

AHCC PAWSITIVE DOG PROGRAM HANDBOOK

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HIRING/APPLICATION PROCESS.

1. Minimum Qualifications / Eligibility:
 - a. Serious infraction free for 6 months
 - b. General infractions will be reviewed during the application process.
 - c. Free of class A infractions for 2 years
 - d. Medical, mental health and sex offender screenings will be conducted on hires and alternates in the AHCC Dog Program.
 - e. A Facility Risk Management Team (may include the AHCC Pawsitive Dog Program Coordinator or designee) will convene to approve or disapprove all Dog Handlers and Alternates into the program.
2. Obtain an application from the unit liaison, your assigned classification counselor or other designated staff member.
3. Turn in completed applications to the dog program liaison.
4. Offenders residing in units without a dog program and who are interested in becoming a dog handler, obtain an application form from your classification counselor. Submit the completed application form to the assigned classification counselor for routing.

ALTERNATES:

1. Alternates follow the same process for skills testing as dog handlers.
2. Alternates are not permitted to take the dogs inside their cell unless there is an emergent situation and staff direct the alternate to do so. For an example, if the alternate is training the dog in the unit while both handlers are outside the unit, an officer can direct the alternate to take the dog in his cell during an emergency, lock down, unit cell in, etc. As soon as reasonably possible and when one of the dog handlers return to the unit, the dog should be moved to his proper cell.

DOG HANDLERS:

1. All new and existing dog handlers will be required to complete a skills/knowledge test within 30 DAYS This includes:
 - a. Read "Don't Shoot the Dog" book. Complete written book report and submit on established deadline.
 - b. Demonstrate and pass a Pawsitive Dog Program skills assessment to include, but is not limited to, the following:
 - i. Leash handling skills
 - ii. Sit, Down, Stay
 - iii. Bail out moves
 - iv. Observe and describe dog interaction(s) and behaviors
 - v. Vocabulary Test
 - vi. Knowledge test on collar colors and protocol for each

2. New dog handlers will be considered probationary hires until passing the skills/knowledge test and will receive a \$45 per month gratuity. After passing the skills/knowledge test, dog handlers will receive a \$50 per month gratuity starting with the next pay period.
3. All probationary dog handlers will have a non-probationary dog handler or mentor present when handling the dog.
4. Dog handlers will be housed in the same cell with one another other.
5. All infraction behavior will be reviewed by the FRMT to determine suitability to remain a dog handler.
6. All training sessions are mandatory.

MENTORS:

1. Eligibility to become a mentor includes:
 - a. Serious infraction free behavior while in the dog program.
 - b. Employment as a dog handler for a minimum of 6 months in the AHCC Pawsitive Dog Program -AND- successfully trained at least 3 dogs through the AHCC Pawsitive Dog Program starting from the dog's entry into the facility through their graduation/release.
 - c. Pass a skills/knowledge test, to involve behavior adjustment training techniques, as approved by the dog trainers. At least two persons will conduct the evaluation, to include at a minimum:
 - One AHCC Pawsitive Dog Program dog trainer, and
 - One AHCC Pawsitive Dog Program staff member.
 - d. As part of the selection process, a three-person panel will interview each applicant to assess suitability for the mentor position, including, but not limited to, leadership skills, communication and training knowledge.
 - e. A Facility Risk Management Team (FRMT) will approve all mentor positions. The FRMT will include at a minimum:
 - One or more AHCC Pawsitive Dog Program dog trainers,
 - One or more AHCC Pawsitive Dog Program staff members.
 - f. Participating in and completion of a leadership class may be required prior to or during employment as a mentor.
2. All mentors will have a 90-day probationary period and receive performance evaluations every 90 days.
3. Mentors can remain in their mentor position for up to 12 months. At the end of that period, applications will be accepted for the mentor position. Mentors can re-apply for a second or subsequent term(s) and will undergo the same hiring process as new applicants for that position. During the application period, mentors can remain in their paid position until a new mentor is hired.
4. General infractions and/or behavior/attitude issues will be reviewed by the FRMT to evaluate suitability to remain a mentor.
5. Mentors will receive a \$55 per month gratuity.

6. Responsibilities include, but are not limited to:
 - a. Developing follow-up training sessions as approved by the AHCC Dog Program staff/trainers.
 - b. Mentors will educate, demonstrate and assist dog handlers in using Pawsitive Dog Program training skills and techniques.
 - c. Maintain progress reports.
 - d. Mentors are in a mentor role, as opposed to being in a supervisor role.
 - e. Perform other duties as requested.

