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**POLICE
SCOTLAND**

Keeping people safe

**Police Dog Unit
Standard Operating Procedure**

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1. Purpose

- 1.1. This Standard Operating Procedure (SOP) supports the Police Service of Scotland (hereafter referred to as Police Scotland) Specialist Operations Policy.
- 1.2. The purpose of this Standard Operating Procedure is to provide staff and officers with guidance on:
 - Training and care of Police Dogs,
 - Operational deployment of Police Dogs, and
 - Associated practices.
- 1.3. The Guidance contained in this document is consistent with that conveyed by the Police Dog Manual of Guidance.

2. European Convention on Human Rights

- 2.1 Police Scotland is committed to ensuring that whenever the use of force is necessary, officers will:
 - Respect human life and act in such a way as to minimise injury or damage;
 - Exercise restraint and ensure that in a given set of circumstances, their responses are proportionate and appropriate, and consistent with the legitimate objective to be achieved; and
 - Ensure that assistance and medical aid are rendered to any injured persons at the earliest practicable moment.
- 2.2 During all stages of an incident requiring the use of Police Dogs, Police Scotland will seek to meet the requirements of the principles of the European Convention on Human Rights (ECHR) namely, legality, legitimacy, proportionality, necessity and accountability.
- 2.3 Where individuals' rights are concerned, this SOP necessarily discriminates against any person where the lawful purpose of Police Dog Handlers in deploying with a Police Dog will be to:
 - (a) Protect life by:
 - Searching for a missing person or substances that may endanger life, and;
 - Deterring offenders who pose an immediate threat to the safety of others.
 - (b) Detect crime by searching to recover evidence or hidden suspect(s).
 - (c) Prevent the escape of suspect(s) believed to have committed a serious crime and who is actively evading arrest by fleeing, but only where other options have been tried and proved ineffective or were considered but were deemed inappropriate.

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2.4 As such, the legitimate aim of the policy and associated SOP may interfere with the following elements of the ECHR:

- Article 5 – Right to liberty and security of person; and
- Article 8 – Right to respect private and family life.

2.5 The need to interfere with an individual's rights has been identified and considered necessary for the following reasons:

- Prevent crime and disorder;
- Public safety;
- Protecting the rights and freedoms of others; and
- National security.

3. Definitions

3.1 A "Police Dog" is deemed to be any dog, which is trained, or is undergoing structured training on behalf of the Chief Constable.

3.2 All reference to the term "dog" also includes bitches and pups belonging to the Service that are subject to any separate contractual conditions and arrangements.

3.3 "Dog Handler" should not only mean any Police Dog Handler but should also include Police Officers who are allocated Police Dogs prior to initial training and also any member of Police Staff who handle Police Dogs in an operational capacity.

4. Responsibility for Police Dogs and Restriction on Use

4.1 Responsibility

4.1.1 The Head of Specialist Operations will retain overall responsibility for all Police Dogs and will in accordance with Police Dog Manual Guidelines, appoint a 'Nominated Officer'. The 'Nominated Officer' will be the Chief Inspector within Specialist Operations with portfolio responsibility for Police Dogs, and is responsible for:

- Withdrawing dogs from operational service if they fall below a safe operational standard;
- Maintaining records in relation to bites/incidents reported;
- Monitoring all dog bite/incident reports and to initiate any subsequent action deemed necessary; and
- Requiring the team to be assessed by a member of the Dog Unit Training Staff, if appropriate.

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4.1.2 A Dog Handler is an individual into whose care a Police Dog has been placed. Whilst a Police Dog is in their care the Dog Handler will be responsible for:

- The condition and care of the dog e.g. feeding, grooming, exercise and control;
- Ensuring that any injury, illness or concerns regarding the health of the dog are dealt with in compliance with this SOP;
- The maintenance of the dog's standards;
- Housing and kennelling of the dog in accordance with this SOP; and
- The safe carriage of the animal whilst in a private or police vehicle.

4.2 Restrictions on Use

4.2.1 Unless authorised by a Dog Unit Supervisor, Police Dogs will not be:

- Used for training purposes,
- Used in any exhibition or demonstration,
- Used for breeding,
- Entered in any dog shows/trial, or
- Registered with any society or organisation.

5. Police Dog Capabilities

5.1 Police Scotland Dog Units have dogs trained with a variety of capabilities and can be utilised for the following purposes:

5.2 General Purpose Dogs

5.2.1 Tracking:

- Of suspects or missing / vulnerable persons on various terrains dependent upon time delay and prevailing weather conditions; and
- Indication of stolen items discarded or other evidential material track.

5.2.2 Searching:

- For suspects in open areas or buildings;
- For missing / vulnerable persons; and
- For property e.g. evidential material discarded or concealed.

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5.2.3 Use of Force – Disorder

- Deployment for control / containment of spontaneous / sporadic disorder;
- Protection of vulnerable areas / buildings; and
- Deployment for pre-planned events that have possibility of public disorder / football matches / large scale events.

5.2.4 Use of Force – Chase and Detain, Chase and Stand Off, Weapon Attack / Attack on Handler

- Deployment to pursue and detain fleeing suspect by biting or by keeping a suspect under surveillance dependant on their actions and to provide support and safety for operational staff; and
- Deployment to detain armed / violent offender in line with National Decision Model and to provide security and support for operational officers.

5.3 Firearms Support

- Containment of buildings or open areas;
- Pursuit and apprehension of suspects;
- Tracking and searching of open ground for suspects;
- Search of buildings / vehicles for suspects in support of firearms officers.

5.4 Pro-Active Drugs/Firearms /Currency

- Deployment to search buildings, vehicles and open spaces for commonly used controlled substances, currency in note form and firearms and their component parts; and
- Deployment to search on intelligence led operations in support of officer search (warrant).

5.5 Passive Drugs/Currency

- Deployment to non-intrusively scan the air around individuals in given areas, crowds at public places and events either acting on intelligence or routinely and to provide a passive indication of the presence of commonly used controlled substances and currency.

