

## Contents

<b>ANNEX A-</b> Acquisition Form .....	2
<b>ANNEX B-</b> disposal form: rehoming.....	3
<b>ANNEX C-</b> disposal form: Euthanisation .....	4
<b>ANNEX D-</b> dog Home/Kennel Check .....	5
<b>ANNEX E-</b> dog handler's pre-selection process .....	6
<b>ANNEX F-</b> dog incident report form.....	10
<b>Annex G</b> - equipment list.....	18
<b>Annex H</b> - temporary training record.....	22
<b>ANNEX I-</b> Non-Effective Guidelines .....	30
<b>ANNEX J-</b> External Pedestrian Dog Patrols Equipment.....	34
<b>ANNEX K</b> - External Vehicle Dog Patrols – Equipment.....	35
<b>ANNEX L</b> - Pets as Therapy (PAT) Dog Visit Form.....	37
<b>ANNEX M</b> - Process map for dealing with incidents that require decisions to be made by the Dog Related Incident Committee.....	38

**ANNEX A**- Acquisition Form

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



**HM Prison &  
Probation Service**

**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**

**His Majesty's Prison & Probation Service**

**Print**

**Date**

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

**ANNEX B-** disposal form: rehoming

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:**

**His Majesty's Prison & Probation Service**

**Print:**

**Date:**

**Copies to:**

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

**ANNEX C-** disposal form: Euthanisation



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 euthanisation:

\*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.

**Euthanisation authorised by:**.....

**Time and Date of Euthanisation:**.....

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 ORRU**

## **ANNEX D-** dog Home/Kennel Check

### **HMPPS Dog Home/Kennel Check**

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

<b>Requirement</b>	<b>Compliant</b>	<b>Non-compliant</b>	<b>Notes/Comments</b>
Does the handler have all equipment needed? (See list attached as per PF)			
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?			

**ANNEX E**- dog handler's pre-selection process



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.

### **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 or experienced dog specialist. 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

<ul style="list-style-type: none"> <li>Success Profile Requirement</li> </ul>	<ul style="list-style-type: none"> <li>7 – Consistently far exceeds the requirement</li> </ul>	<ul style="list-style-type: none"> <li>6 – Noticeably exceeds the requirements</li> </ul>	<ul style="list-style-type: none"> <li>5 – Occasionally exceeds the requirements</li> </ul>	<ul style="list-style-type: none"> <li>4 – Standard expected</li> </ul>	<ul style="list-style-type: none"> <li>3 – May be acceptable with some shortcomings, development needed</li> </ul>	<ul style="list-style-type: none"> <li>2 - Partly evidenced, many areas for development</li> </ul>	<ul style="list-style-type: none"> <li>1 – Insufficiently evidenced, major areas for development</li> </ul>	<ul style="list-style-type: none"> <li>Comments</li> </ul>
•	•	•	•	•	•	•	•	•
•	•	•	•	•	•	•	•	•
•	•	•	•	•	•	•	•	•
•	•	•	•	•	•	•	•	•
•	•	•	•	•	•	•	•	•
•	•	•	•	•	•	•	•	•



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 ORRU or their delegate 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 ORRU, 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

### ACTION REQUIRED.

Signed:..... Date:.....

Name:.....

Position:.....

### ACTION TAKEN

Signed:..... Date:.....

Name:.....

Position:.....

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

## **ANNEX G**- equipment List

### **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)
- Leads (one per dog. (See discipline below)
- Collar (one per dog) (see discipline below)
- I.D Tag with required information from policy – HMPPS, Dogs Name, Epaulette Number NIMU single incident reporting telephone number 0207 147 4021 (One per Dog. All four pieces of information stated above must be recorded. No other information should be recorded on the tag and no additional tags should be attached)
- Retractable Lead (One per Dog) The flexi lead is compulsory issue for all GPD, ADD and EDD/FDD teams. The lead must have a suitable breaking strain to the size of the dog.
- Grooming Kit
- Official Vehicle (If supplied)
- Dog Transit Cage for personal vehicle of suitable size for dog (If no official vehicle provided)
- Car/Van Tailgate Catch
- Water carrier
- Easidri or Pescute Cooling Mat or Jacket (if suitable for the dog)
- Animal alarm (Highly Recommended)
- Muzzles (Appropriate to size of dog(s))
- Dog Handlers Boots. Classed as Personal Protective Equipment (PPE)(Altberg P1 original, P1 Aqua, Field & Fell, Lady Sneeker Aqua Elite SF or Lady Sneeker Elite Boot SF)
- Operational Tac-Vest
- High Viz Tac-Vest (If deployment includes public areas)

**All of the above *must* be in place prior to allocating a dog to a new handler unless denoted as recommended.**

**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**

**All items: P**

- **C\*** Modern Icon 5ft Lead
- **C\*** Modern Icon 2" collar (compulsory when deployed)
- **C\***Pro extreme collar with handle (compulsory alternative to the Icon collar)
- Check chain of suitable length (Long link not key chain type)
- Half check
- Flat collar
- **C\*** ID Tag with required information from policy – HMPPS, Dogs Name, Epaulette Number NIMU single incident reporting telephone number 0207 147 4021 4021 (One per Dog. All four pieces of information stated above must be recorded. No other information should be recorded on the tag and no additional tags should be attached)
- Enduro/Biothane Public Order Lead with prefixed karabiner (Simon Cooper- Only until Icon lead purchased – see national advice)
- **C\*** Gag stick (pending national training roll out)