CLASSROOM and HOMEWORK:

1. JOURNALS: For all mentors, dog handlers and alternates, maintain a daily journal detailing observations, dog behavior/training and interaction with the dog. Bring journal to class every week and give to the designed AHCC Dog Program staff member at the beginning of class. Journals are personal logs of the dog trainers for use in the dog program and will not be given to other offenders.
2. HOMEWORK: Complete all weekly homework as assigned and turn in at the beginning of the next scheduled class session.
3. Come to class ready to learn. Take your dogs out prior to class for relief and some exercise/warm up exercises.
4. Keep a behavior log detailing dog behaviors that need work and what triggered that behavior and submit with your weekly homework. (For example, canine X jumped up on Offender Y when Offender Y whistled.)
5. Questions
 - a. For issues related to the AHCC Pawsitive Dog Program, including, but not limited to food, supplies, processes, suggestions for program improvement, etc., please contact the AHCC Dog Program Coordinator, AHCC Dog Program staff or your unit liaison.
 - b. The dog trainers can respond to your specific question(s) relating to dog behavior and training techniques.

INVENTORY SHEETS:

A Dog Program Inventory Log sheet will be maintained with the items assigned for the dog program and kept in the cell. When items are added/subtracted from the inventory sheet, the inventory sheet also needs to be updated with the unit liaison. Submit the log to officers for review during cell searches.

RED COLLAR – DO NOT TOUCH OR PET

This is to allow the dog handlers to form strong bonds with their dog and set future training procedures up for success.

This color collar will be on every new dog that arrives and signifies that other inmates and staff are **not to pet the dog.**

1. When the dogs are in the **RED** collars,
 - The primary focus is interacting with their human handler.
 - No off leash and no dropped leash. Hold leash even when in the D1 Dog Training Area.
 - Separate the dogs. This is the time to work one-on-one with the dogs, even in the D1 Dog Training Area
 - **No free play with other dogs. This is to help the dog handlers be the most important creature in the dogs' lives.**
In reality, none of the dogs need to play with one another. They need to be focused on their handlers and learn to work with each other around, but do not need to play with each other while in this training process.
2. Dog Handlers are to say “No” and/or discourage any handling/petting while the dogs are wearing **RED** collars.
3. Practice loose leash walking from the moment the dog leaves the cell, every time, until the moment the dog returns to the cell and everywhere the dog goes in between, including walking and hanging out in the dayroom. Work on having the dogs focus on the handler and cue the dogs to do so. (Additional information is located in the loose leash walking section.)
4. Prior to moving into a **YELLOW** collar, the dog will need to pass a skills/behavior assessment.

YELLOW COLLAR

TOUCH with DOG HANDLER'S PERMISSION

Dogs wearing a **YELLOW** collar have completed some of their training, which means inmates and staff can ask if they may **touch** the dog. **Prior to touching the dog, have the dog sit for greeting. Once the dog sits and permission is given, the staff member/inmate can touch the dog's shoulder to greet the dog. [First, let the dog sniff the back of the hand, if the dog accepts this greeting, then it is OK to scratch under the chin or upper chest (by collar) briefly]. This does not mean petting.**

1. Prior to receiving a **YELLOW** collar, the dogs will pass skills testing, which may include, but is not limited to, the following training:
 - Attention (watch me)
 - Basic Recall
 - Accept Greeting / Handling (i.e. grooming for the CGC test)
 - No dogs jumping on others
 - Sit and stay
2. During the **YELLOW** collar stage:
 - The goal is for the dog to remain calm and be in a sit throughout a touch. When the dog breaks position, break off the contact with the other human.
 - Prior to an offender/staff member touching the dog, the dog handler will learn to communicate and explain how to appropriately interact with their dog. This includes:
 - The dog will stand/sit at attention until the dog handlers give them permission to say hi to the person they are meeting.
 - If you are saying hi to the dog, please allow the dog to sniff the back of your hand prior to petting them. If the dog accepts this greeting, then it is OK to scratch under the chin or upper chest (by the collar) briefly. This routine is something the dogs will be tested on.
 - **At all times do not place your face at the level of or around the dog's head, no matter how cute they are.**
 - Work for reward play. The dog can play with other dogs as a reward. However, no dropped leashes during this play time. Contact your unit liaison if you need clarification on this issue. **Any play among any of the dogs should not include excessive mouthing. That should be interrupted as it can tip over into bad choices.**
 - Dog handlers look to see how your dog may react to a situation and use intervention training techniques to set the dogs up for success
 - Practice dog to dog meet and greets on leash.
 - Dog handlers will be diligent with added response to keep dogs away from **RED** collar dogs (if needed, the long leash can be checked out)
3. Prior to receiving a **GREEN** collar, the dog must receive passing scores on a skills/behavior assessment.