5.6 Victim Recovery

- Searching for human remains and blood - multi environment (missing person enquiries / Road Traffic Collision (RTC) loci / body deposition sites, blood contamination-weapons/clothing/productions, etc.); and
- Searching for buried remains either partial or whole.

5.7 Explosives Search

- Deployment to search buildings, vehicles and open spaces and routes for Defensive and Offensive Counter Terrorist Search Operations.

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6. Selection of Dog Handlers

- 6.1 Specialist Services will manage the selection of dog handlers in consultation with the Human Resources Department. This process will be in line with the current Police Dog Manual of Guidance and The Equality Act 2010.
- 6.2 As part of the recruitment and training process a Handler Suitability Assessment will be carried out on all potential dog handlers. Any officer who fails this assessment will not progress any further in the selection process.
- 6.3 Dog handlers have to be fit and able to control their police dogs. This takes a certain amount of physical strength and fitness. There is no bespoke fitness test for dog handlers however there is an evaluation in the selection process where potential candidates are required to walk over undulating ground keeping up with a dog and handler. Other aspects of selection include exercises where candidates are required to handle a police dog. The overriding principle is to ensure staff safety (Health and Safety at Work Act 1974) and public safety. Dog Handlers must be able to control a Police dog at all times. The duties of a dog handler could involve covering large areas of ground on foot and negotiating natural and manmade obstacles. Both the selection process and operational requirements of the role would impact on persons who suffer from a physical disability. Under the Equality Act 2010 a person is disabled if they have a physical or mental impairment which has a substantial and long term adverse effect on their ability to carry out normal day-to-day activities. Further information relating to Disability can be found in the Disability in Employment SOP.

6.4 Allocation of Dogs

- 6.4.1 It must be stressed that Police Scotland retains the ownership of Police Dogs and as such reserve the right to remove a dog from the possession of a Handler at any time.
- 6.4.2 Officers serving within the Dog Unit as a Dog Handler may be required to take responsibility for potential Police Dogs, Police Dog puppies or handle a Specialist dog. This is a condition of the post and will ensure that Specialist Services are able to deliver all aspects of Police dog support to the Service.

6.5 Dog Handlers Allowances

- 6.5.1 A Dog Handler's Allowance will be paid to eligible officers at the nationally agreed rate for every Police Dog in their care, to cover "care of dog" duties on rest days.

7. Kennelling, Care and Exercise

7.1 Handler's Home Address

- 7.1.1 Whilst there may be short-term exceptions, a Dog Handler must be able to accommodate an approved kennel and run and ensure that additional secure perimeter fencing is in place, at their home address. The property should have an adequate sized garden to allow for the erection of an approved kennel, on a suitable base and will be professionally installed at a cost to the service. The kennel will be sited on top of a slabbed base with an appropriate amount of bottoming to support the kennel. Other bases may be considered at the discretion of Operational Support Management. In circumstances where an officer leaves the Dog Unit and the kennel is to be removed, the area the kennel was sited in will be left neat and tidy and in line with its surroundings.
- 7.1.2 When a new Handler is allocated a Police Dog or an existing Handler seeks to move home, the premises or new premises will be subject of a Home Address Suitability Check by a Dog Unit Supervisor to confirm they are suitable for the kennel and run and the kennelling of a Police Dog.
- 7.1.3 Existing Handlers will not be allowed to continue dog-handling duties if they move to new premises which are considered 'unacceptable'. It is important that a Home Address Suitability Check is conducted prior to concluding missives if the Handler wishes to continue in the dog-handling role.
- 7.1.4 When identifying the area for sighting of the kennel and run particular attention will be paid to the proximity of adjoining property, footpaths, rights of way, and any other potential hazards.
- 7.1.5 Following a house move it may not be possible for provision to be made for installing a kennel and run due to restricted access to property prior to the completion date. Where this is anticipated, the Handler should make short-term arrangements to kennel the Police Dog at the appropriate Service kennels.
- 7.1.6 In exceptional circumstances, where the delay in the installation of the kennel and run at the new address extends beyond the period that the officer would return to work, a Dog Unit Inspector may give authority for the Police Dog to be kept at the handlers home, pending installation of the compound, provided that they are satisfied that an appropriate risk assessment has been carried out. The period of authority must be specified and reviewed by the Dog Unit Inspector.
- 7.1.7 Handlers will be responsible for implementing and maintaining any required additional security measures, at their own expense. These additional measures will be identified during the Home Address Suitability Check and recorded in the associated report in instances where the home address is deemed to be 'acceptable with modifications'.

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- 7.1.8 As soon as the Handler receives confirmation of the date for moving house, they should make a formal application to their Dog Unit Supervisor to request the Service to move and install the kennel and run compound at the new address. No Handler will make direct contact with contractors to effect installation of a kennel or run. Following appointment to the Dog Unit a handler will be able to have one change of address where the costs of relocating the kennel and any associated ground work at the new address to facilitate the siting of the kennel, will be met by Police Scotland. Kennel relocation costs and associated ground work costs, incurred during any additional house moves, whilst still a member of the Dog Unit, will be considered by Operational Support Senior managers on a case by case basis. The cost of relocating the kennel will only apply if it is the handler's choice to move home and not as a result of a transfer.
- 7.1.9 Handlers allocated Police Dogs will be issued with an approved kennel and run at their home address. The kennel and run should afford protection from adverse weather including heat, cold and damp. The kennel must be large enough for the dog to lie comfortably both in and beside its bed and clean comfortable bedding should be provided. Police Dogs should have their own bed with all bedding being cleaned regularly and replaced when necessary. Police Dogs should be secured in these kennels and runs, unless they are under the physical control of their Handlers. Under no circumstances will Police Dogs be allowed to roam freely in the garden of a Handler's home, unsupervised by the Handler.
- 7.1.10 Every effort will be made to site the compound in accordance with the preference of the Handler however any additional work necessary to install the kennel and run will be the responsibility of the individual Handler. This additional work may be undertaken either by the Handler or by contractors at the Handler's expense.
- 7.1.11 The kennel will remain the property of Police Scotland at all times, and where an officer is no longer serving as a Dog Handler, arrangements for its removal will be made.
- 7.1.12 Subject to approval, e.g. where a Police Dog is retired and signed over to an officer, it may be possible for that officer to purchase the kennel and run for a fee agreed in consultation with the Finance Department. The cost will reflect the age and condition of the kennel.
- 7.1.13 Dog Unit Supervisors are responsible for ensuring home kennels and runs are maintained in a satisfactory condition and that a Handler's home address continues to offer a secure environment for the allocated dogs. The Handler has a duty to immediately report any defect or deterioration of the kennel or run.
- 7.1.14 Inspections of these kennels will be carried out with a maximum of 24 months between such inspections. Police Scotland reserves the right to inspect the condition in which a Police Dog is being kept, at any time.

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- 7.1.15 Unless there are exceptional circumstances, at least three days' notice of a proposed inspection will be given to a Dog Handler. Any such inspection should be conducted in the presence of the Handler concerned.
- 7.1.16 When a Handler is on leave, away from his/her registered address, the allocated Police Dog will normally be kennelled at the appropriate Service kennels or other approved establishment.
- 7.1.17 Where a member of the dog unit is pregnant consideration must be given to the welfare of both the Officer concerned and the Police Dogs they are responsible for handling. This may mean that whilst the officer is pregnant or on maternity leave their Police Dog(s) may be allocated to another officer on either a temporary or permanent basis. Each individual case would consider the age and specialism of the Police Dog(s) and the capability of the officer to provide adequate care for the Police Dog. All considerations would be discussed with senior management in conjunction with HR to ensure legality and staff welfare. Further information is contained within the following SOPs: Adoption, Maternity and Paternity SOP and Shared Parental Leave SOP.
- 7.1.18 A Dog Handler will not normally be given permission to take a Police Dog on holiday, or away from its approved residence, where this involves the housing of the dog in anything other than its own kennel except where the dog is kennelled in an approved dog vehicle when the officer is engaged on mutual aid or participating in a dog trial. Kennelling in a caravan, a tent or on a campsite is not acceptable. Permission will not be granted to take Police Dogs abroad.
- 7.1.19 If an officer wishes to take the Police Dog with him/her on leave, away from the home address, authority may be given by a Dog Unit Inspector.
- 7.1.20 Subject to the approval of a Dog Unit Inspector an officer may make arrangements for his/her dog to be cared for by another Police Dog Handler at their home address.
- 7.1.21 The preceding instruction will also apply when a Handler is sick and unable to exercise and care for the allocated Police Dog personally at his/her home address.
- 7.1.22 Home Kennels and runs will be kept clean and disinfected at regular intervals, by the Handler, in line with training. Only Police Dogs or retired Police Dogs will be housed in home kennels and runs. Suitable disinfectant for cleaning all Police Dog Kennels will be available to all handlers.
- 7.1.23 Continuous or unnecessary barking must be prevented to minimise disruption to neighbours. Where it is known or believed that by virtue of keeping a Police Dog at home, a complaint by a member of the public is likely, the Dog Handler will report the matter immediately to a Dog Unit Supervisor with a full written report being submitted as soon as possible.

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- 7.1.24 Where care and exercise responsibilities are not possible, the default arrangement will always be that the Police Dog will be kennelled at the appropriate Service kennels, or other approved establishment, or another identified Handler tasked with care and exercise.
- 7.1.25 The Police Dog will, at all times, other than when the dog is under the personal control of the Handler, be kept in the kennel and run provided.
- 7.1.26 Exercising of Police Dogs should only be carried out by the handler and this should be done on foot. Exercising a dog whilst on a bicycle, on horseback or any other method, is not permitted. A Police Dog should be exercised on the lead unless the Handler makes an assessment that it is safe to do otherwise. Prior to exercising a police dog, it is the responsibility of the handler to conduct a dynamic risk assessment taking cognisance of the following factors:
- Proximity of other persons and animals;
 - Use of open spaces are preferred avoiding dead ground;
 - Time of day (dark or light);
 - Features that make the assessment of risk difficult e.g. woodland, buildings etc;
 - Boundaries such as rivers or fences; and
 - Vantage point provided over area.
- 7.1.27 The Handler should keep his/her dog in view at all times and be able to recall it should the need arise. Exercising of Police Dogs in woodland or areas frequented by members of the public and other animals is not advisable.
- 7.1.28 A Dog Handler may exercise two Police Dogs simultaneously provided that they are both kept on a leash. Exercising more than two Police Dogs at the same time is prohibited. Police Dogs will not be exercised with any other dog which is not a Police Dog e.g. family pets or any other animal.
- 7.1.29 A kennel collar or other means of identification will be worn by the dog when at the Handler's home, and will accompany the dog when taken to any Service kennels or other establishment for kennelling. All Police Scotland Dogs are to be microchipped.
- 7.1.30 Dog Handlers will ensure that manufacturers feeding guides are followed. All Police Dog Handlers must ensure that their dogs remain in a fit and healthy condition. Accredited Police Dog Training Instructors will be responsible for rigorously supervising the health and condition of dogs on every occasion that they instruct a Handler. A record of the dog's condition **will** be endorsed on every Police Dog Training Record.

7.2 Service Establishments

- 7.2.1 The following information provides guidance in relation to the kennelling of dogs at all Service Kennels.

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- 7.2.2 Dog Handlers are paid an allowance for caring for Police Dogs on rest days. It will be permissible to book dogs into Service Kennels where required during periods of annual leave. Permission to use either a service or private kennel to board a Police Dog outwith allocated period of annual leave can only be granted by Dog Unit Inspector. Dog Unit Sergeants are to keep records in respect of all occasions that a Police Dog is placed into a service or private kennel facility.
- 7.2.3 Dog Handlers must submit requests attaching a Kennel Booking Form – not a national form, indicating their intention to use a Service Kennel facility or other approved establishment via line management at least fourteen days prior to the period required or as soon as is reasonably practicable.
- 7.2.4 In exceptional circumstances it may be necessary to kennel a Police Dog at Service Kennels at short notice. In this instance a Dog Unit Supervisor will be notified and relevant permission sought retrospectively. It will be the responsibility of the Dog Handler lodging the Police Dog(s) to ensure that relevant staff are aware of any dog(s) being lodged at the Service Kennels and necessary arrangements are made for the care of the dog(s).
- 7.2.5 Dog Handlers will make arrangements for delivery and collection of dogs to and from the Service Kennels. Police vehicles, where available, will be used for this purpose, although there may be occasions when a Handler will have to convey their dog(s) to the appropriate Kennel establishment in their own private vehicles.
- 7.2.6 Police Dogs accommodated in Service Kennels will only be exercised and fed by a Dog Handler, Kennel Staff or individual, under supervision of such person, i.e. Trainee Handler.
- 7.2.7 Police Dogs accommodated at Service Kennels will be fed and exercised on a daily basis, with the responsibility falling on the Kennel Staff assisted where required by on duty Dog Handlers.
- 7.2.8 Airwave terminals will be carried by staff carrying out dog exercise duties at Service Kennels in order that the 'emergency button' may be activated in cases of emergency.
- 7.2.9 If problems of aggression are encountered at any time during the dogs stay at the kennels this will be reported immediately to the Dog Unit Supervisor and will be recorded.
- 7.2.10 Service Kennel repair and maintenance will be the responsibility of the Dog Unit Sergeants. The kennels and runs will be kept clean, being disinfected weekly or more frequently if required by kennel staff and Dog Handlers engaged in training duties at the establishment.
- 7.2.11 Only Police Dogs will be housed within service kennels. Retired Police Dogs, stray dogs or seized dogs will not be kept at Service Kennels.

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- 7.2.12 Private kennels, where used, must be approved by Dog Unit Supervisors, who are to ensure that documented risk assessment and vetting have been completed. Staff training and care guidance, including exercise protocol will be provided and recorded, prior to the establishment being approved for use. Staff changes will be notified to the Dog Unit to permit additional vetting and training where required.

8. Veterinary Care and Animal Welfare Organisations

- 8.1 Veterinary records will be maintained for all Police Dogs, recording examination, treatment, inoculations and medical history. In addition, a weekly record of the dog's weight, worming tablets administered and any first aid/treatment administered, not requiring the service of a veterinary surgeon, will also be recorded. Such treatment will be brought to the attention of a Dog Unit Supervisor.
- 8.2 Veterinary records will be available for examination by Line Management, appropriate veterinary surgeons, instructors and Animal Welfare Lay Visitors.
- 8.3 Dog Unit Supervisors will be responsible for overseeing Veterinary Care and Animal Welfare. That being said, in general terms the allocated Dog Handler is responsible for the health, fitness and welfare of their dog. Whilst in service Kennels this responsibility will fall to the Dog Unit Support Staff whose responsibility it is to care for the dog(s).
- 8.4 If a dog shows symptoms of illness requiring Veterinary attention, or is unfit for duty through sickness or injury, the handler must inform a Dog Unit Supervisor as soon as practicable.
- 8.5 On being allocated a Police Dog, the Handler will register the dog with the approved Veterinary Care Provider. The veterinary practice where the dog is registered will be responsible for the provision of all routine treatment and will ensure effective case management and uniformity in the care received. However, in an emergency, the Dog Handler or person delegated the responsibility for the dog's care must act in the best interests of the dog and obtain treatment from the nearest available vet.
- 8.6 Where the handler considers that a Police Dog is unwell and veterinary treatment is required then steps should be taken, dependent upon the circumstances, to obtain relevant permission before costs are incurred, as cost of veterinary fees will be met by the Service.
- 8.7 Where a Police Dog is recovering from an injury, illness or surgery, and is unable to work, the Handler should primarily be regarded as the best person to provide care for the dog. In such circumstances however, it may still be appropriate for the dog to be brought to work by the handler and lightly exercised, thus allowing the Dog Handler to undertake other duties. If in doubt veterinary advice should always be sought. At other times, it may be

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considered more appropriate for the dog to be left at home, where for example, the illness is contagious.

- 8.8 Alternatively, the dog may benefit from being left in the quiet of its home surroundings in order to recover. Care of the dog during this period should be a consideration and the handler afforded some degree of flexible working arrangements during the recovery period.
- 8.9 Consideration should be given to the timing of any minor surgery or routine veterinary treatment provided to the police dog.
- 8.10 A Vet will examine every Police Dog at least once every 12 months, usually at the time of their annual booster vaccinations.
- 8.11 Dog Unit Inspectors shall liaise with veterinary care providers to ensure a process is in place for the reporting of any welfare concerns relative to a Police Scotland dog.
- 8.12 Veterinary surgeries will send individual invoices for all treatment provided to Police Scotland who will arrange payment.
- 8.13 Approaches from the SSPCA and other animal welfare organisations to inspect training and care practices of Police Dogs must be referred to a Dog Unit Inspector, however, reasonable requests should always be accommodated.
- 8.14 Police Scotland introduced animal welfare scheme arrangements in 2016, appointing the SSPCA as the nominated organisation. In essence, the SSPCA have been appointed as the responsible organisation to attend Dog and Mounted bases across the country, and for the purposes of this scheme, observing and reporting upon conditions under which Police Dogs and Horses are housed, trained, transported and deployed. Full conditions of the scheme, reporting structures and responsibilities can be obtained via Dog Unit Inspectors.

9. Transport of Police Dogs

- 9.1 The Service has a variety of police vehicles in service which are regularly used for the transportation of Police Dogs.
- 9.2 Police Dog(s) should be carried in a vehicle where they are prevented from being thrown forward during braking or in a collision. This would normally be achieved by the provision of a properly installed dog guard capable of withstanding the impact of a dog or by the installation of a cage secured within the vehicle load carrying area. This applies equally to Police Vehicles and to private cars being used to transport Police Dogs.
- 9.3 The space required will be dependent upon the size and number of dogs carried but should allow the dog(s) to assume a relaxed position and permit

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them to turn and reposition themselves at will. The vehicle temperature and ventilation experienced by the dogs should be the same as that experienced by the passengers. Additionally, care must be taken to ensure that the dog(s) are shielded from or can avoid direct sunlight, which may raise the body temperature to an unacceptable level. The provision of ventilation should in no way endanger persons outside the vehicle. Dog(s) must not be left in an unattended vehicle unless appropriate measures for their safety and welfare have been made i.e. water, temperature control, ventilation, prevention of escape and injury to other persons have been catered for. This applies equally to Police Vehicles and to personal cars being used to transport Police Dogs.

- 9.4 In order to ensure the welfare of Police Dogs being transported within these vehicles and to guard against the risk of dogs suffering from hyperthermia (over heating) it is imperative that full consideration is given to the design of cages and that best use is made of associated equipment (e.g. run-lock, vent locks and air conditioning units, etc).
- 9.5 The vehicles will be kept clean and cages disinfected as required. The responsibility for ensuring cleanliness will rest with Dog Handlers. Suitable disinfectant for cleaning Police Dog Vans and Car cages will be available to all handlers.
- 9.6 Under **no** circumstances will dangerous or stray dogs be carried in vehicles used to transport Police Dogs.

10. Acquisition/Disposal/Retirement of Police Dogs

10.1 Acquisition

- 10.1.1 Police Scotland Dogs are sourced in a variety of ways. In each case, any dog will be assessed by an accredited Instructor for suitability and assessed by a vet in respect of the dog's health and wellbeing before being considered for training as a Police Dog.
- 10.1.2 All Police Dogs will remain the property of the Chief Constable until such time as they are retired. All changes of ownership should be subject to contractual undertakings by both parties.

10.2 Police Dog Pups

- 10.2.1 The Dog Unit Supervisors and Instructional Staff will be responsible for identifying Dog Handlers or other 'responsible persons' to care for and rear Police Dog Pups.
- 10.2.2 Socialisation with the Handler's or other 'responsible person's' family and friends is an important part of the Pup's development. This should only take place in the presence of the handler or other 'responsible person' and with

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suitable caution. Having attained the age of nine months, when not under the direct physical control of the handler, the pup will be kept in the kennel and run provided.

- 10.2.3 The Accredited Dog Training Instructors will monitor and direct the development of pups and provide continuous guidance to persons caring for and rearing them.

10.3 Breeding Programme

- 10.3.1 Dog Unit Inspectors will be responsible for establishing and managing any Police Dog Breeding Programme.

10.4 Retiral / Disposal

- 10.4.1 Police Dogs are retired from service for a variety of reasons, including:

- Completion of the dog's working life,
- The dog becoming unsuitable for operations'
- Grounds of ill health, or
- The handler's retirement or transfer.

- 10.4.2 The Dog Unit Inspectors are responsible for all decisions relating to the retirement of dogs.

- 10.4.3 A Vet should examine all Police Dogs as they approach normal retirement age, to determine whether they are fit to remain in operational service. General Purpose Dogs will be examined on, or just before, their eighth birthdays and Specialist Dogs will be examined on, or just before, their ninth birthdays. Should they be assessed as being fit for operational service, six monthly assessments should be undertaken thereafter.

- 10.4.4 Following veterinary advice the Dog Unit Inspectors may authorise dogs to continue to work.

- 10.4.5 Where a Police Dog is carrying an ailment, which may lead to premature retirement, the Dog Unit Sergeants will arrange for the dog to be examined by a Vet.

- 10.4.6 In the above case Dog Unit Sergeants, after collating the evidence will arrange for a report to be submitted to the local Dog Unit Inspector. The report will include comment from the Vet and Handler of the dog concerned as well as an Accredited Police Dog Instructor and conclude with a recommendation from the Dog Unit Sergeant as to the dog's future.

10.5 Transferring Ownership of Retired Police Dogs

- 10.5.1 Ownership of a dog retired from duty may be transferred to the dog's Handler. In this instance the Dog Handler must submit a request in the form of a memorandum to the Dog Unit Inspector who will comment on the

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appropriateness of such an arrangement. In some cases a dog may be retired to another person and again this is at the discretion of the Dog Unit Inspectors.

10.5.2 The dog's new owner will assume responsibility for all costs associated with care of the dog following change of ownership.

10.5.3 Where a new home is not identified for a retired Police Dog, a Dog Unit Inspector will examine all re-homing options.

10.5.4 In all cases any new home will be vetted, undertaken by an Accredited Police General Purpose Dog Instructor and the result of this process included in the report submitted to a Dog Unit Inspector.

10.5.6 In exceptional circumstances where **all** attempts to successfully re-home a retired Police Dog have been tried and failed it may be necessary to consider euthanasia. It must be stressed that this would be a very last resort and this final decision will be taken by the Nominated Officer.

10.6 Transferring Ownership of Dogs Permanently Withdrawn From Service

10.6.1 Dogs permanently withdrawn from service following failure of annual licensing or at any time for efficiency or safety reasons are subject to the same transfer of ownership conditions as described in the preceding paragraphs.

10.7 Transferring Ownership Of or Sale of Operational Dogs

10.7.1 In certain circumstances the Service may not be able to make use of a fully operational or capable Police Dog. In such a case ownership of the dog may be transferred or the dog may be sold.

10.8 Documentation for Sale, Retiral or Transfer of Ownership

10.8.1 In every case where a Police Dog is retired or ownership transferred the Dog Unit Supervisor will complete and process the following documentation on transferring ownership of a Police Dog:

- Dog Acquisition and Disposal of Dogs Record Form 135-043
- Change of Ownership Registration with Kennel Club;
- Change of Ownership Identichip Registration Form;
- Memorandum regarding any adjustment to Dog Handler's Allowance.

