for operational reasons, as certified by the Governor/ PGD.



## 15. Transportation

- 15.1 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. Dog handlers using their own vehicle should ensure that the size of the cage is at least big enough for their dog to stand, sit and lie down in a natural position, and turn around easily.
- 15.2 *The welfare of HMPPS dogs is paramount and all dogs in transit must have access to clean fresh water at appropriate intervals.*
- 15.3 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 when the handler has sight of and is close to the vehicle.
- 15.4 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.
- 15.5 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.
- 15.6 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***

- 15.7 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](#)
- 15.8 (1) 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.



Receiving Establishment:

**HM Prison &  
Probation Service**

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.

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 on completion of assessment/course.
- 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**

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**



**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

### HMPPS Dog Home/Kennel Check

This guidance is in line with HMPPS dog policy & supplementary guidance and the Animal Welfare Act 2006.

Requirement	Compliant	Non-compliant	Notes/Comments
Does the handler have all equipment needed? (See list attached as per PSI)			
Is the kennel an HMPPS approved kennel of authorised design in which to house their dog at their home address?			
Is the kennel base appropriate?			
Is the kennel situated well? (i.e. out of direct sunlight, on a flat surface/base, away from loud noises, draft free)			
Is access to and from the kennel safe?			
Is there easy, continuous access to fresh water?			
Does the handler know how to clean the kennel/run?			
Is the dog: micro chipped?			
Wormed?			
Vaccinated?			
Flea treated?			
Does the dog have a collar and nametag with HMPPS contact details?			
Does the handler know his/her responsibilities regarding Animal Welfare/Control of Dogs legislation?			
Is it big enough to allow your dog to go through his/her natural routine of turning around before settling?			
Is there an area in which the dog can exercise? If not, is there a risk assessed area locally?			
Is there an area for the dog to eat safely?			
Is the handler aware to not leave the dog alone for prolonged periods of time?			
Is there a local kennelling facility nearby for periods of annual leave?			
If the dog were to escape the kennel/run is there adequate fencing to prevent escape?			
Is there space for the dog to be able to move into a cool, ventilated environment if he/she is feeling hot?			



HM Prison &  
Probation Service

# **HMPPS PRISON DOG HANDLER**

**PRISON OFFICER SPECIALIST DOG HANDLER**

**PRE-SELECTION PROCESS**

**2021**



# HM Prison & Probation Service

## **Pre-selection of Prison Officer Specialist Dog Handlers**

Any procedure that involves the career development and selection of officers needs to be compliant to current HR policy documents.

The process will cover the following:

### **WCN Electronic Application (Pass / Fail)**

When vacancies arise, an advert asking for electronic applications will be advertised.

This will be a success profile based application that asks officers to evidence their experience and behaviours through recent examples. The application will need to be discussed with their immediate line manager.

These will be processed through the HR vacancies procedure and will be reviewed by a panel made up of an accredited dog trainer and establishment representatives (at operational Band 5 or above).

The answers will be marked using the below score ratio; those that score a 2 or below will not proceed to the next stage.

- 7 – Consistently far exceeds the requirement**
- 6 – Noticeably exceeds the requirements**
- 5 – Occasionally exceeds the requirements**
- 4 – Standard expected**
- 3 – May be acceptable with some shortcomings, development needed**
- 2 - Partly evidenced, many areas for development**
- 1 – Insufficiently evidenced, major areas for development**

A pass mark will be set dependent on the number of applicants and the successful officers will proceed to the next stage.

### **Officer Fitness (Pass/ Fail)**

From 2 April 2001 all staff applying for Specialist training as Patrol/General Purpose Dog Handlers will be required to pass a fitness assessment before being accepted onto the training course.

A patrol/general purpose dog handler (in post after 2<sup>nd</sup> April 2001) must be able to satisfy the annual fitness testing requirements of the role to the following standards:

Grip test: 35 kgf

M.S.F.T: Level 5.8

Shield test: 1 minute

Speed/Agility: 32 seconds

Only successful candidates will proceed to the next stage.



### **Required training**

All candidates must complete Risk Assessment training and Unconscious Bias training

### **Home / Vehicle suitability test (Pass / Fail)**

Upon notification of the successful candidates the Dog Unit/Line Manager will arrange a home suitability inspection and confirm that they hold a full driving licence and have a suitable vehicle to transport the dog in accordance with HMPPS dog policy. Only successful candidates will proceed to the next stage.

