



JOB DESCRIPTION QUESTIONNAIRE (JDQ)

DIRECTORATE: Matrix
AREA/DEPT: Matrix
SECTION: MTRX Operations
JOB TITLE: **Police Dog Instructor**
REPORTS TO: Matrix Dogs Training Sergeant
CURRENT RANK/GRADE: **Grade E**
DATE: August 2026

1. JOB PURPOSE:

Merseyside Police Dog Instructors conduct and co-ordinate both the initial and continued training and assessment of police dogs, dog teams, dog handlers and trainers. They contribute to the development and welfare of police dogs by assessing the effectiveness of training methodologies, providing specialist advice and guidance, and supporting dog handlers. Dog Instructors identify and suggest improvements to practice ensuring the continued learning and development of police dogs and those working with them.

Police Dog Instructors are required to risk assess the facilities being used and providing a positive environment for learning to take place.

2. PRINCIPAL ACCOUNTABILITIES:

- a. Conduct training and assessment of police dogs and police dog teams to ensure their readiness for operational deployment.
- b. Contribute professional expertise and tactical advice to front line officers in dog training and handling, building on capabilities to ensure their ongoing development and versatility for work in varied environments.
- c. Recognise immediate threat, risk or harm when delivering training, ensuring proportionate and effective adaptations can be utilised to protect officers, staff and members of the public.

- d. Monitor the activity of police dog teams, in alignment with national guidelines, identifying training gaps and opportunities to improve team and/or individual performance of either the dog or handler.
- e. Generate effective working relationships with front line colleagues, partner agencies, and other relevant stakeholders. Providing specialist advice and guidance in the procurement, welfare, and training of police dogs to maintain national and local standards.
- f. Promote the specialism of police dog teams to colleagues and members of the public to ensure effective training, deployment, engagement, and to increase visibility and understanding.
- g. Support the welfare of dog handlers and Police dogs during training sessions in line with the Animal Welfare Act 2006 and NPCC Police Dog Training Standards.
- h. Competently instruct all relevant skillsets in line with the core content as described in the relevant NPDU curriculum and NCTAS modules to ensure the appropriate level of training is provided to dog handlers.
- i. Ensure dog handlers can record and report policing actions in accordance with the National Decision Model (NDM), national and local standards and policing to ensure that there is an audit trail and to support law enforcement.
- j. Engage in and contribute to relevant debriefing processes to ensure information is effectively transmitted and to contribute to learning.
- k. Undertake specialism training and development at the Matrix Dog Inspectors discretion and in accordance with departmental demand.
- l. Undertake normal duties of a generic Police Constable as and when required (police officer only)
- m. Support and competently deliver training and development to the Puppy and Young Dog Development Programme. At the discretion of the Matrix Dogs Inspector, where available Dog Instructors will take on puppies, young dogs or dogs requiring development.
- n. At the request of Matrix Command Team conduct the role of Dog Legislation Officer

3a. KNOWLEDGE AND EXPERIENCE:

- 1. Must hold a current, valid qualifications in National Police Dog Instructor training and must either currently hold National Police Specialism Dog qualifications or be willing to undertake such

- training at the Matrix Dog Inspectors request in line with departmental and specialism needs.
2. Hold a TEP or Level 4 CERT (and now assessment MOD 5 or TAQA).
 3. Have received health and safety training in line with individual force requirements for Instructors.
 4. Have trained to competently conduct risk assessments in line with individual force requirements for Instructors.
 5. Must complete annual personal safety training for civilian staff and basic First Aid. (police staff only)
 6. Must complete annual PPST, First Aid and Fitness Test (as per Dog Handler JDQ and Police Constable role profile)
 7. Currently hold the minimum level of first aid training as defined in the relevant role profile
 8. Current valid dog first aid training
 9. May have to work independently, being accountable for making operational decisions based upon departmental and force policies in the absence of supervision and 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.
 10. Must be proficient in the use of all force computer systems that impact upon the role.
 11. Must demonstrate good oral and written skills when preparing reports, giving evidence or delivering presentations and briefings to both internal and external partners.
 12. Basic police driving classification, hold C1 on their driving licence or must complete C1 on request.
 13. Are currently a qualified Dog Legislation Officer (DLO) or on request undertake training to become a DLO.

3b.