GREEN COLLAR

TOUCH or PET WITH DOG HANDLER’S PERMISSION

GREEN collars mean that others can pet the dog; however, they still need to ask permission first and allow the dog handler to set the dog in a sit position for petting. This does not mean for others to call the dog over to them or having the dog jump up on anyone. If the dog jumps up, you can ask the person to turn away from the dog so the dog has to put his front legs back on the ground.

1. While in a **GREEN** COLLAR:
 - Dropped leash is permitted (assuming the dog has a strong recall), meaning that the leash remains attached to the dog harness (or collar if the dog does not have a harness).
 - Dogs should have attentive interaction with their human (i.e. is the dog focused on the handler?)
 - Dogs can play with other dogs as a reward. Any play that **includes excessive mouthing should be interrupted as it can tip over into bad choices.**
2. Begin work in the Outside recreation “big” yard and continue D1 dog training work as well. Use the “big” yard to maintain and improve behaviors. Remember, if taking the dog to the “big” yard, this time is to be used as dog training time instead of regular yard time. Please do not take the dog to the “big” yard if you plan to use it for your personal time.
3. In **GREEN** collars, the dogs are allowed in the “big” yard, the law library, State library and property as long as their handler has signed up and is on callout for those locations. Those are the only locations the dogs are allowed other than their training area by Medical/D1 and E building for grooming/class sessions (callout only). If taking the dogs to any of these locations, continue working to maintain and improve behaviors. No dropped leash work in these locations, however, dropped leash exercises should still continue in the approved dog training area (i.e. the D1 dog training area). For each of these areas:
 - a. Focus is on “PAWSITIVE” training (versus “PERMISSIVE” training).
 - b. Increase criteria for refining skills.
 - c. This is a new environment with lots of people, activity and distractions. Utilize the change in environment to fine tune skills.
 - d. Make use of these areas to maintain and improve behaviors. Your presence and activity in each of these areas should not interfere with the normal activities of that area.

ORANGE COLLAR

MODIFICATION TRAINING – ASK HANDLER FOR DETAILS

1. If you see a dog wearing an **ORANGE** collar, it indicates a Modified Training Program. **ORANGE** collars will be used for a variety of training reasons and at each color level (**RED**, **YELLOW**, **GREEN**).
2. For dogs wearing the **ORANGE** collars, special instructions will be given to the dog handlers that are in addition to the Pawsitive Dog Training instructions already in place. For example, a shy dog may be encouraged to interact with humans outside of the program even if they are in the **RED** collar level.
3. Handlers will be given special instruction cards that they will carry with them at all times when handling a dog in modification training. Staff may ask what special training the dogs are working on, at which time the special instruction card should be offered for staff viewing and/or the dog handlers can explain what the modified training consists of. This also helps alert staff to the dog's need while wearing an **ORANGE** collar and/or when receiving modification training.

DOG TRAINING AND RELIEF AREA:

1. Dog Handlers are allowed to relieve/train the dogs outside their unit (in areas designated by the CUS) when cleared by their unit staff and not during major movement times or emergencies. Major movements include RECREATION, OUTSIDE RECREATION YARD, EDUCATION and MAINLINE movements. Once the dogs have relieved themselves and/or training has stopped, the offenders are to return to the unit with their dog(s).
2. The relief area for the units are as follows:
 - K unit: The unit pad as well as the grassy area northwest of the entry between the E2 Building, H-Foyer and K unit sidewalks. Dogs should be kept out of the ditch/water area located in that grassy area
 - L unit: The grassy area on the northeast side of the entry between L-unit and the M unit garden area.
 - R and T units share a space. The area for training by the units is the grass area between R and T units. The relief area is the grass area south of T unit-A side.

GROOMING:

Dog grooming times are listed on the callout sheet. The MED and MI3 units have different grooming time slots. Only one team of dog handlers (to include the alternate) per grooming time slot should be scheduled during any one callout.