10.8.2 Dog Unit Supervisors will be responsible for retaining the Police Dog Disclaimer relating to every case where a Police Dog is retired, transferred or sold. These will be retained in accordance with the Record Retention SOP.

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11. Training and Assessment

- 11.1 Police Dogs will be trained in accordance with the requirements of the Police Dog Training & Care Manual and the National Police Dog Assessment Model (NPDAM) found within the Police Dog Manual of Guidance. All Dog Unit staff are expected to be fully conversant with both of the above.
- 11.2 All initial Police Dog training courses for novice Dog Handlers together with Explosive Search Dog Detection Team Refresher Courses and Firearms Support Dog Refresher Courses will be delivered by instructional staff from the Police Dog Training School at Pollok Park, Glasgow. Subject to approval by the Dog Unit Nominated Officer, initial training courses for experienced staff can be wholly or part delivered locally.
- 11.3 All other general and specialist refresher and continuation training may be undertaken by local Dog Unit Instructors. It remains the responsibility of these instructors for the maintenance of refresher and continuation training records in consultation with the Training School.
- 11.4 The Dog Unit Inspector (Training) will be responsible for making all necessary arrangements in respect of students who require residential accommodation when attending courses.
- 11.5 Students who are residential on training courses are to kennel their Police Dogs within the service kennel facility at Pollok Park.

Information has been removed due to its content being exempt in terms of the Freedom of Information (Scotland) Act 2002, Section 35 Law Enforcement.

12. Equipment

- 12.1 All equipment used should be appropriate to the task in hand and used by appropriately trained officers.
- 12.2 Equipment may be divided into six categories:
- Personal Equipment;
 - Kennel Equipment;
 - Training Equipment;
 - Protective Equipment;
 - General Equipment; and
 - Tactical Equipment.
- 12.3 Personal Clothing**
- 12.3.1 All clothing issued to Dog Handlers must be appropriate to their role, and provide suitable protection from the weather, and other risk-assessed hazards.

12.4 Kennel Equipment

- 12.4.1 Handlers should be provided with a suitable kennel and a range of kennel equipment, grooming equipment etc. The design and construction of the kennel, and the range and type of cleaning and grooming equipment remains at the discretion of the Service. Dog Unit Supervisors must ensure that there is a suitable COSHH assessment for all products supplied and used by handlers.

12.5 Training Equipment

- 12.5.1 All leashes, harnesses, collars etc must be of sufficient design to ensure that the likelihood of breakage is minimised. Regular inspection of equipment by supervisors/instructors is necessary in order to ensure that equipment remains fit for purpose. Dog toys must be of a suitable size to ensure that the risk of the dog swallowing the toy is minimised.
- 12.5.2 Equipment that is not approved for use in the training of Police Dogs includes remote training collars designed to give an electric shock and Pinch Collars. Remote collars that work by way of emitting a spray, sound or stimulation other than an electric shock are suitable. Dog Unit Instructors are to be encouraged to be innovative and develop and use equipment, methods and techniques that improve the delivery and outcomes of training, balancing those needs against the welfare of the dog.

12.6 Protective Equipment

- 12.6.1 The training of Police Dogs, in particular criminal work exercises, involves physical risk and it is imperative that adequate protective equipment is available to be worn. There is a wide choice of protective equipment available for purchase.
- 12.6.2 Protective sleeves, full bite suits, scratch pants, muzzles etc may all have their place in police dog training and the choice of equipment worn is to be based upon the desired training outcome and the nature of the dog. A risk assessment must always be carried out prior to the commencement of such training.

12.7 Agility

- 12.7.1 The use of realistic and imaginative agility equipment designed to safely assess the dog's ability to negotiate practical obstacles, to be trained alongside traditional agility equipment, Hurdle, Scale or A-Frame, Long Jump, Window Jump, is to be encouraged.

12.8 Firearms

- 12.8.1 A variety of firearms which, when fired, are capable of replicating operational scenarios, should be made available. It is vital when carrying out such training exercises that personal safety is the prime consideration and that ear protection is worn by officers working in close proximity to the discharge of the firearm. The firearm must not be discharged when there is a risk of close proximity damage to the dog's hearing.

12.9 First Aid

- 12.9.1 Appropriate measures to ensure suitable First Aid provision (with commensurate training) should be made. This should include First Aid provision for dogs. Consideration should be made to include First Aid kits in vehicles and at training establishments, venues etc. Vehicles will carry separate first aid kits one for human use and a further kit for dog use.

12.10 Tactical Equipment

- 12.10.1 The following list gives examples of common types of tactical equipment that is known to be in current use and may be considered for purchase and deployment by Dog Units:
- Cameras (dog mounted cameras, still or video) for reconnaissance and briefing/de-briefing
 - Ballistic vests (for dogs)
 - Public Order kit (for dogs)
- 12.10.2 This is not an exhaustive list as new products are constantly being developed in this field.

12.11 Muzzles

- 12.11.1 Police Scotland will not muzzle any operational Police Dog whilst undertaking operational deployments.
- 12.11.2 Licensing assessments for all general purpose Police Dogs will continue in accordance with the criteria contained within the National Police Dog Assessment Model (contained within the Police Dog Manual of Guidance) and muzzles will not be worn during any part of the testing.

13. Operational Deployment

- 13.1 The operational use of Police Dogs can be divided into three main areas:
- Search,
 - Use of Force, and
 - Community Relations / Events

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- 13.2 In certain circumstances, Police Dogs may not be appropriate to be used in places of perceived sensitivity (see Police Scotland Diversity Booklet) and Good Practice for Police Dog Operations in Areas of Sensitivity for further guidance). Police dogs should only be used in intelligence-led operations, in cases of extreme urgency or where a clear and credible threat exists. For further information see Police Dog Manual of Guidance.
- 13.3 Dog Unit staff must fully understand The Human Rights Act 1998 and how their actions can impact on a individuals rights, in particular Article (2) right to life), Article 3 (prohibition of torture or inhumane or degrading treatment) and Article 8 (right to respect for private and family life which includes physical and psychological integrity. The guidance provided in the following paragraphs must be considered prior to the deployment of police dogs.

13.4 Search

- 13.4.1 The purpose of the Dog Handler in searching will be to protect life by locating a missing person, or to detect an offender by locating a hidden suspect, or to detect crime and recover evidence by locating discarded property or detecting other substances.
- 13.4.2 It is possible that in the conduct of a search, police action may interfere with the provisions of the European Convention of Human Rights (ECHR) and a person's right to privacy and security of person. This may be especially the case where dogs are used to search in some faith related contexts. In such situations it is imperative to consider whether other types of less intrusive 'non dog' search are more appropriate to achieve the aim.
- 13.4.3 Any search must be lawful. A search of open ground, gardens, curtilages etc, may be necessary to locate a missing person, hidden suspect or property discarded or concealed following criminal activity.
- 13.4.4 In all cases the Handler must take all reasonable care to ensure that the use of the Police Dog is practical and safe and does not cause damage to property or injury to persons.
- 13.4.5 Levels of authorisation for search activity will vary depending on the nature of the operation e.g. whether spontaneous or a pre-planned POLSA led search.

13.5 Use of Force

- 13.5.1 The deployment of Police Dogs has been integrated into the Use of Force Continuum. General Purpose or Tactical Firearms Dogs can be deployed in three categories that represent a use of force namely; **Indirect**, **Interim** and **Direct**. All Use of Force Deployments of Police Dogs should be recorded as per instructions contained within the Use of Force SOP.

(a) Indirect Deployment: Where the dog remains in the vehicle, perhaps on the periphery of an incident. Such deployment can affect the behaviour of

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others by enhancing officer presence. (Reasonable Officer Response Option (RORO) level 1). The visual and audible effect can also enhance Tactical Communication (RORO level 2) and further affect or influence the behaviour of others.

(b) Interim Deployment: Where the dog is out of the vehicle, on the lead, perhaps behind a cordon, physical barrier or over-bridge. Such deployment enhances officer presence and tactical communication and may be seen as a Control Skill (RORO level 3) in the management or containment of a crowd.

(c) Direct Deployment: Where the dog is deployed in circumstances in which it is possible, likely or intended that the dog will bite. A General Purpose or tactical Firearms Dog may be directly deployed as a:

- Control Skill (Reasonable Officer Response Option level 3) to prevent the escape of a person suspected of having committed a serious crime who is actively resisting (Profiled Offender Behaviour (POB) level 4) arrest by fleeing, but only where other options have been tried and proved ineffective or were considered but were deemed inappropriate (preclusion).
- Defensive tactic (RORO level 4) to defend the handler or others against assault (POB level 5) or serious / aggravated (POB level 6) resistance.
- In all cases the direct deployment of the Police Dog must be proportional to accomplish the lawful purpose.

13.5.2 Levels of authorisation for use of force deployment will vary depending on the nature of the operation e.g. whether spontaneous or a pre-planned Public Order or Firearms Operation.

13.6 Crowd Control

13.6.1 The use of Police Dogs in connection with disorder, and crowd control situations is a very delicate matter and the decision to deploy should involve the Dog Handlers who will know best the limitations and capabilities of their own dogs. The Handler must advise the senior officer present of the capability and limitations of the dog.

13.6.2 There are many factors which must be considered, such as:

- Use of police dogs may inflame the situation,
- Injuries to persons involved are likely,
- The number of dogs available may be insufficient,
- Individual dogs may not be suitable in temperament.

13.6.3 Where circumstances allow, liaison should take place between a Dog Unit Supervisor and a local policing area supervisory officer as to the merits of using Police Dogs.

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13.6.4 The dog should be kept on a lead at all times and a warning should be given before dogs are deployed.

13.7 Sporting Events, Marches, Political / Industrial Disputes

13.7.1 Police Dogs may be deployed indirectly or interim to secure certain areas. Car parks, railway stations, over-bridges and vulnerable premises can be protected by the presence of Police Dogs. Depending on the nature of the event, Police Dog deployment may be in the interest of public safety, protection of life or the prevention of crime.

13.7.2 The use of Police Dogs inside football grounds is not generally advocated unless there are exceptional circumstances, and this must be at the discretion of the Match Commander.

13.8 Large Scale Disorder

13.8.1 A clear distinction must be drawn between everyday disorder and large-scale public disorder. Guidelines and tactics governing how the Police Service deal with the latter are clearly defined in the National Police Dog Public Order Tactics guidance.

13.8.2 Police Dogs may be used for a variety of tactical options including:

- Police Dogs guarding vulnerable property;
- Police Dogs used to contain and isolate areas during period of disorder;
- Dispersing small hostile groups using a minimum number of dogs;
- Handlers and dogs in self-contained teams using adapted vehicles; and
- The withdrawal of Police Dogs and Handlers as a step to restoring normality.

13.8.3 These options should be considered at an early stage along with the other options so that dog/handler teams are an integral part of the plan and not an isolated option.

13.8.4 The following should be taken into account prior to deploying Police Dogs in public order situations:

- A clear warning should be given that Police Dogs are to be deployed;
- Be aware of the publicity use of dogs attracts;
- As far as possible ensure that dogs will not be used in areas where a lot of innocent people may be gathered;
- If a Handler is injured, then his/her dog will protect him/her from aggressors and rescuers alike; and
- Broken glass and sustained petrol bombing will reduce the effectiveness of the dog units whilst deployed on foot patrol.

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- 13.8.5 A team of between four and six Police Dogs and Handlers with a Police Dog Supervisor with the relevant experience has been agreed to be the most effective way of deploying dogs in these situations.
- 13.8.6 This supervisor will not have a dog when deployed, as they would be in the best position to deal with a police dog should anything happen to a Handler during the time of deployment. If a supervisor is not available then the senior Dog Handler at the time of the call will take on this role.

