



STATE OF WASHINGTON  
DEPARTMENT OF CORRECTIONS

APPLICABILITY  
**PRISON**  
FACILITY/SPANISH MANUAL

REVISION DATE  
9/10/21

PAGE NUMBER  
1 of 7

NUMBER  
**DOC 700.350**

**POLICY**

TITLE  
**DOG AND CAT PROGRAMS IN PRISONS**

**REVIEW/REVISION HISTORY:**

Effective: 7/1/14  
Revised: 1/1/16  
Revised: 9/10/21

**SUMMARY OF REVISION/REVIEW:**

Major changes to include updating terminology, removing content covered by contract with partner organizations, and a reorganization of information. Read carefully!

**APPROVED:**

Signature on file

\_\_\_\_\_  
**CHERYL STRANGE**, Secretary  
Department of Corrections

8/6/21  
\_\_\_\_\_  
Date Signed

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**REFERENCES:**

DOC 100.100 is hereby incorporated into this policy; [RCW 72.09.100](#); [WAC 137-80](#); DOC 150.100 Public Information; DOC 150.150 Visits and Tours of Department Facilities and Offices; DOC 460.000 Disciplinary Process for Prisons; DOC 490.100 Incarcerated Volunteers; DOC 530.100 Volunteer Program; DOC 700.100 Class III Work Programs; DOC 850.025 Outside Employment/Volunteer Activities; DOC 890.000 Safety Program

**POLICY:**

- I. The Department has established dog and cat programs to provide education and training opportunities for incarcerated individuals to facilitate successful return to the community while improving behavior and a sense of responsibility.
- II. Programs will focus on:
  - A. Socialization and basic training for dogs or cats to increase adoptability, or
  - B. Therapy and/or service training for dogs to provide assistance for program clients.

**DIRECTIVE:**

- I. General Requirements
  - A. In coordination with the Canine Program Manager, each Superintendent may establish a dog and/or cat program and determine if positions are compensated or voluntary per DOC 490.100 Incarcerated Volunteers or DOC 700.100 Class III Work Programs.
    1. The Superintendent will designate a Program Coordinator responsible for day-to-day program operations at the facility.
  - B. Dog/cat programs will be operated by a partner organization that is a public benefit non-profit organization (e.g., local/county shelter facilities) with experience in dog/cat training, care, and adoption.
    1. Each facility will have a written contract in place with the partner organization. The Program Coordinator will work with Contracts and Legal Affairs to review the contract content and establish the scope of work.
    2. All dogs and cats entering the program will be the property and responsibility of the partner organization.
    3. The Department will not be liable for any injury to the dog/cat while on facility grounds.

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- C. Partner organization personnel, including facility employees volunteering onsite with the program, will be screened per DOC 530.100 Volunteer Program.
    - 1. Facility employees who volunteer off-site with the program's partner organization must report their service per DOC 850.025 Outside Employment/Volunteer Activities.
    - 2. To avoid conflict of interest and Fair Labor Standards Act issues, the Program Coordinator will not serve as a volunteer for the partner organization.
  - D. Department employees will not use state time and/or resources to provide volunteer services or support to the partner organization (e.g., training of dogs/cats, creating/revising announcements or advertising, maintaining online sites or social media, conducting fundraisers), except when required as part of official duties.
  - E. Facility employees, contract staff, volunteers, and incarcerated individuals must request permission to touch any dog or cat from the assigned individual managing the animal.
  - F. Any program-related interviews, photographs, and/or audio/video recording of Department employees or incarcerated individuals will be coordinated with the facility's Public Information Officer and will comply with DOC 150.100 Public Information.
  - G. The Superintendent, Program Coordinator, and partner organization trainer may approve, deny, and/or remove any dog or cat entering/participating in the program.
  - H. Incarcerated individuals participating in the program are required to comply with the partner organization and any facility program rules.
  - I. Program dogs and cats will not reside permanently within any facility.
- II. Responsibilities
- A. The Canine Program Manager will oversee dog and cat programs, and:
    - 1. Review program contracts prior to finalization.
    - 2. Assist with the planning and implementation of programs and act as a resource to partner organization personnel.
    - 3. Conduct facility visits to observe the programs as needed.

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4. Review allegations of mistreatment of program dogs/cats.
5. Meet quarterly with Program Coordinators to identify program needs, discuss barriers, and ensure compliance with program requirements.

B. The Program Coordinator will:

1. Ensure compliance with policy and facility procedures.
2. Coordinate with the Canine Program Manager and the program's partner organization for program development, implementation, operation, training, and program schedules/activities.
3. Coordinate with the partner organization to develop and maintain training materials for incarcerated participants.
4. Maintain safety and security procedures governing incarcerated participants and program dogs/cats.

III. Eligibility, Application, and Screening

- A. Incarcerated individuals who have documented abuse toward an animal will not be eligible to participate in a dog/cat program.
- B. Incarcerated individuals may apply to participate in a dog/cat program by completing the facility's program application.
- C. A review must be conducted for all participants by a multidisciplinary Facility Risk Management Team and will include a representative from mental health to screen applicants for suitability.

IV. Dog/Cat Care and Hygiene


- A. Each facility that has a dog/cat program will establish procedures for the care and hygiene of dogs/cats, which will include:
  1. Guidelines for housing/care
  2. Feeding and food storage
  3. Medication
  4. Grooming and bathing
  5. Laundry procedures
  6. Designating exercise, training, and break areas
  7. Equipment and supply accountability
  8. Disposal of dog/cat waste

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- B. All socialization and basic training dogs and cats will be housed one dog or cat per cell or room except for puppies/kittens under 3 months of age, who may be housed together.
- C. The cell/room where a dog or cat is housed will be clearly identified and caution should be used when entering.
- D. Incoming dogs/cats will be provided with a crate to ensure their safety and limit damage during the incarcerated participant's sleep hours. Crates for all other dogs/cats should be available on an as needed basis.
  - 1. Cats must be provided with a crate to facilitate transport as needed or in the event of an emergency.

V. Observed or Alleged Mistreatment

- A. In the event of observed or alleged mistreatment of a dog/cat:
  - 1. Appropriate notifications and reports will be completed to include DOC 21-917 Incident Report and a report in the Incident Management Reporting System (IMRS).
    - a. The reports will be forwarded to the Canine Program Manager for review.
  - 2. The dog/cat may be removed from the incarcerated participant's care for examination by partner organization staff/volunteers to determine the animal's physical injury and mental stress.
    - a. Based on the results of the examination, the dog/cat will be transported for treatment or reassigned to another participant's care pending the outcome of an investigation.
  - 3. A facility employee not involved in the program will be assigned to investigate.
    - a. If the investigator concludes that the complaint was unsubstantiated or unfounded, the participant may be reinstated into the program and the dog/cat returned to the participant's care.
    - b. If the investigator concludes that misconduct occurred, the participant will be:
      - 1) Immediately terminated from the program and removed from the cell/room where the animal is housed,

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- 2) Restricted from participating in any Department dog/cat program, and
- 3) Subject to infraction per DOC 460.000 Disciplinary Process for Prisons and referral for prosecution when appropriate.

#### VI. Damage or Injury Caused by a Dog/Cat

- A. Incarcerated participants will be responsible for all personal property within their living areas.
- B. If a dog/cat damages state-owned property, the state will assume the cost of replacement or repair.
  1. Restitution for damage resulting from negligence by an incarcerated participant may be sought through the disciplinary process.
- C. All injuries caused by a dog/cat will be reported per DOC 890.000 Safety Program and all appropriate notifications and reports will be completed to include submitting DOC 21-917 Incident Report and a report in IMRS.
  1. Injured incarcerated individuals will seek medical attention through Health Services.
  2. Injured employees and program staff/volunteers may seek medical care through their health care provider.
  3. In the event of a dog/cat bite, the Program Coordinator will file any necessary reports with city/county authorities, notify the Canine Program Manager, and an employee will be assigned to investigate the incident.
    - a. While under investigation, the animal will be removed from the facility.
    - b. The investigation will be conducted by an employee that is not involved in the program.
    - c. The Program Coordinator will notify the Canine Program Manager of the outcome.
    - d. Based on the findings, the dog/cat may be returned to the program.

#### VII. Emergency Procedures

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- A. The Program Coordinator will ensure that an emergency contact list is current and easily accessible to include:
  - 1. Emergency and/or afterhours veterinary service phone number, address, and directions, and
  - 2. Contact information for the Program Coordinator/designee and partner organization personnel.
- B. Each program will develop written emergency procedures to address:
  - 1. Injury to any individual by a dog/cat,
  - 2. Health-related emergencies involving a dog/cat,
  - 3. Temporary removal of a dog/cat(s) from a unit, and
  - 4. A full evacuation of all dogs/cats from the facility.

VIII. Adoption/Final Placement

- A. All adoption materials will list the partner organization as the official contact and will not include Department phone numbers or email addresses.
- B. The adoption of dogs/cats will not take place within the secure perimeter of the facility unless the following requirements are met:
  - 1. The partner organization obtains written approval in advance from the Superintendent through the Program Coordinator.
  - 2. New owners and other guests entering the facility must be processed per DOC 150.150 Visits and Tours of Department Facilities and Offices.
  - 3. Program staff/volunteers must be onsite to complete paperwork, hand off the dog/cat, and manage the transfer.
  - 4. Adopted dogs and cats must remain under adult control at all times.

**DEFINITIONS:**

Words/terms appearing in this policy may be defined in the glossary section of the Policy Manual.

**ATTACHMENTS:**

None

**DOC FORMS:**

DOC 21-917 Incident Report