1. Monthly bathing for the dogs should be fine, unless the dogs get into something. During the month, the dogs can be bathed with the waterless shampoo.
2. Weekly callout for the grooming area is fine as some grooming equipment/supplies are not located in the units (i.e. furminator, ear cleaner, etc.).
3. **As for the high power blow dryer, all dog handlers should be properly trained in its use prior to using it. Until receiving proper training, please use towels to dry the dogs. Please bring dog towels from your unit for this purpose.** Also bring extra dog towels to dry the wash basin after use. Launder used towels by placing in your unit's orange dog laundry bag and sending out that same day.
4. Dog grooming time slots are on SAT-SUN-MON-TU per the call-out schedule. MI3 units share the same grooming time slots. Medium units also share the same time slots, which are different from the MI3 times.
5. Only one dog is scheduled during any one grooming time slot. The area is small, so there should be no more than 3 handlers total present during any one grooming time period.
6. The dog handlers are responsible for cleaning the grooming room and equipment after each use. If the wash basin equipment is not cleaned properly, it will rust.
7. When grooming supplies are starting to get low (i.e. shampoo is at 1/3 remaining, ear cleaner is at 1/3, etc.), please notify the unit liaison so these items can be restocked before they run out.
8. Once grooming is finished, the dog handlers are responsible for leaving the room in the same condition that they found it, or better.
9. Dog handlers can return to their unit when movement is called.

LAUNDRY / WASHING DOG ITEMS:

1. FOOD and WATER BOWLS: Please avoid using regular offender bathrooms to wash dog items. Dog items can be washed in the porter closet wash area or other area designated by the unit CUS.
2. TREAT TOTES: Wash treat totes weekly. This will help limit bacteria growth and help keep your dog healthy.
3. LAUNDRY:
 - a. To launder dog items (sheets, blankets, etc.), place in your unit's orange AHCC Pawsitive Dog Program laundry bag and send out with the regular laundry cart.
 - b. Dog Handler Vests:
 - i. place in clear plastic bag,
 - ii. write on the bag, "Wash in Cold Water Only – Hang to dry",
 - iii. place plastic bag inside orange AHCC Pawsitive Dog Program laundry bag, and
 - iv. send out with the regular laundry cart.
 - c. Please launder only one dog vest per team at a time. This way, there will be one dog handler with a vest to take the dog out for training/relief.

MOVEMENT:

1. D1 DOG TRAINING AREA - process for movement to/from the D1 Dog Training Area.
 - On the day of the callout, the offenders that are going to the dog area will need to check in with the officer in P4.
 - Follow-up contact will be made for those that do not show up for the callout and if the handlers are not excused, they are subject to an infraction (WAC 104) for missing a callout as with any other callout.
 - If the offender(s) is not on the callout, they will not be allowed in the area.
 - Offenders will not be allowed to leave the D1 dog training area until the callout is completed, unless approved by the P4 officer/Shift Lieutenant designee.
 - Offenders requesting to leave the D1 dog training area prior to the normal movement schedule due to inclement weather will need to check in with the P4 officer to clear movement back to the assigned unit.
 - Check out with the P4 officer on the way back to the unit once movement is announced.
 - It is important to prepare to be at the callout for the 50-60 minutes designated for that callout period. Please use the restroom in advance.

2. MOVEMENT TO OTHER AREAS OF THE INSTITUTION:
 - Any movement other than what is already approved on the AHCC DOG PROGRAM SCHEDULE must be approved by the Shift Lieutenant.
 - Dog Handlers are allowed to relieve/train the dogs outside their unit (in areas designated by the CUS) when cleared by their unit staff and not during major movement times. Major movements include RECREATION, OUTSIDE RECREATION YARD, EDUCATION and MAINLINE movements. Once the dogs have relieved themselves and/or training has stopped, the offenders are to return to the unit with their dog(s).
 - ONLY DOGS WITH **GREEN** COLLARS ARE ALLOWED IN THE OUTSIDE YARD, LAW LIBRARY, STATE LIBRARY and PROPERTY (and the offender must be on callout for those locations). See instructions under the “**GREEN Collar**” Section for additional instructions for these areas.
 - CALLOUTS: All dog handlers are expected to report to their callouts. Follow institutional rules for issues interfering with your ability to report for a callout (i.e. lay in when sick).