13.9 Firearms Operations

- 13.9.1 Police Dogs and Handlers will be deployed in accordance with the Armed Policing Operations SOP.

13.10 Tactical Communication

- 13.10.1 In cases where a Police Dog is deployed off-lead operationally, the Handler is required to issue verbal advice / warnings, repeating as often as necessary and practicable. For further instruction in relation to this see Police Dogs Manual of Guidance.

13.11 Community Relations / Events

- 13.11.1 The Police in Scotland have a long history of involvement in community events either as a 'static' display or as part of a full display of dog handling skills. Police Dogs are a very popular attraction and the benefits to the Service in terms of community relations, positive publicity and public reassurance is immeasurable.
- 13.11.2 In order to maintain a safe approach, the terms of the Generic Risk Assessments relating to these types of events will be fully adhered to with a further assessment of risk relating to the specific event being completed by the Dog Unit Supervisor and Dog Handlers.
- 13.11.3 Dog Handlers will not take part in any community event or demonstration unless authorised by a Dog Unit Supervisor.

14. Police Dog Bite Reporting

- 14.1 All Police Dog Handlers must have a good working knowledge of the National Decision Making Model (NDM). It is imperative that Handlers are able to articulate the process involved when recording their rationale following a deployment where there has been a bite by their Police Dog. When producing and writing reports and verbal statements officers should be able to evidence suitable justification through reference to the NDM.

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- 14.2 Records relating to Police Dog Bites will be kept centrally and monitored to ensure satisfactory standards are maintained. A “Bite Register” will be kept to assist monitoring and strategic assessment of this area. The register will be kept by the service “Nominated Officer”.
- 14.3 Any injury to persons or damage to property by a Police Dog must be reported to Dog Unit Supervisory staff and forwarded to the Nominated Officer who will consider the circumstances.
- 14.4 In any circumstances (on or off duty) where a police dog causes injury to a person, or damage to property the incident must be reported to Dog Unit Supervisors. Additionally the incident must be recorded on STORM or equivalent Command and Control System with the circumstances being documented. For on duty incidents the Dog Handler must submit an Incident of Note regarding the incident prior to going off duty.
- 14.5 Where a person has been bitten, regardless of injury, or a Police Dog deployed with the intention of biting a suspect, a Dog Unit Sergeant will investigate the incident and prepare a report by completion of the Police Dog Bite Debrief Report form for the information of the Nominated Officer. The Police Dog Bite Debrief Report will be submitted to the local Dog Unit Inspector following debrief with the Handler. This report is to be submitted within ten days of the bite incident. On receipt of the report the Dog Unit Inspector must complete the relevant sections and submit the report within a seven day period to the local Specialist Services, Chief Inspector.
- 14.6 Due to the risk of infection, all persons bitten should be advised to seek medical attention.
- 14.7 Where persons who have been bitten are arrested, the Custody Officer must be notified of the dog bite. The Custody Officer will record all injuries and arrange for medical attention in line the procedures contained within the Care and Welfare of Persons in Police Custody SOP.
- 14.8 Line managers should also consider whether any deployment was reasonable, necessary and proportionate. Dog bite incidents should not only be looked at in isolation. The dog bite history for the team should be considered to identify any traits or patterns which may indicate that additional training is required for the Police Dog and/or handler.

15. Dangerous Dogs

- 15.1 Dog Handlers with suitable protective equipment may be able to provide assistance and advice at incidents involving Dangerous Dogs.

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16. Risk Assessment

- 16.1 The Police Service of Scotland will use a combination of risk management, high quality instruction and good equipment management to endeavour to eliminate, or reduce to the lowest practical level, the risks presented by identified hazards.
- 16.2 Dog Handlers engage in Police Dog duties in the knowledge that there is an element of physical exertion required in, and risk associated with, those duties.
- 16.3 Every Dog Handler must always be aware of their own health and safety and dynamically risk assess any duties they are to perform. This will include where they require to convey their dogs in private vehicles. There are Generic Risk Assessments associated with the role, which all Handlers must be familiar with.

17. Review of Post

- 17.1 Each Handler will be reviewed at the conclusion of the natural working life of each Dog they handle. Officers deemed to be working at a satisfactory standard will be considered for allocation of further dog(s). In normal circumstances the working life of two General Purpose (GP) Dogs will be considered the maximum time a Handler will remain within the Dog Unit. The allocation of a second GP Dog is not automatic and will be subject to management scrutiny and decision.
- 17.2 Should any Handler possess the requisite skills for training as an Instructor they may be considered for retention in the Dog Unit beyond the working life of two dogs.
- 17.3 In circumstances where an officer is being rotated out of the Dog Unit, Senior Management within Specialist Operations will determine the suitability for any Police Dog handled by that officer to be either reallocated to another Handler, retired into the care of the existing Handler or otherwise rehomed.

List of Associated Legislation

- Human Rights Act, 1998
- Equality Act 2010
- Health and Safety at Work etc. Act 1974

List of Associated Reference Documents

Policy

- Specialist Operations Policy

Standard Operating Procedures

- Armed Policing Operations SOP
- Record Retention SOP
- Care and Welfare of Persons in Police Custody SOP
- Use of Force SOP
- Disability in Employment SOP
- Adoption, Maternity and Paternity (Police Officers and Authority/Police Staff) SOP
- Shared Parental Leave (Police Officers and Authority/Police Staff) SOP

Reference Documents

- Police Dog Manual of Guidance
- Good Practice for Police Dog Operations in Areas of Sensitivity
- National Police Dog Public Order Tactics
- D-001 Dog Handling Generic Risk Assessment
- Police Scotland Diversity Booklet – A Practical Guide

List of Associated Forms

- Dog Acquisition and Disposal of Dogs Record Form 135-043
- Police Dog Bite Debrief Report Form 135-049