



## JOB DESCRIPTION QUESTIONNAIRE (J.D.Q.)

### HMI CATEGORY CODE:

**DIRECTORATE:**

Matrix

**AREA/DEPT:**

Operational Support

**FAU:**

**SECTION:**

Disruption, Dogs & Mounted

**JOB TITLE:**

**DOG LEGISLATION OFFICER /  
TRAINER**

**REPORTS TO:**

Sergeant Training & Dangerous Dogs

**CURRENT RANK/GRADE:**

**CONSTABLE / E**

**DATE:**

July 2017

**1. JOB PURPOSE:** (Briefly state your job's overall objectives. To.....")

To provide a specialised Dog Legislation Officer (DLO) capability to the Force, conducting formal assessments of suspected illegal dogs, preparing prosecutions, giving evidence and conducting investigations into allegations of breaches of exemption certificates, thereby providing reassurance to the communities of Merseyside.

To select and train police dogs and instruct police personnel in aspects of dog handling to meet national standards and thereby contribute towards an effective service in response to meet customer expectations within Merseyside Police.

**2. PRINCIPAL ACCOUNTABILITIES:**

(Describe the important end results you are expected to achieve).

- a) Conduct formal assessments of dogs seized under the Dangerous Dogs Act as suspected illegal dogs, thereby identifying dogs and owners requiring prosecution and expediting the return of dogs that are not a banned breed. Prepare prosecution files for all dogs identified as being a banned breed, liaising with the Force Solicitors to ensure cases are expedited, thereby minimising costs.
- b) Conduct Animal Behaviourist assessments of dogs held by the police as required by Force solicitors, thereby enabling defence reports to be challenged at minimal cost.
- c) Assist the Syndicate Dog Sergeants with any additional enquiries or tasks relating to seized dogs in police possession.

- d) Provide 'Expert Witness' testimony in court as a DLO in relation to the identification of illegal dogs, thereby enabling the court to make informed decisions regarding the future of the dogs.
- e) Liaise with Department for Environment, Food & Rural Affairs (DEFRA) in order to identify suspected breaches of the Exemption Register in order to ensure that such incidents are dealt with swiftly and expeditiously.
- f) Instruct students attending initial, continuation and refresher courses relating to General Purpose, Drug, Firearms, Cadaver, Passive and Explosive Detection dogs in accordance with National Police Dog Training procedures to ensure the effective use of dogs in operational policing. Be responsible for the care of substances in his / her charge whilst training and to maintain the necessary registers of such substances. Train and assess the suitability of both dogs and handlers, preparing full written reports on students attending courses in order to pass or fail the licensing of the teams as necessary.
- g) Instruct students in the recognised search systems currently employed by all UK Police Dog Sections in order to keep students abreast of the changes in demands to meet standards for Home Office Dog instruction.
- h) Assist with obtaining dogs suitable for police work and assist the Kennel Manager with the 'puppy breeding' program to ensure dogs are of the required standard.
- i) Offer appropriate advice and guidance to officers on the care and maintenance of their dogs in order to facilitate the personal growth and development of both the dog and handler.
- j) Maintain a register of all venues used by course students and dogs and when necessary increase the number in order to ensure the variety and scope of dog training.
- k) Provide an effective operational specialist dog handling capability, ensuring dog handling skills are maintained through continuation training and maintaining a high standard of care for police dogs on and off duty, thereby providing a valuable support capability to the Force. (Police Officer postholders only)
- l) Undertake all responsibilities relating to information management, data quality, information sharing, intelligence and information security to ensure accordance with the Authorised Professional Practice (APP) on Information Management, issued by the College of Policing including Home Office Code of Practice on MoPI.

- m) Be accountable for all Health and Safety issues, to include risk assessment, pertaining to the postholder's area of responsibility in order to fulfil the statutory obligations of the Health and Safety at Work Act 1974.

**3(a) KNOWLEDGE AND EXPERIENCE:**

(What kind of knowledge, skills and experience are necessary to enable satisfactory performance in the job and why are they necessary?).

Must be a qualified Dog Legislation Officer / Animal Behaviourist and an Accredited National Police Dog Trainer as required for the role. Providing sound knowledge of Dog Legislation Law, Dangerous Breeds being able to provide advice and guidance on the same. (Training provided if required)

Must have the ability to work independently, being accountable for making operational decisions based upon departmental and force policies regarding Dangerous Dogs breed in the absence of supervision and advising Officers what actions to take in respect of Dangerous Dog breeds being able to evidence those decisions with appropriate suitable rationale. Must also be able to work closely as part of a team, forging relationships with both internal and external stakeholders.