UNIT PROTOCOL

1. FIRST WEEK STRESS:

- During the first week, many of the dogs may experience stress. Soft stools and small amounts of blood in the stool are common when the dogs are under stress. However, please notify staff immediately if the dogs exhibit these signs as they could also be warning signs for other medical issues.
- During the first week, the dog handlers may need to spend more time with the dogs than usual to help them adjust. Please contact unit staff if the dogs are experiencing problems adjusting to their new environment.
- The dogs may need to go outside to relieve themselves during the night until they adjust to their new home. They also may have an accident indoors during the first couple days.
- **As you can imagine this will be a stressful transition for the dogs. Please follow AHCC Dog Program training and expectations. This will help minimize stress and set the dogs up for a successful transition.**
- Several of the dogs may be a bit shy or worried. That is okay, they will settle in. Just be ready with treats. Also remember the body language information. Make yourself smaller and present your side to the dogs. Avoid facing them straight on and looming over top of them.

2. DOG IN CRATE:

- Any time the dog is alone in the cell, the dog should be in their crate with the door closed and latched.
- NIGHT: Dogs should be in their crate (with crate door closed and latched) for an eight hour period from 2200-0600 hours. This sets the dogs up for success in their forever home.
- MAINLINE:
 - Dogs should be in their crates (with the door closed and latched) from the first call for mainline until mainline ends, **THE HANDLERS SHOULD NOT BE IN THE ROOM DURING THIS TIME UNLESS THEY NEED TO RESPOND TO DOG ISSUES OCCURRING DURING THAT TIME.** However, one handler must be in the dayroom at all times during mainline to respond to any dog needs that may arise. This way, if there are issues with the dogs, then the handlers can advise staff what the issue is and return to their cell to check on the dogs.

3. MAINLINE: One dog handler per team will go to mainline with the first group to be called from the unit. After eating, they will return to the unit and the next handler will leave when the next tier is called. The dog handlers will be wearing their dog handler vest for recognition during mainline movement. Contact the Dog Program Coordinator if there are extenuating circumstances that necessitate modification to mainline movement.

- **Refer to first week stress protocol [1.b.].** If there are issues with the dogs, then the dog handlers can advise staff what the issue is and return to their cell to check on the dogs.

4. DOGS ON BEDS/FURNITURE:
 - Dogs are not to be on the bed at any time (unless it is part of their modification training, in which case the dog handler will have a special instruction card detailing the modification training).
 - Dogs are also not allowed on the furniture at any time.
5. SUPPLIES: Please notify your unit liaison at least 3 business days in advance of needing more supplies. This will allow staff time to gather and distribute the supplies to you.
6. REFUSE: The garbage cans should be lined with a plastic garbage bag. The dog handlers are responsible for contacting a unit C/O on Wednesday night to coordinate movement of the garbage to the back of the unit for pick up on Thursday morning (or the designated day for the unit). Please double bag the garbage before moving it to the back of the unit.
7. LONG LEASHES: Each unit has a long leash that can be checked out for a dog training movement, but it must be returned immediately upon return to the unit. Contact the unit liaison for the procedure to check this item out.

DOG and DOG HANDLER ETIQUETTE:

- **Four on the floor!** Dogs should remain with paws/feet on the floor rather than jumping up on others or sitting in laps (unless it is part of their modification training, in which case the dog handler will have a special instruction card detailing the modification training).
- Proper work attire should be worn while training in the D1 Dog Training area.
- Handlers can wear shorts outside during dog training in the D1 Dog Training Area and when going to the Outside Recreation Yard. However, proper dress attire is required in all class sessions and in all programming areas.
- D1 Dog Training Area:
 - This is a dog training and dog exercise area designed for the dogs. For your own personal yard time activities, please follow the institutional yard schedule time for your unit.
 - Dogs will be scheduled for the D1 Dog Training area not less than two times per day. A minimum of three times per day is recommended. [EXCEPTIONS MAY INCLUDE INCLEMENT WEATHER PERIODS]
 - At least one dog handler per dog will attend the D1 Dog Training area with their dog.
 - The concrete pathway east of the lawn area and north of the yellow posts is an out of bounds area.
 - Dog Handlers will take dogs out several times per day to work on leash training and walk the dogs on the approved areas and sidewalks. This includes both the D1 Dog Training area and the area designated for such outside the unit.

