



Police & Crime
Commissioner
for Cheshire



SWYDDFA COMISIYNYDD HEDDLU
A THROSEDD GOGLEDD CYMRU

OFFICE OF THE POLICE & CRIME
COMMISSIONER NORTH WALES

CHESHIRE & NORTH WALES POLICE DOG WELFARE SCHEME

ROLE DESCRIPTION

The roles and responsibilities of a Police Dog Welfare visitors are:

1. To adhere to the 'Memorandum of Understanding' and the 'Scheme Guidance' issued by the Office of the Police and Crime Commissioners (OPCC) on commencement of the role.
2. To undertake visits (throughout the working week, Monday to Friday) in accordance with the 'Scheme Guidance' and training to check on the welfare of police dogs, particularly in relation to the 'Five Freedoms'. In addition, Police Dog Welfare visitors will be required to:
 - ✓ Attend programmed training days for police dogs and handlers held at various venues throughout Cheshire and North Wales.
 - ✓ Inspect the police dog kennels.
 - ✓ Inspect police vehicles used to transport police dogs to ensure they are fit for purpose.
3. To complete a report form on the visit, ensuring that all relevant information is recorded accurately, clearly and concisely to ensure that any issues relating to dog welfare can be addressed by the OPCC.
4. To maintain professional working relationships with OPCC staff and police officers/staff.
5. To complete and submit expense claims in-line with the scheme guidelines.
6. To attend the annual Police Dog Welfare Scheme meeting and other training sessions as required by the OPCC (please note that these will take place during the working week).
7. To undertake all reasonable instructions requested by the Chief of Staff/Chief Executive.

Please note that there may be additional duties that Dog Welfare Visitors may be required to complete on occasions.



Police & Crime
Commissioner
for Cheshire



SWYDDFA COMISIYNYDD HEDDLU
A THROSEDD GOGLEDD CYMRU
OFFICE OF THE POLICE & CRIME
COMMISSIONER NORTH WALES

CHESHIRE & NORTH WALES POLICE DOG WELFARE SCHEME

PERSON SPECIFICATION

Essential Criteria	Evidence
1 Applicants must be at least 18 years of age.	Application
2 Applicants must live or work in Cheshire or North Wales.	Application
3 Resident in the UK for at least three years prior to date of application.	Application
4 Demonstrate a genuine commitment to animal welfare.	Application and Interview
5 Demonstrate an ability to complete forms accurately, clearly and concisely.	Application
6 Demonstrate excellent oral and written communication skills.	Application and Interview
7 Demonstrate sufficient time, flexibility and commitment to carry out the role of a Police Dog Welfare Visitor.	Interview
8 Work with fellow Police Dog Welfare Visitor's as part of a team to meet the requirements of the Scheme.	Interview
9 To undertake visits safely and abide to procedures outlined in the 'Memorandum of Understanding' and 'Scheme Guidance'.	Application and Interview
10 Demonstrate mobility in relation to undertaking visits outdoors and possibly on uneven terrain.	Interview
11 Be reliable and punctual.	Interview
12 Demonstrate excellent observational and listening skills.	Interview
13 Be able to maintain confidentiality and remain impartial at all times.	Interview
14 Access to appropriate transport to undertake programmed visits.	Interview
Desirable Criteria	Evidence
15 Experience or understanding of working with animals and the conditions under which they may be required to operate.	Interview
16 Demonstrate a basic knowledge of animal welfare.	Interview

In order to maintain the scheme's independence and avoid any conflict of interest, all visitors have no direct involvement with Cheshire or North Wales Police Forces including being serving or retired Police Officers, member of police staff, Police Community Support Officers, Special Constable or Magistrate.

Revised July 2024



**APPLICATION FORM
FOR THE APPOINTMENT OF
POLICE DOG WELFARE
VISITOR**



When completing this application form, please ensure that you meet the essential and where possible the desirable criteria as identified in the person specification. Please provide relevant information about your experiences, interests and reason for applying for the role as this will help the Office of the Police & Crime Commissioner (OPCC) to assess your application and suitability for the position. The details supplied by you on this form are confidential and will form part of your personnel record if successful.

Personal Details	
Preferred Title:	
First name(s):	
Surname:	
Other names you have been known by: (including maiden name)	
Date of Birth:	
Address:	
Postcode:	
Home Telephone Number:	
Mobile Telephone Number:	
Email address:	
National Insurance Number:	
Occupation: (If retired or unemployed, please state previous occupation)	
Current Driving Licence:	Yes <input type="checkbox"/> No <input type="checkbox"/>
How did you find out about this volunteering opportunity?	

