



OPERATING PROCEDURE	Acquiring and Disposing of Canines
OPERATING PROCEDURE NO.	S7.1
SCOPE	All Correctional Centres

PURPOSE

To provide instructions to staff on the process for acquiring canines in the Canine Unit.

To standardise ACT Corrective Services (ACTCS) canine procurement and disposal.

To provide a cost-effective and transparent canine procurement and disposal system.

PROCEDURES

1. Acquiring canines

- 1.1. Procurement of canines must be to fill current or prospective vacancies in ACTCS operational numbers.
- 1.2. Wherever possible the Canine Unit must procure suitable dogs, with conditions of sale and a transparent audit trail, from the following sources:
 - a. local Rescue Centres
 - b. Territory Agencies such as the Australian Federal Police
 - c. any fully registered training organisation authorised under Australian legislation to deliver nationally accredited training which complies with the National Vocational Education and Training Framework.
- 1.3. The Canine Supervisor must conduct a phone interview with the current owner prior to visiting the canine. The phone interview will cover questions such as the age, sex, general behaviour, microchip number if applicable and reason for the sale/donation of the canine.
- 1.4. Canine Handlers in cooperation with the Canine Supervisor must conduct an initial evaluation of all canines prior to procurement to ensure that the dog is capable of the required duties.
- 1.5. Initial evaluation must consider:
 - a. age
 - b. physical condition and appearance
 - c. health and medical condition
 - d. confidence, e.g., bold but not aggressive
 - e. controlled and friendly disposition to people
 - f. sociable with other dogs
 - g. not distracted by, and capable of working in areas where movement and noise are present

- h. agile enough to negotiate any reasonable obstacle which it may encounter during the course of its deployment
 - i. a consistent level of concentration
 - j. good search and play drive
 - k. any other factor the Canine Handler believes may be relevant.
- 1.6. The initial evaluation should, if possible, be in the presence of the owner or supplier or their representative.
- 1.7. Once the Canine Supervisor has identified a suitable canine and conducted an initial evaluation, the Canine Handler must receive approval from the Senior Director Operations to commence the approved procurement process.
- 1.8. If the Senior Director Operations has approved the acquisition, a clear agreement should be recorded as to the proposed price, payment requirements and any disposal or return requirements if the dog fails training or is otherwise found unsuitable. All terms and conditions must be agreed before the dog is acquired via signing the Attachment A Canine Acquisition Form.
- 1.9. The Canine Handler delivering the acquisition form to the owner is to ensure that the owner understands that further assessment of the canine will be conducted at the Alexander Maconochie Centre, before the acquisition process is finalised.
- 1.10. Payment for canines that are acquired by ACTCS will be forwarded to the owner upon successful completion of the prescribed training course unless special circumstances apply. Documentation is to be completed in all circumstances where a purchase is not completed due to a canine failing the course.
- 1.11. Any veterinary report on the canine should be retained if available. If none is available ACTCS should obtain its own veterinary report before the canine commences training.
- 1.12. The Canine Handler must ensure that the canine has been scanned for a microchip by the veterinary surgeon. If the canine is not microchipped, the canine must be microchipped within one week of becoming licensed and registered under the Australasian Animal Registry. Where the Canine Handler lives in NSW the canine must be registered in the ACT and NSW.
- 1.13. New canines acquired by ACTCS require a period of adjustment while their temperament and behaviours are observed by a suitable trained handler.

2. Disposal of canines

- 2.1. Where a canine is no longer suitable for duty within ACTCS, the Canine Supervisor will make recommendations to the Senior Director, Operations on the best course of action, which may include retirement to the handler or member of public where the canine's temperament permits.
- 2.2. Any canine removed from operational duty prior to its end of operational life may still be suitable for use within the Defence Forces or other appropriate services and should be offered accordingly in the first instance.

- 2.3. The Senior Director, Operations will decide which disposal route is appropriate and upon disposal ensure that the appropriate disclaimer within the Attachment B Canine Disposal Form is completed.
- 2.4. Upon disposal the microchip number and owner's details should be notified to Domestic Animal Services to ensure the canine is re-registered in the name of the new owner.
- 2.5. A copy of the change of ownership and Attachment B Canine Disposal Form should be entered in the canine's Record of Service.
- 2.6. A copy of the Attachment B Canine Disposal Form must be sent to the ACTCS Procurement team.
- 2.7. If any non-required Corrections dogs are considered for being sold to another service or person, then asset advice should be requested from the ACTCS Finance team before proceeding.

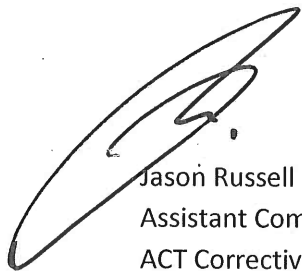
3. Record keeping

- 3.1. Every canine must have an up-to-date record containing information according to the Corrections Search Dog Policy and canine operating procedures.
- 3.2. A record of service should be opened for all canines that become operational and retained by the Canine Handler who is responsible to ensure that this record is completed in full with details of the:
 - a. canine's name
 - b. name of previous owner
 - c. certification of completion of training
 - d. name, address and telephone number of canine's veterinary surgeon
 - e. training course dates and reports
 - f. continuation training reports
 - g. assessment / licensing reports
 - h. vet sheets, weight sheets
 - i. incident sheets and record of complaints
 - j. canine's history record
 - k. disposal form (at end of canine's service)
 - l. microchip details.
- 3.3. A training record should be opened on all procured canines on acquisition and closed when the canine is either found unsuitable or becomes operational.
- 3.4. All canine records should be completed by the relevant Canine Handler.
- 3.5. The Canine Supervisor is responsible for ensuring that all records are completed.

RELATED DOCUMENTS

- Corrections Search Dog Policy

- Attachment A – Canine Acquisition Form
- Attachment B – Canine Disposal Form



Jason Russell
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 ACT Corrective Services
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Document details

Criteria	Details
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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			
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V1	January - 24	First Issued	H Cheney