

Corrections Management (Management of Canines) Operating Procedure 2024

Notifiable instrument NI2024–152

made under the

Corrections Management Act 2007, s14 (Corrections policies and operating procedures)

1 Name of instrument

This instrument is the *Corrections Management (Management of Canines) Operating Procedure 2024*.

2 Commencement

This instrument commences the day after notification.

3 Operating Procedure

I make this operating procedure to facilitate the effective and efficient management of corrections services.

Bruno Aloisi
Acting Commissioner
ACT Corrective Services
20 March 2024



OPERATING PROCEDURE	Management of Canines Operating Procedure
OPERATING PROCEDURE NO.	S7.2
SCOPE	All Correctional Centres

PURPOSE

To provide instructions to Canine Unit staff on the appropriate management of canines.

PROCEDURES**1. Canine equipment issue, maintenance and reporting**

- 1.1. The Canine Supervisor will issue Canine Handlers with appropriate equipment for the purposes of operational and training use, and canine maintenance.
- 1.2. The Canine Handler and the Canine Supervisor will sign to record the issue of equipment.
- 1.3. Canine Handlers must report to the Canine Supervisor as soon as practicable if any equipment is damaged, lost, stolen or misplaced.

2. Canine food

- 2.1. The Canine Supervisor will ensure that the Canine Unit always have access to an appropriate amount of food for canines and that invoices from the food supplier are paid and up to date.

3. Kennelling canines

- 3.1. Canines will require periods of being kennelled both at work and at home for the duration of their working careers.
- 3.2. Each kennel in the Canine Unit will have a board displaying the following information for each canine:
 - a. canine name
 - b. rating (refer to section 2.4)
 - c. comments
 - d. food.
- 3.3. Canines may be in isolation in the following circumstances:
 - a. Newly acquired canines will be isolated for a period of seven (7) days to determine their health and condition and protect working operational canines.
 - b. Canines showing symptoms of infectious or communicable diseases will be assessed by a veterinarian as soon as practicable, isolation may occur in line with veterinarian recommendation.
 - c. Where isolation of a canine is required the isolation location is to be clearly marked with a sign, stating canine in isolation and the date the isolation period is to conclude.

- 3.4. A risk assessment and kennel management plan must be conducted on each canine and a copy attached to the canine management board.
- 3.5. The kennel management plan will detail specific management for the canine. This may include (but not limited to):
 - a. behaviour traits
 - b. dos and don'ts (triggers)
 - c. names of handlers/trainers that may be able to manage the canine
 - d. command words.
- 3.6. All Canine Handlers will ensure that their canine is kennelled in a safe secure and humane manner whilst at their private residence.
- 3.7. Kennels at home will be checked by the Canine Supervisor upon the issue of a new canine or in instances where the Canine Handler relocates.

4. Transportation of canines

- 4.1. All canines must be transported in cages in the rear compartment of ACT Corrective Services (ACTCS) vehicles while at work.
- 4.2. All canines must be safely secured and transported in accordance with relevant legislation when being transported in private vehicles.

5. Escape of canines

- 5.1. If the canine escapes from the Canine Handler whether at work or at home, and the Canine Handler does not immediately regain control of the canine, the Canine Handler must immediately notify the Canine Supervisor, who will notify the CO3 Operations.
- 5.2. The Canine Handler must submit a written report to the Canine Supervisor in relation to the escape of the canine.

6. Veterinary care

- 6.1. All Canine Handlers must seek permission from the Canine Supervisor before vet appointments are scheduled, except in the event of an emergency situation.
- 6.2. Canine Handlers must take a common sense approach when an emergency situation occurs, especially after hours. The Canine Supervisor must be notified of any emergency situations as soon as practicable.
- 6.3. The Canine Handler must ensure that all vet appointments and relevant medical information is documented in their monthly canine report and submitted to the Canine Supervisor.

7. Canine conduct

- 7.1. All Canine Handlers, whether operational, training or at leisure, must ensure they and their canine avoid conduct that could adversely affect the image or reputation of ACTCS and the ACT Government.

- 7.2. Canines must never be allowed to intimidate the public. Canine Handlers will be cautious with their canines where people indicate concern about the presence of their canine.
- 7.3. Canine Handlers will avoid their canines fouling private and public service areas, always using discretion. Canine Handlers are to pick up any waste from their dogs.
- 7.4. Canine Handlers will not allow their canines to give neighbours reason to make complaint of noise or health concerns. If a Canine Handler is having issues with a canine barking after hours, the Canine Supervisor must be notified.
- 7.5. Any incidents or formal complaints from a member of the public will be reported immediately to the Canine Supervisor and the Senior Director, Operations.
- 7.6. If a canine bites any person, or there is a 'near miss' incident, the Canine Handler must submit a written report to the Canine Supervisor and complete a Risk Man report at the earliest opportunity.

8. Training

- 8.1. All canine teams must successfully complete an approved canine training program before undertaking duties.
- 8.2. Canine team re-accreditation is to be completed once in every 12-month period to be operational.
- 8.3. Canine Handlers must be of a reasonable standard of fitness to be able to complete the requirements of the role.
- 8.4. Each shift the canine team is allocated up to of two hours of training per canine for maintenance of training and skills proficiency. A detailed training record is to be maintained by all Canine Handlers.
- 8.5. Regular skills maintenance/training sessions will be coordinated by the Canine Supervisor.
- 8.6. The Canine Supervisor in conjunction with the Senior Director, Operations will determine where/when a re-team (an existing handler being teamed with a different canine) will occur, and the training required between the re-teamed Canine Handler and canine.
- 8.7. Any canine team on leave for longer than 12 weeks must complete a canine assessment with an accredited assessor upon return to work.
- 8.8. A Canine Handler must complete further training to become Detector Dog Trainer with an approved training organisation and complete a relevant Certificate IV qualification in Training and Assessment.
- 8.9. All training records will be maintained by the Canine Supervisor.

9. Leave

- 9.1. Any Canine Handler kennelling their canine at a location other than their residence must advise the Canine Supervisor of this and of the duration.
- 9.2. If a Canine Handler is off work for an extended period of time for any reason, a decision on the operational welfare of their canine must be considered. The decision is to be made on a case-by-case basis, taking into account specific details of the person, situation and canine involved.

10. Record keeping

- 10.1. The Canine Supervisor will keep records for the Canine Unit in accordance with this procedure and the *Corrections Search Dog Policy*.

RELATED DOCUMENTS

- Corrections Search Dogs Policy

Jason Russell
Assistance Commissioner Custodial Operations
ACT Corrective Services
01 February 2024

Document details

Criteria	Details
Document title:	<i>Corrections Management (Management of Canines) Operating Procedure 2024</i>
Document owner/approver:	Assistant Commissioner Custodial Operations, ACT Corrective Services
Date effective:	The day after the notification date
Review date:	3 years after the notification date
Responsible Officer:	Senior Director, Operations
Compliance:	This operating procedure reflects the requirements of the <i>Corrections Management (Policy Framework) Policy 2020</i>

Version Control			
Version no.	Date	Description	Author
V1	January-24	First Issued	H Cheney