Eligibility to work in the UK	
Current legislation means that it is a criminal offence to recruit a person who is subject to immigration control, unless he or she has documentary proof showing an entitlement to work in the UK. If selected for interview you will be asked to provide proof of your work entitlements.	
Do you have an entitlement to work/volunteer in the UK?	Yes <input type="checkbox"/> No <input type="checkbox"/>

Other Applicant Details	
Are you currently any of the following?	<input type="checkbox"/> Police Staff <input type="checkbox"/> Police Officer <input type="checkbox"/> Special Constable <input type="checkbox"/> PCSO <input type="checkbox"/> OPCC Staff If yes, please provide details:
Have you ever been any of the following?	<input type="checkbox"/> Police Staff <input type="checkbox"/> Police Officer <input type="checkbox"/> Special Constable <input type="checkbox"/> PCSO <input type="checkbox"/> OPCC Staff If yes, please provide details:
Are you related to any serving or retired police officer or employee of North Wales Police or the Office of the Police & Crime Commissioner?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please provide name:

NB: If you have selected any of the above please refer to the application information.

Rehabilitation of Offenders
<p>This volunteering position involves working with vulnerable adults/children or is a position of trust and is, therefore, exempt from the provisions of the Rehabilitation of Offenders Act 1974. You must therefore, disclose details of cautions, bind-overs, reprimands, final warnings and convictions, including 'spent convictions'. Any failure to disclose such information could result in dismissal or disciplinary action by the organisation. Please note that a criminal record will not necessarily be a bar to obtaining a volunteering position.</p>

Disclosure	
Have you at any time received, or do you have pending, a caution, bind-over, reprimand, final warning or conviction? If yes, please state:	Yes <input type="checkbox"/> No <input type="checkbox"/>

Offence/s	Outcome of Offence/s (i.e. conviction, caution, bind-over, reprimand, warning or allegation)	Date of Offence/s	Disposal (if known)

Medical Conditions	
Do you have any disabilities or suffer from any medical conditions which may affect your ability to carry out the duties of a Police Dog Welfare Visitor?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes please provide details and advise of any support that can be provided:	

Employment / Volunteering History	
Please provide details of your employment and/or volunteering roles covering the past five years, including information on any experience or skills relevant to the role of a Police Dog Welfare Visitor. It is essential that all information is completed where appropriate. Please continue on a separate sheet if necessary.	
Current or Most Recent Employment / Volunteer Position	
Name of current/most recent employer/voluntary organisation:	
Job Title:	
Address:	
Postcode:	
Date from/to (mm/yyyy):	
Reason for leaving:	
Please provide details of the duties and responsibilities:	
Previous Employment / Volunteering Experience	
Name employer/voluntary organisation:	
Job Title:	
Address:	
Postcode:	
Date from/to (mm/yyyy):	
Reason for leaving:	
Please provide details of the duties and responsibilities:	

Name employer/voluntary organisation:	
Job Title:	
Address:	
Postcode:	
Date from/to (mm/yyyy):	
Reason for leaving:	
Please provide details of the duties and responsibilities:	

Name employer/voluntary organisation:	
Job Title:	
Address:	
Postcode:	
Date from/to (mm/yyyy):	
Reason for leaving:	
Please provide details of the duties and responsibilities:	

Membership		
Please provide details of membership of any national or local organisations.		
Name of Organisation	Position Held (if applicable)	Date Joined

Describe a situation in which you recognised a potential problem? What did you do to address the issue? What was the outcome as a result of your actions?

Why do you want to become a Police Dog Welfare Visitor?

Declaration

I confirm that I have read the information supplied to me concerning the duties and responsibilities of the Police Dog Welfare Visitor role and would be prepared, if my application is accepted, to adhere to the requirements of the role. I agree to the Office of the Police & Crime Commissioner undertaking Cheshire 'non-Police Personnel Vetting Level two (NPPV2)' in connection with my application as a volunteer.

I confirm that the information I have provided is accurate to the best of my knowledge and belief. I understand that any false information, any relevant omission or misleading statements may disqualify me from the recruitment process, or if I have already been appointed, may result in my dismissal.

Signed:

Date:

Return Address / Email

Please return this completed application form by 12pm on Friday 2nd August 2024:

E-mail address: pcc@cheshire.police.uk or OPCC@northwales.police.uk

FAO Karolina Kardas, Office of the Police & Crime Commissioner, Clemonds Hey, Oakmere Road,
Winsford, CW7 2UA

or

FAO Angharad Jones, Office of the Police and Crime Commissioner, Glan y Don, Colwyn Bay,
Conwy, LL29 8AW

The Office of the Police & Crime Commissioner is an equal opportunities employer and this recruitment process will be guided by equal opportunities principles to ensure a volunteer workforce that is representative of our communities.