### **Interview Board**

This will be a formal interview process with a panel consisting of establishment representatives (at operational Band 5 or above) and an accredited dog trainer. The candidates will be asked success profile based questions in line with the Civil Service framework.

### **Successful Candidates**

At the conclusion of the interview the highest scoring candidates will be selected for the positions/vacancies available.

A substantive post will only be offered to the officer on the successful completion of an initial dog handler course. If in the unlikely event that the officer fails the initial dog handler course then the circumstances will be reviewed by the dog unit/line manager, the initial course trainer and a member of the national dog inspectorate. In exceptional circumstances a second initial course may be offered. The failure of a second course will result in the provisional offer being withdrawn.

**Electronic Application**

Success Profile Requirement	7 – Consistently far exceeds the requirement	6 – Noticeably exceeds the requirements	5 – Occasionally exceeds the requirements	4 – Standard expected	3 – May be acceptable with some shortcomings, development needed	2 - Partly evidenced, many areas for development	1 – Insufficiently evidenced, major areas for development	Comments



HM Prison &  
Probation Service

# HMPPS DOG INCIDENT REPORT FORM

<b>Handlers Name</b>	
<b>Establishment</b>	
<b>Dogs Name</b>	
<b>Breed</b>	
<b>Microchip No</b>	
<b>Breed</b>	

## DOG RELATED INCIDENT REPORT FORM

A dog related incident is where a dog is involved and one of the following occurs:

This form must be raised immediately:

- **DOG BITE OR ATTACK (ON A PERSON)**  
**Complete sections A & B**
  
- **NEAR MISS (e.g. ATTEMPTS TO BITE OR ATTACK A PERSON, A DOG ON THE LOOSE)**  
**Complete sections A & B**
  
- **DOG BITES OR ATTACK (OR ATTEMPTS) ON ANOTHER ANIMAL**  
**Complete sections A & B**
  
- **A DOG IS MISSING**  
**Complete sections A & B**
  
- **ACTS OF CRUELTY OR WELFARE CONCERNS RELATING TO HMPPS DOGS**  
**Complete section C & D**
  
- **ANY OTHER DOG RELATED INCIDENT INVOLVING ACTUAL OR POTENTIAL SERIOUS HARM, SIGNIFICANT DAMAGE TO PROPERTY OR REPUTATIONAL DAMAGE**  
**Complete sections A & B**

**NOTE:** *The guidance provided in this report are for your assistance and are intended to ensure that the Head of NDTSG receives all the information necessary to make a fair and reasonable assessment of the incident.*

## Section A

<b>Date:</b>	
<b>Time:</b>	
<b>Place:</b>	

### INJURED PARTY:

<b>Name:</b>	
--------------	--

<b>Prisoner:</b>	
------------------	--

<b>Member of Staff:</b>	
-------------------------	--

<b>Member of the Public:</b>	
------------------------------	--

<b>Animal:</b>	
----------------	--

<b>Other: <i>(Please state Full Name or Number if applicable: Address)</i></b>

Exact circumstances leading up to the incident ensuring that you indicate whether or not it occurred:

On Duty:

Off Duty:

**HANDLERS REPORT:**

Was a warning given:

YES

NO

If **YES**, provide the exact wording:

If **NO**, reason why:

Were there any witnesses:

YES

NO

If **YES**, supply Name, Rank, or Number if applicable: Address

**Has the incident been reported to the Police? Yes / No**

**If Yes please complete below:**

Force Name:	
Phone Number:	
Log Number:	

## **Section B**

### **UNIT/LINE MANAGER'S REPORT**

Name:	
Rank:	
Date:	

*As the Team/Line Manager your report should cover the following points:*

- Investigation into the incident (in accordance with PSO 1300).
- Interview with the handler.
- Where necessary interviews with witnesses.
- When completing your report ensure that you give due consideration to any training needs and/or alteration to procedures which may have been highlighted by this incident.
- When drawing up your conclusions provide details of how you intend preventing a reoccurrence.
- Enclose photocopies of all training reports which make comment on the handler and dog.

**NOTE:** *Prior to submitting the full report to the Head of NDTSG, check that the following has been enclosed:*

	YES	NO
Dog Handler Statement		
Witness Statement(s)		
Unit/Line Manager's Report		
Photocopies of all Training Reports		
Photocopies of all Accident Report Forms		
Photocopy of Dog Bite Incident Record		
Photocopy of any special assessment		
Use of Force Report		

**UNIT/LINE MANAGER'S REPORT:**

Signed

Date:



## Section C

<b>Staff Name:</b>	
<b>Rank:</b>	
<b>Establishment:</b>	
<b>Date:</b>	
<b>Time:</b>	
<b>Place:</b>	

### STAFF REPORT:

**Section D**

**HEAD OF NDTSG RECOMMENDATIONS**

**ACTION TAKEN**

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

**Copies to:  
Dog Unit/Line Manager / Dog Service Record / National Dog Inspectorate**

## **Dog related 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.



HM Prison &  
Probation Service

# HMPPS DOG TEMPROARY TRAINING RECORD (TTR)

<b>Dogs Name</b>	
<b>Microchip No</b>	
<b>Discipline</b>	
<b>Handler</b>	
<b>Establishment</b>	
<b>Date (Operational)</b>	
<b>Date (Disposal)</b>	

## **INSTRUCTIONS FOR USE**

A Record of Training is required for every HMPPS dog upon acquisition, this temporary training record must be completed up to the point when the dog commences the relevant initial course or disposal to comply with HMPPS Dog Policy and is to:

- a) Be kept securely as authorised by the dog unit/line manager and retained on the disposal or death of the dog for a period of 7 years.
- b) Accompany the dog on all movements and transfers.
- c) Be readily available to veterinary surgeons, supervisory officers, assessors and the national dog inspectorate.

## PROCUREMENT

Please refer to [procurement section](#) in the policy framework

- The Dog Unit/Team Manager should ensure that the dog has been scanned for a Micro-Chip, if one is not present the dog should be micro-chipped at the earliest opportunity. The relevant dog's Record of Service should be opened before the dog becomes operational.

The initial evaluation of all dogs under consideration must be conducted by an accredited trainer in the relevant discipline to ensure that the dog possesses the characteristics detailed below.

- Physical condition and appearance.
- Health and medical condition.
- Confidence, bold but not aggressive, except for potential Patrol Dog duties.
- Sociable with other dogs.
- Not distracted by, and capable of working in areas where movement and noise are present.
- Agile enough to negotiate any reasonable obstacle which it may encounter during the course of its deployment.
- Have a consistent level of concentration.
- Have a good search and play drive.

## PRE PROCUREMENT QUESTIONNAIRE

Name:		Age:	Ref number:	
Breed:		Colour:		Microchip number:
Sex	male	female	Neutered	Yes      No
Worm treatment	Y	N	Date if known	Next Due
Flee Treatment	Y	N	Date if known	Next Due
Inoculated	Y	N	Date if known	Next due
Temperament to other dogs:				



Any other temperament issues known:

Any other Information:

If unsuccessful during assessment and training what would you like to happen to the dog:

## RECORD OF WEIGHT

A record of the dog's weight should be made at the earliest given occasion following the acquisition and updated at least once every three months on the documentation below, this should be monitored up to the date of the dog becoming operational /a suitable home is found or returned to the original owner.

Date	Weight	Recorded By/ Comments	Manager/Inspectorate Check. Date & Name

## HISTORY/MOVEMENT OF DOG RECORD

This section must be completed whenever the Dog is transferred to a new handler or organisation, moved on posting, or rehomed.

Date	Movement From	Movement To	Entered By (Print Name)



## RECORD OF TRAINING

Date:	Venue:	Training Carried Out:
Comments:		
Trainers Name:		

Date:	Venue:	Training Carried Out:
Comments:		
Trainers Name:		

## **DOG BITES AND NEAR MISS RECORD**

All dog bites and incidents should be recorded in this section by the dog section

Manager who should also submit a written report of the bite or incident, along with the other form, to the Head of NDTSG.

Date	Comments	Entered by (print name)	Dog bite reported to

## **SPECIAL ENTRIES**

This section should contain any matter for which specific provision has not been made in any other section.

Date	Comments	Entered By (Print Name)	Follow up Action