## Policy

**Offender Dog/Cat Programs**

### Review/Revision History:

- **Effective:** 7/1/14
- **Revised:** 1/1/16

### Summary of Revision/Review:

- Added WAC reference
- IV.A.1. - Added that offenders will select whether to leave or stay in current job assignment
- VIII.A.1. - Added guidelines for housing/care in the offender’s living area
- XII. - Added documentation requirements

### Approved:

Signature on file

**Dan Pacholke, Secretary**  
Department of Corrections  
12/23/15  
Date Signed
STATE OF WASHINGTON  
DEPARTMENT OF CORRECTIONS  

POLICY  
OFFENDER MANUAL  

APPLICABILITY  
PRISON  

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TITLE  
OFFENDER DOG/CAT PROGRAMS  

REFERENCES:  
DOC 100.100 is hereby incorporated into this policy; RCW 72.09.100; WAC 137-80; DOC 150.100 Public Information and Media Relations; DOC 150.150 Visits and Tours of Department Facilities and Offices; DOC 400.100 Incident and Significant Event Reporting; DOC 460.000 Disciplinary Process for Prisons; DOC 490.100 Offender Volunteers; DOC 530.100 Volunteer Program; DOC 700.000 Work Programs for Offenders; DOC 800.010 Ethics; DOC 800.020 Use of State Resources; DOC 850.025 Outside Employment/Volunteer Activities; DOC 890.000 Safety Program

POLICY:  

I. The Department has established offender dog/cat programs to:  
   A. Provide offenders with the education and training needed to facilitate employment and successful return to the community.  
   B. Improve offender behavior and increase the offenders’ sense of responsibility and care towards others.  
   C. Increase adoptions and the numbers of therapy and service dogs available for individuals in the community who require their services.  

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. Establishment  
   A. Each Superintendent may establish an offender dog/cat program.  
   B. Dog/cat programs will be operated by a partner organization that is a public benefit non-profit corporation with experience in dog/cat training, care, and adoption.  
      1. Partner organizations operating therapy and/or service dog training programs must also be accredited members or candidate members in good standing of Assistance Dogs International or another nationally recognized organization with expertise in training therapy and/or service dogs.
a. These programs must maintain status with the member organization for the duration of the partnership and ensure that all trainers comply with the member organization’s requirements for trainers.

C. All programs will comply with DOC 490.100 Offender Volunteers or applicable offender work program policies.

D. Each facility will have a written contract in place with the partner organization operating its program. The Program Coordinator will work with Contracts and Legal Affairs to review the contract content and establish the scope of work. The Canine Program Manager may review the contract before it is finalized.

II. Responsibilities

A. The Canine Program Manager will oversee all offender dog/cat programs, and:
   1. Assist with the planning and implementation of programs and act as a resource to program staff/volunteers.
   2. Conduct annual facility visits to observe the programs.
   3. Investigate/review allegations of mistreatment of program dogs/cats.

B. The Superintendent will designate a Program Coordinator responsible for day-to-day program operations at the facility, who will:
   1. Ensure compliance with policy by facility employees, offenders, and visitors involved with the program, as well as program staff/volunteers.
   2. Coordinate with the Canine Program Manager and the program’s partner organization and trainer on program implementation and operation, including program training schedules, curriculum, and activities.
      a. For dogs, the training curriculum will include the basic skills of the American Kennel Club approved Canine Good Citizen (CGC) test.
   3. Maintain safety and security procedures governing offender participants and program dogs/cats.
   4. Develop and publish a schedule of all program activities.
   5. Be active in program development, delivery, and daily activities.

C. Partner organizations will be responsible for the acts and omissions of its staff/volunteers while they are participating in or representing the dog/cat program in the facility.
D. Department employees will not use state time and/or resources to provide volunteer services or support to the partner organization, except when required as part of official duties. Services not considered official duties include, but are not limited to:

1. Training of program dogs/cats.

2. Preparing or distributing announcements about adoptable dogs/cats or other publications advertising the partner organization’s business activities.

3. Maintaining websites or social media site content on behalf of the partner organization.

4. Conducting fundraisers for the program, partner organization, and/or any non-profit organization related to the program.

E. Any program-related interviews, photographs, and/or audio/video recording of Department employees or offenders will be coordinated with the facility’s Public Information Officer and will comply with DOC 150.100 Public Information and Media Relations.

III. Partner Organization Staff/Volunteers

A. Partner organization staff/volunteers, including facility employees volunteering on-site with the program, will be screened per DOC 530.100 Volunteer Program. Facility employees who volunteer off-site with the program’s partner organization must report their service per DOC 850.025 Outside Employment/Volunteer Activities.

1. To avoid conflict of interest and Fair Labor Standards Act issues, the Program Coordinator will not serve as a volunteer for the partner organization.

B. The trainer will provide ongoing communication to the Program Coordinator, which will include, but not be limited to, review of offender progress and performance and the projected training timeframe for the program dogs/cats.

IV. Offender Application and Screening

A. Offenders who wish to participate in the program will apply using the program application.

1. Offenders who already have a job assignment will specify whether they will, if selected:
a. Leave the current job and participate in the program as a job assignment, or

b. Stay in their current job assignment and participate in the program as an offender volunteer.

B. Selection requires approval from a multidisciplinary Facility Risk Management Team (FRMT) per DOC 700.000 Work Programs for Offenders or DOC 490.100 Offender Volunteers, as applicable. All multidisciplinary FRMTs reviewing applicants for a dog or cat program will include a representative from Mental Health to screen applicants for suitability and indicators that may preclude involvement in the program.

1. This screening process will be required for all offender participants regardless of position (e.g., primary handler, secondary handler, dog walker, alternate, etc.).

C. In the event there are numerous, equally qualified applicants, an effort will be made to maximize the number of offenders participating.

V. Offender Participants

A. Offenders accepted into the program are required to comply with the terms of the facility’s contract with the partner organization and any other program rules published by the facility.

B. In the event of observed or alleged mistreatment of a dog/cat, a facility employee will be assigned to investigate.

1. The dog/cat may be removed from the offender’s care for examination by partner organization staff/volunteers to determine the animal’s physical injury and mental stress. Based on the results of the examination, the dog/cat will be:

   a. Transported for treatment, or
   b. Re-assigned to another offender’s care pending the outcome of the investigation.

2. If the investigator concludes that the complaint was unsubstantiated or unfounded, the offender may be reinstated into the program and the dog/cat returned to his/her care.

3. If the investigator concludes that misconduct occurred, the offender will be:
a. Immediately terminated from the program and removed from the unit housing the program,

b. Restricted from participating in any Department offender dog/cat program, and

c. Subject to infraction per DOC 460.000 Disciplinary Process for Prisons, as well as referral for prosecution when appropriate.

4. All appropriate notifications and reports will be completed per DOC 400.100 Incident and Significant Event Reporting.

VI. Program Dogs and Cats

A. All dogs and cats entering the program will be the property and responsibility of the partner organization.

1. Partner organizations will not provide training to privately owned dogs/cats through any facility program.

2. The Department will not be liable for any injury to the dog/cat while on facility grounds.

3. All dogs and cats must be in the possession and control of the partner organization for at least 3 days before transfer to a facility.

4. The partner organization will be responsible for all costs associated with acquiring dogs or cats for the program.

B. Before entering the facility, each dog and cat will be screened for:

1. Health and physical condition,
   a. All dogs and cats must be free of parasites and current on all required vaccinations, documentation included.
   b. Dogs and cats with special needs must be approved in advance by the Program Coordinator.

2. Temperament, including issues that might cause injuries to Department employees, program staff/volunteers, or offenders,

3. Ability to accept socialization and training, and

4. Adoptability after program completion.
C. Dogs/cats 6 months old and older must be spayed or neutered before placement in offender housing. For puppies/kittens under 6 months old at the time of placement, the partner organization will be responsible for spaying or neutering when the animal reaches 6 months of age.

D. The Superintendent, Program Coordinator, and trainer may approve, deny, and/or remove any dog or cat entering/participating in the program.

VII. Training Level Identification for Dogs

A. Socialization and Basic Training

1. Dogs will wear colored collars/bandanas indicating their current level of training:

   a. Red: The dog is new to training and may be unpredictable. Only the dog’s handler and the trainer should touch the dog. The dog must be crated while the offender is sleeping or not present in the room/cell.

   b. Yellow: The dog has received some training, and his/her behavior has been shown to be fairly predictable. The handler should remind the requester that the dog is not fully trained.

   c. Green: The dog willfully follows direction and is in the final stage to complete the CGC basic requirements. The handler will pay attention to the dog’s behavior, looking for clues that indicate the dog is displeased, and act accordingly.

2. The approved offender dog program sign will be posted in program housing units to alert unit employees/offenders of the color designations.