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

General Police Constable Legislation and Powers as per role profile and JDQ of Police Constable and Dog Handler.

4. RELATIONSHIPS:

a) Supervisory responsibilities:

Nil

b) Supervision Received:

First line management from the Dog Training Sergeant. Second line management from the Matrix Dog Inspector (Nominated Officer). Additional supervision as directed by the duty Syndicate Dog Sergeant.

c) Other Contacts:

i) Within Merseyside Police:

Force Solicitor
Kennel Manager
All police personnel involved in dog-related investigations.

ii) Outside Merseyside Police:

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

5. CONTEXT:

a) Operating Environment:

Merseyside Police Dog Unit is an accredited Police Dog Training School. Trainers develop staff and police dogs to ensure they are qualified to undertake police dog duties and train and assess prospective Police Dog Instructors.

b) Framework and Boundaries:

Dog-related legislation
Force Dog-Related Incident Policy
NPCC Police Dog APP and NCTAS
College of Policing NPDU Guidance

c) Organisation: (
NA

6. DIMENSIONS:

Financial:

Force costs regarding the kennelling and prosecution of dog-related incidents
Costs associated to the purchase and training of police dogs.

Staff:

1 Inspector
5 Sergeants
36 police dog handlers

Other:

Functional Commanders – service provision across the Force.

Force Coordination – support to Force operations.

Matrix – support services provided to other specialisms within the Matrix Syndicates.

Public – reassurance, prevention and detection of crime.

Local Authority – provision of services within any Service Level Agreements.

7. JOB CHALLENGES:

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

Establishing and maintaining relationships with partners, to provide training venues and CPD opportunities.

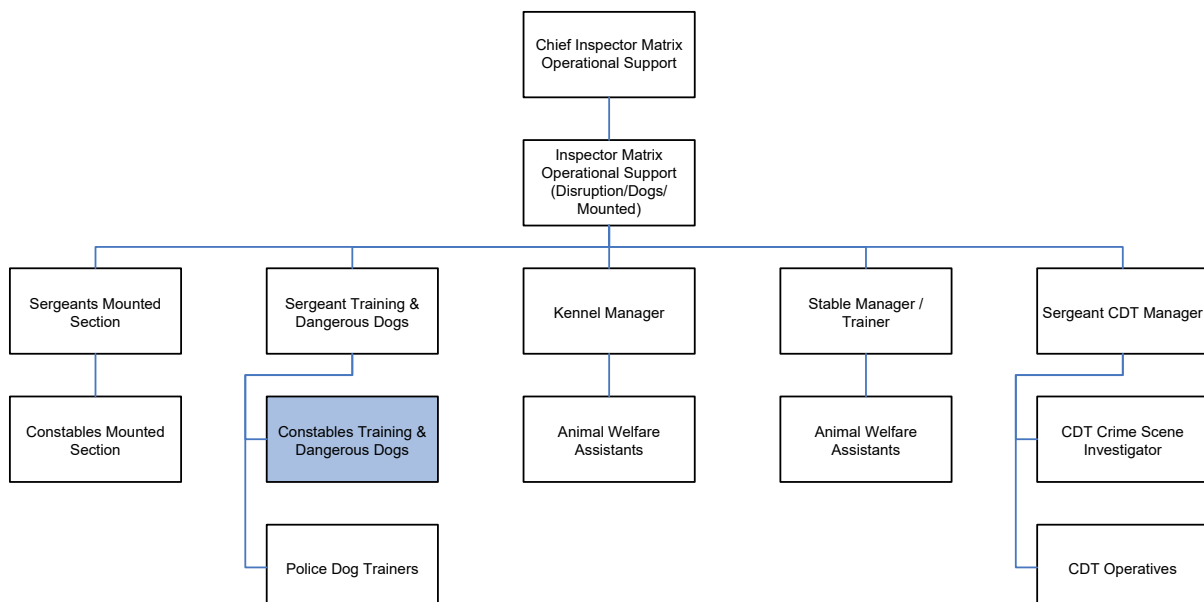
Establishing and maintaining relationships with dog breeders to assist the department in providing a continuous and high-quality flow of appropriate dogs when required.

8. ADDITIONAL INFORMATION:

Matrix Dogs sits within the Matrix model which is designed to provide interoperability and operational support to the rest of the force.

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: