



# HM Prison & Probation Service

## Job Description (JD)

### Band 4

## Group Profile – Prison Officer Specialist (POS)

## Job Description – POS : Patrol Dog Handler

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| <b>JD Evidence</b>    |  |

## Job Description

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| <b>Job Title</b>          | POS : Patrol Dog Handler  |
| <b>Group Profile</b>      | Prison Officer Specialist |
| <b>Organisation Level</b> | Delivery 3-4              |
| <b>Band</b>               | 4                         |

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| <b>Overview of the job</b>                     | This is an operational job in a High Security establishment.   |
| <b>Summary</b>                                 | <p>The job holder will be a Prison Officer who will have additional specialist Patrol Dog Handler training to carry out this job.</p> <p>They will supervise and support prisoners in a secure custodial setting, ensuring all services are provided to a high standard and that security and control are maintained at all times.</p> <p>They will also be deployed as a Supervising Officer where required.</p> <p>This is an operational job with no line management; however they will have supervisory responsibilities for staff.</p>  |
| <b>Responsibilities, Activities and Duties</b> | <p>The job holder will be required to carry out the following responsibilities, activities and duties:</p> <ul style="list-style-type: none"> <li>• Maintain responsibility for the dog inside and outside working hours including kennelling, hygiene, exercise, health and welfare; informing the Custodial Manager of any incidents or issues involving the dog</li> <li>• Maintain day-to-day obedience and skills of the dog, upholding standards in line with the requirements of national guidelines</li> <li>• Identify reasons for the dog underperforming and take corrective action</li> <li>• Carry out patrols internally and externally, on foot and in response vehicles</li> <li>• Check perimeter walls and other specified areas daily</li> <li>• Detect and detain prisoners attempting to escape</li> <li>• Search for missing persons, intruders and hidden items</li> <li>• Escorting of high risk vehicles as per risk assessment</li> <li>• Work as part of a team to contain and disperse acts of indiscipline and assist officers with Control and Restraint (C and R) where required</li> <li>• Support the escort of prisoners as required</li> <li>• Support the Tornado teams / provide mutual aid to other establishments as and when required</li> <li>• Participate in the delivery of dog handling training to others as required</li> <li>• Undertake searching of the establishment for any missing prisoners as and when detailed to do so by the Emergency Control Room</li> <li>• Maintain a high state of vigilance to any possible security risks while on duty</li> <li>• Keep updated records concerning their own dog, such as, Occurrence Book, Record of Service, Vet visits, boarding kennels and weight chart for inspection by the Supervising Officer</li> <li>• Assist other dog handlers when required</li> <li>• Attend all Dog Unit, Security, DST and other meetings as required</li> <li>• Advise the Supervising Officer on dog team operations when requested</li> </ul> |

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|  | <p>Undertake other Specialist Officer tasks as follows:</p> <ul style="list-style-type: none"> <li>• Supervise, manage and control prisoners decently, safely and securely whilst carrying out all activities</li> <li>• Understand, apply and conform to national and local policies</li> <li>• Establish, develop and maintain professional relationships with prisoners and staff</li> <li>• Maintain and update systems in line with local agreements</li> <li>• Prepare relevant documentation to managers for verification / quality checking purposes</li> <li>• Attend and contribute to relevant meetings as required</li> </ul> <p>When required act as a Supervising Officer as per the following job descriptions:</p> <ul style="list-style-type: none"> <li>• SO : Safe, Decent and Secure / YP</li> <li>• SO : Operations / YP</li> <li>• SO : Special Unit</li> <li>• SO : Category A Escorts</li> <li>• SO : Nights / YP</li> <li>• SO : Regime</li> <li>• SO : PEI</li> </ul> <p>The duties/responsibilities listed above describe the post as it is at present and is not intended to be exhaustive. The job holder is expected to accept reasonable alterations and additional tasks of a similar level that may be necessary. Significant adjustments may require re-examination under the Job Evaluation Scheme and shall be discussed in the first instance with the job holder.</p> <p>An ability to fulfil all spoken aspects of the role with confidence through the medium of English or (where specified in Wales) Welsh.</p> |
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| <b>Behaviours</b>             | <ul style="list-style-type: none"> <li>• Delivering at Pace</li> <li>• Leadership</li> <li>• Communicating and Influencing</li> <li>• Working Together</li> <li>• Managing a Quality Service</li> </ul>   |
| <b>Strengths</b>              | It is advised strengths are chosen locally, recommended 4-8.  |
| <b>Essential Experience</b>   | <ul style="list-style-type: none"> <li>• Must be competent in custodial procedures, including dynamic risk assessments</li> </ul>   |
| <b>Technical requirements</b> | <ul style="list-style-type: none"> <li>• Successful completion of POELT and probation period</li> <li>• Must have Custodial Care National Vocational Qualification (NVQ) 3</li> <li>• Must be trained in restraint techniques</li> <li>• Must complete specific training to hold a certificate in patrol dog handling and possesses a prison patrol dog license and complete ongoing accreditation of skills by National Dog and Technical Support Group (NDTSG)</li> <li>• Will complete specialist patrol dog handler initial course training and successfully attain a licence of accreditation when taking up post. Will be subject to initial and annual accreditation of skills by the National Prison Dog Inspectorate (NDTSG)</li> <li>• Must also hold a current full U.K driving licence to enable transportation of prison dogs as and when required</li> <li>• When transferring to a Young Persons establishment the job holder will be required to successfully undertake an assessment to demonstrate suitability to work with Young People</li> </ul> |

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| <b>Ability</b> |  |
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| <b>Minimum Eligibility</b> | <p><i>Please do not alter this box</i></p> <ul style="list-style-type: none"> <li>• All candidates are subject to security and identity checks prior to taking up post.</li> <li>• All external candidates are subject to 6 months' probation. Internal candidates are subject to probation if they have not already served a probationary period within HMPPS.</li> <li>• All staff are required to declare whether they are a member of a group or organisation which HMPPS consider to be racist.</li> </ul> |
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| <b>Hours of Work<br/>(Unsocial Hours)<br/>Allowances</b> | <p>37 hour working week (standard).</p> <p>HMPPS Staff on closed pay structures only</p> <p>Additional Conditioned Hours Pensionable (ACHP)<br/>Staff moving from a closed 39 hour pay structure will be eligible for the two protected pensionable additional committed hours (ACHP). They will work a 39 hour week consisting of the standard 37 hour week and a further 2 additional hours (ACHP) paid at plain time pensionable rate.</p> <p>Unsocial Hours Working</p> <p>This role requires working regular unsocial hours and a 17% payment will be paid in addition to your basic pay to recognise this. Unsocial hours are those hours outside 0700 - 1900hrs Monday to Friday and include working evenings, nights, weekends and Bank/Public holidays.</p> |
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## Success Profile

| Behaviours | Strengths<br>It is advised strengths are chosen locally, recommended 4-8 | Ability | Experience | Technical |
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| Delivering at Pace            |  |  | Must be competent in custodial procedures, including dynamic risk assessments | Successful completion of POELT and probation period   |
| Leadership                    |  |  |   | Must have Custodial Care National Vocational Qualification (NVQ) 3  |
| Communicating and Influencing |  |  |   | Must be trained in restraint techniques   |
| Working Together              |  |  |   | Must complete specific training to hold a certificate in patrol dog handling and possesses a prison patrol dog license and complete ongoing accreditation of skills by National Dog and Technical Support Group (NDTSG)                                   |
| Managing a Quality Service    |  |  |   | Will complete specialist patrol dog handler initial course training and successfully attain a licence of accreditation when taking up post. Will be subject to initial and annual accreditation of skills by the National Prison Dog Inspectorate (NDTSG) |
| Choose an item.               |  |  |   | Must also hold a current full U.K driving licence to enable transportation of prison dogs as and when required  |
| Choose an item.               |  |  |   | When transferring to a Young Persons establishment the job holder will be required to successfully undertake an assessment to demonstrate suitability to work with Young People   |