Specific knowledge of animal related offences, animal welfare issues and Health Safety legislation required

Must be proficient, in the use of all force computer systems that impact upon the role. (Training provided if required)

Must demonstrate good oral and written skills when preparing reports, having knowledge of procedures regarding the preparation of files to the required standard. Able to give evidence or deliver presentations and briefings to both internal and external partners.

**3(b)** (Does your post require any Police Powers, and if so what are they, and why are they necessary?)

N/A

**4. RELATIONSHIPS:**

**(a) Supervisory responsibilities:**

N/A

**(b) Supervision Received:**

Direct line management from the Sergeant Training & Dangerous Dogs.  
Additional supervision as directed by the duty Syndicate Dog Sergeant

**(c) Other Contacts:**

**(i) Within Merseyside Police:**

Force Solicitor, Kennel Manager and other police personnel  
involved in dog-related investigations as and when required

**(ii) Outside Merseyside Police:**

CPS, Other Forces, Kennel Providers, Animal Transportation  
Services, Veterinary Care Providers, Animal Welfare Agencies,  
Solicitors and Dog breeders

**5. CONTEXT:**

**(a) Operating Environment:** (Services provided, work patterns, who are the customers).

The trainers develop staff and police dogs to ensure they are qualified to  
undertake police dog duties.

DLOs conduct the formal assessments of dogs and build case files to  
ensure owners of banned breeds are held to account.

**(b) Framework and Boundaries:** (Policies and procedures which affect you and how these  
can be changed).

Dog-related legislation  
Force Dog-Related Incident Policy  
College of Policing Manual of Guidance

**(c) Organisation:** (For each type of post that reports directly to you, outline below the posts  
overall responsibilities).

N/A

**6. DIMENSIONS:** (Indicate in quantitative terms, key areas on which your job has an impact).

**Financial:** N/A

**Staff:** Nil

**Other:** Provision of service which supports operations across the Force and other specialisms within the Matrix Syndicate. Assists in public reassurance, prevention and detection of crime. Ensures service provided conforms with any Service Level Agreement with Local Authorities.

**7. JOB CHALLENGES:** (Describe the most challenging or complex parts of your job).

Meeting the individual needs of police dogs and handlers in order to ensure that they remain qualified and licensed.

Ensuring the timely progression of case files to meet deadlines as set by the Force Solicitors and Courts.

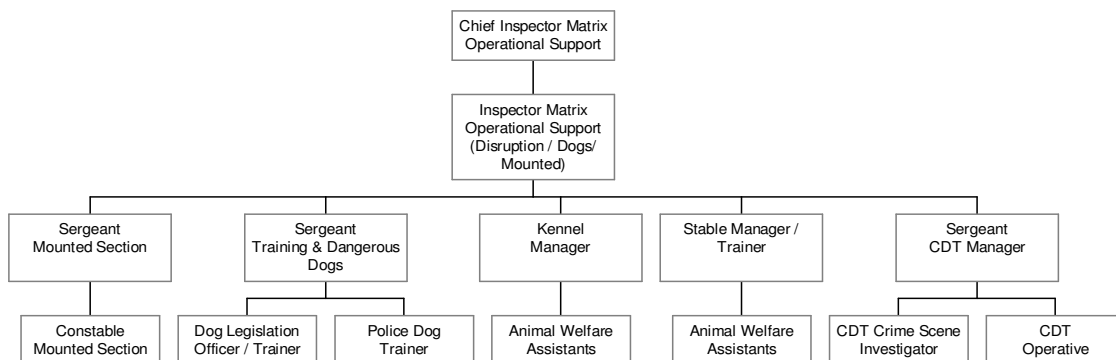
**8. ADDITIONAL INFORMATION:**

(Provide any further information, not included in your previous answers, which you consider would assist others to achieve a better understanding of your job).

The Matrix model is designed to provide inter-operability. Subject to business need.

**9. ORGANISATIONAL STRUCTURE:**

(Draw an organisational chart of your Department / Section, indicating the position of your post within it).



## **10. AGREEMENT OF QUESTIONNAIRE CONTENT:**

(Please sign when completed)

POSTHOLDER'S NAME:  
**(Please print in block capitals)**

POSTHOLDER'S SIGNATURE:

Date:

Extn:

MANAGER'S NAME:  
**(Please print in block capitals)**

MANAGER'S SIGNATURE:

Date:

Extn: