



## PINE HILLS CORRECTIONAL FACILITY PROCEDURE

Procedure:	<b>PHCF 1.3.47 DOGS AT WORK</b>
Chapter 3:	ADMINISTRATION AND MANAGEMENT
Section 3:	Facility/Program Operations
Effective Date:	January 29, 2019 <span style="float: right;">Page 1 of 3</span>
Revised Date:	January 13, 2023
Superintendent Signature:	/s/ Steve Ray Jr.

### I. PURPOSE:

Pine Hills allows employees to bring personal dogs to work to provide support to staff and assist staff in building therapeutic relationships with youth and adult residents. Many of our residents have trouble with empathy and trust, the dogs can help residents overcome these obstacles. This procedure outlines how this can be done in a manner that is safe for the residents, staff, and dogs. This procedure refers to all Department of Corrections staff working at Pine Hills Correctional Facility and applies to all areas on campus. Employees wishing to bring their dog into the facility must have prior approval of the Facility Dog Committee. This procedure in no way prohibits service animals allowed through the Americans with Disabilities Act.

### II. PROCEDURES:

- A. The following requirements must be met by any employee pet owner wishing to bring a dog into the facility:
  1. Owners of dogs must provide documentation by a veterinarian that the dog is current on rabies, parvovirus, distemper, and kennel cough vaccinations and are parasite-free at vaccination date.
  2. Owners must be able to demonstrate that their dogs are personable and have an even temperament are socialized to be around large groups of kids or animals without cowering, being skittish or aggressive.
  3. The committee will evaluate the following before dogs are approved.
    - a. The dog must have no history of aggressive behavior including biting or barking and be well-socialized to people and other dogs.
    - b. The dog must be clean, well-groomed, and free of illness and disease.
    - c. The dogs must follow command prompts of sit and stay.
    - d. Only dogs serving a therapeutic purpose will be approved for entry into the facility. No more than one dog is allowed in a housing unit at one time.
  4. The dog must be at least one year of age.
  5. The dog's owner must have been employed with the Department for at least one year.
  6. The dog must be controllable and restrained on a leash while outside the owner's work area (unless at the unit's scheduled Recreation time).

7. The owner must present current documentation of insurance that covers their dog for dog bites (this can be homeowners or renters' insurance policy).
8. The owner will sign a liability waiver holding DOC harmless of any claims made against their dog.
9. No dogs will be allowed in the gym, food service areas (main kitchen, unit kitchens, and school culinary arts classroom), or infirmary.

**B. Pet Owner's Responsibilities:**

1. The employee is responsible for their dog at all times while they are on the Department of Corrections premises.
  - a. Dog owners will ensure that their dogs are cared for properly and will designate a co-worker to help take care of the dog in the handler's absence.
2. Dog owners will promptly clean up feces/waste and dispose by sealing and discarding waste bags in a garbage receptacle located outside.
3. Dog owners are to ensure that the following do not occur. If any of the following occur the Dog Committee will determine the seriousness of the pet's actions and if the pet will continue to be allowed on campus.
  - a. Make a mess.
  - b. Fight with other pets.
  - c. Endanger themselves or others.
  - d. Damage Department or employee property.
  - e. Excessively bark or climb on furniture.
4. If the pet misbehaves three times or at any time becomes aggressive, their owner may be prohibited from bringing the pet to the facility.
5. The owner will also be responsible for any expenses and cleaning resulting from their pet's behavior.
6. When pets get sick, owners will leave them at home until they are healthy for a full 24 hrs.
7. Employees should avoid using excessive work time to look after their pets.
  - a. If a pet needs constant attention, their owner will be instructed to leave them at home.
  - b. If the owner has a busy schedule and is unable to supervise the dog while they're at the facility their owner will be instructed to leave them at home.
8. Employees may bring their pets to work after approval from the Dog Committee and according to a schedule determined by the Committee.
9. Staff will not feed other employees' dogs unless authorized to do so.
10. Personal pets are prohibited in state vehicles.

**C. Exceptions:**

1. Exceptions to the procedure can be made by the Superintendent. Example is bringing a puppy in for a one-day visit or multiple dogs in a unit during PIR days, etc.

**D. Complaint Process**

1. If an employee has concerns or problems resulting from a dog at work, they can follow this process:
  - a. Talk to the pet's owner in case they can resolve the problem immediately.
  - b. Reach out to the Dog Committee explaining the issues, and how they've tried to fix the situation/problem.
  - c. Reach out to their supervisor explaining their issues.
  - d. Consult with HR if they haven't had a satisfactory response to file an official complaint.
    - 1) HR will take the complaint to the Dog Committee for resolution.

**III. CLOSING**

Questions concerning this procedure should be directed to the employee's immediate supervisor.

**IV. ATTACHMENT**

- A. [PHCF 1.3.47A Dog Approval Checklist](#)
- B. [PHCF 1.3.47B Dog Handlers Expectations](#)