B. Therapy/Service Dog Training

1. Entry level dogs will adhere to the socialization and basic training identification requirements until their training advances to the green collar level and the dog can pass the equivalent of the CGC.

2. Dogs that have progressed past entry level will wear clearly marked harnesses or vests identifying them as therapy/service dogs in training.

C. Facility employees, contract staff, volunteers, and offenders must request permission to touch any dog to avoid interfering with any specialized training.
VIII. Dog/Cat Care and Hygiene

A. Each program will establish procedures for the care and hygiene of program dogs/cats, which will include:

1. Guidelines for housing/care in the offender's living area,
   a. All socialization and basic training program dogs and cats will be housed one dog or cat per cell/room.
      1) Puppies/kittens under 3 months of age may be housed together.
   b. Dogs new to the program (i.e., red level) will be provided with a crate to ensure its safety and limit damage during the offender’s sleep hours. Crates for all other dogs should be available on an as needed basis.
   c. Each cat will be provided with a crate to facilitate transport as needed or in the event of an emergency
   d. Cell/rooms where a dog or cat is housed will be clearly identified and caution should be used when entering.

2. Feeding and food storage,
3. Medication,
4. Grooming and bathing,
5. Laundry procedures,
6. Designating exercise, training, and break areas, and
7. Equipment and supply accountability.

B. Each program will establish a procedure for the disposal of dog/cat waste.

IX. Damage or Injury Caused by Dogs and Cats

A. In the event that a dog or cat damages state-owned property, the state will assume the cost of replacement or repair. Restitution for damage resulting from offender negligence may be sought through the disciplinary process. Offender participants will be responsible for all personal property within their living areas.

B. All injuries caused by a dog or cat will be reported per DOC 890.000 Safety Program, and all appropriate notifications and reports will be completed per DOC 400.100 Incident and Significant Event Reporting.
   1. Injured offenders will seek medical attention through Health Services.
2. Injured employees and program staff/volunteers may seek medical care through their health care provider as necessary.

3. In the event of a dog or cat bite, the Program Coordinator will file any necessary reports with city/county authorities, notify the Canine Program Manager, and investigate the incident. Based on the findings, the dog/cat may be removed from the program. The Program Coordinator will notify the Canine Program Manager of the outcome.

X. Adoption/Final Placement

A. The partner organization will have sole responsibility for the adoption and placement process.

1. All adoption materials will list the partner organization as the official contact. Adoption materials will not include Department phone numbers or email addresses.

B. The adoption/final placement of the dogs and cats will not take place within the secure perimeter of the facility unless the follow requirements are met:

1. The partner organization obtains written approval from the Program Coordinator in advance and coordinates the process with him/her,

2. Program staff/volunteers are on-site to complete paperwork, hand off the dogs/cats, and manage the transfer,

3. New owners and other guests entering the facility are processed per DOC 150.150 Visits and Tours of Department Facilities and Offices, and

4. Adopted dogs and cats remain under adult control at all times.

C. Program dogs and cats will not reside permanently within any facility.

1. Dogs who have completed therapy and/or service dog training may reside at the facility up to 60 days after completion of training while undergoing practical application testing.

2. Other dogs and cats may stay at the facility up to 2 weeks after completion of the training course while awaiting transfer to the partner organization.

3. Dogs and cats received from the partner organization may be fostered for up to 30 days to promote socialization and increase adoptability.

XI. Emergency Procedures
A. The Program Coordinator will ensure that an emergency contact list is maintained, kept up to date at all times and easily accessible, which will include:
   
   1. Emergency and/or after hours veterinary service phone number, address, and directions, and
   
   2. Contact information for the Program Coordinator/designee, partner organization, trainer, and program staff/volunteers.

B. Each program will develop written emergency procedures to address:

   1. Injury to any individual by a dog or cat,
   2. Health related emergencies involving a dog or cat,
   3. Temporary removal of a dog/cat(s) from a unit, and
   4. A full evacuation of all dogs and/or cats from the facility.

XII. Documentation/Monitoring

A. Each program will maintain a count of the number successful graduating dogs/cats who complete their program each year.

   1. The count will be divided into the following categories:

      a. Socialization and Obedience Training
      b. Therapy dogs
      c. Service dogs
      d. Cats

B. Each program will provide its count to the Canine Program Manager during January of each year.

C. The Canine Program Manager will compile and submit a report on all program counts to the Sustainable Operations Manager.

DEFINITIONS:

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

ATTACHMENTS:

None

DOC FORMS:
### Policy

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None