#### **Advanced Tornado Dog Handler**

**All items unless denoted: C P \***

- Modern Icon 5ft Lead (with Karabiner back up as a secondary fixing)
- Advanced Tornado Dog Harness (Hurricane- including body armour plates and lights)
- modern Icon 2" collar
- Pro extreme collar with handle. (compulsory alternative to the Icon collar)
- Rukka Proof boot for dogs – being phased in.
- **C\*** ID Tag with required information from policy – HMPPS, Dogs Name, Epaulette Number NIMU single incident reporting telephone number 0207 147 4021 (One per Dog. All four pieces of information stated above must be recorded. No other information should be recorded on the tag and no additional tags should be attached)
- Helmet compatible with ear defenders, with visor (supplied for duration of course. Sterilised within covid19 guideline's)
- C&R Helmet

- Flash mask
- Flame retardant coveralls
- C&R Gloves (full finger)
- C&R boots
- Leg and arm guards
- Body Armour
- D/Hs Short shield

### **EDD Dog Handler**

**All items: P**

- \* Training lead (Black)
- \* Training Harness (Black. Julius K9 and Trident by defence composite recommended)
- \* Operational lead (Red)
- \* Operational Harness (Red. Julius K9 and Trident by defence composite recommended)
- Ruffwear Grip text dog boots
- **C\*** Collar with correct ID tag and information from policy– HMPPS, Dogs Name, Epaulette Number NIMU single incident reporting telephone number 0207 147 4021 4021 (One per Dog. All four pieces of information stated above must be recorded. No other information should be recorded on the tag and no additional tags should be attached)
- Chalk
- Door wedges
- Cordon tape
- Notepad & Pen

### **Search Dog Handler**

**All items: P**

- \* Lead (leather lead Julius K9 recommended)
- Ruffwear Grip text dog boots
- **C\*** Collar with correct ID tag and information from policy– HMPPS, Dogs Name, Epaulette Number NIMU single incident reporting telephone number 0207 147 4021 4021 (One per Dog. All four pieces of information stated above must be recorded. No other information should be recorded on the tag and no additional tags should be attached)
- \* Harness (Optional but must be worn by dog if being lifted as per manual handling RA. Julius K9 and Trident by defence composite recommended)

## **GPD Training equipment**

- **P\***Scratch suit
- **\*Sleeve** (Bite Bar)
- **\*Sleeve** (Covert/hand protection)
- **\*Bite Roll/Pad**
- **\*Padded Stick**
- **\*Padded Stick with whip**
- **\*Gun .22 Calibre only**
- **P\***Ear Defenders
- **P\***Eye Protection
- **P\***Back support – must provide lower lumbar support
- **P\***Male/Female groin protection (Optiuiq from Amazon recommended)
- **P\***Gag Stick (pending national training roll out and go live date)
- High Jump
- Long Jump
- Training Weapons (Knives etc)
- Property Items (Operational)
- **CP\*** Small bite tug (carried by trainer)

Prefixed with a:

**\* Will be required to be covered in the Risk Assessment & SSOW for the exercise**

**P should be personal issue equipment.**

**C compulsory equipment.**

**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.**



# HMPPS DOG

## TEMPORARY 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)

## VETERINARY VISITS

This Section must be completed when advice is sought or treatment is prescribed or administered by a veterinarian to provide a medical history of the dog.

[illegible]

## 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 ORRU.

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

## **ANNEX I- Non-Effective Guidelines**



**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 <b>38</b> days a year	14.6%
------------------------------------	-------

Sickness <b>8</b> days per year	3.1%
---------------------------------	------

Training <b>6</b> days per year	<u>2.3%</u>
---------------------------------	-------------

Total <b>52</b> Days	<b>20%</b>
----------------------	------------

**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	=	<u>6 days per year</u>
		<b>43 days per year</b>

365 days in a year

104 rest days

Available for work 261 days

Annual leave <b>38</b> days a year	14.6%
Sickness <b>8</b> days per year	3.1%
Training <b>43</b> days per year	<u>16.47%</u>
Total <b>89</b> Days	<b>34%</b>

**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>
		<b>38 days per year</b>

365 days in a year

104 rest days

Available for work 261 days



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

$$84/261 \times 100 = (32.18\%) \text{ } 32\%$$

### **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



**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 K - External Vehicle Dog Patrols – Equipment**

### **External Vehicle Dog Patrols – Equipment**



HM Prison &  
Probation Service

#### **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 L** - Pets as Therapy (PAT) Dog Visit Form



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 .....

**ANNEX M** - Process map for dealing with incidents that require decisions to be made by the Dog Related Incident Committee.