- RAC/REC are not training areas; however, movement to E-building (REC) is permitted if on callout for grooming and/or you are on callout to attend a dog training classroom session.
- TEASING DOGS:
 - INMATES ARE NOT TO TEASE, BARK/MEOW at, or in any way disrupt the dogs. This behavior is to be reported to unit staff immediately and is grounds for disciplinary action.
 - OUT OF BOUNDS: The dog handlers and dogs are to comply with normal out of bounds signs and institution rules regarding out of bounds locations unless otherwise approved by staff.
 - Dogs will not enter the cells of any inmates who are not in the AHCC Dog Program.
- DOGS APPROACHING OTHERS: The handlers are not to approach others with their dogs without permission from that person (inmate/staff). Not all people like or want to meet the dogs or have the dogs jump on them unexpectedly (eventually, the dogs will be trained not to jump on others). Staff/inmates should communicate to the dog handlers that they want the dog to approach.
- Dog handler vests are only to be worn while participating in dog program related activities / movement. Wear the dog handler vest every time you leave your cell with the dog.
- There will be at least one dog handler or alternate with each dog at a time. Any exceptions should be cleared through the unit CUS and Dog Program Coordinator/designee.
- At no time will two leashes be attached to each other. If a longer leash is needed, long leashes are available for check out.

FOODS:

Please feed your dogs only food provided by the AHCC Pawsitive Dog Program.

The following foods may be dangerous/toxic to your pet.

- Alcoholic beverages /Ethanol/Pruno
- Apple seeds
- Apricot pits
- Avocados
- Baking Powder
- Baking Soda
- Bones (some splinter, especially chicken and fish)
- Bread Dough
- Cherry pits
- Caffeine
- Candy (particularly chocolate—and any candy containing the toxic sweetener Xylitol)
- Chewing Gum
- Chives

- Citrus Oil
- Extracts
- Coffee (grounds, beans, and chocolate-covered espresso beans)
- Corn cob
- Fat trimmings from meats (both cooked and uncooked)
- Garlic
- Grapes
- Gum (can cause blockages and sugar free gums may contain the toxic sweetener Xylitol)
- Hops (used in home beer brewing)
- Liver - avoid feeding large quantities.
- Macadamia nuts
- Marijuana
- Medicine for humans (unless approved by a vet).
- Milk & Milk based dairy products
- Moldy foods
- Mushroom plants
- Mustard seeds
- Nutmeg and some other spices
- Onions and onion powder
- Peach pits
- Persimmons (pits)
- Plum pits
- Potato leaves and stems (green parts)
- Raw eggs
- Raw meat/fish
- Raisins
- Rhubarb leaves
- Salt
- String
- Sugary foods and drinks
- Tea (because it contains caffeine)
- Tobacco
- Toothpaste (for humans) if it contains Xylitol
- Tomato leaves and stems (green parts)
- Vitamins for humans, especially those with iron.
- Walnuts
- Xylitol (artificial sweetener that is toxic to pets)
- Yeast dough

LOOSE LEASH WALKING:

Dog handlers have been APPROVED to practice LOOSE LEASH WALKING WITH DOGS DURING MOVEMENT, but only ON THE SIDEWALK (not on the grass). Initially, there will be multiple times you will need to stop to reinforce positive training, which will lessen as the dog learns/practices the skill. The process, as approved, is listed below:

The goal is to have the dog walk with a loose leash (not tight leash/dog pulling on leash) starting from the time the dog handler exits the cell up to when the dog gets to the D1 dog training area –and- also when the dogs return from the D1 area to their units.

- Dog starts loose leash walking from the moment the dog and handler exit the cell.
- PRIOR TO D1 movement being called, dog handlers go outside to have the dogs relieve themselves (allowing ample time for relief). This will lower the dog's desire to relieve themselves during their walk to D1).
- Once movement is called, the dog and dog handler proceed towards the D1 area.
 - **RED** collars – dog handlers wait until the mass movement exits the unit and then follow behind (i.e. wait about 60-90 seconds and then begin movement).
 - **YELLOW** collars – As the dog gets accustomed to the movement and the loose leash walking skills improve, the waiting time before exiting the unit should decrease).
 - **GREEN** collars – By now the dogs should have good loose leash walking skills and be able to leave with the rest of the movement (waiting a few seconds to allow inmates that “fast walk” to go ahead of them).
- When exiting the cell/unit, the dog handler has the dog on their left. Leash/clicker is held in the right hand and treats are held in the left hand.
- The handler will focus attention on the dog (rather than conversing with other inmates along the walkway). As the dog learns this skill, the dog will focus attention on the handlers as they walk. You might say to your dog, “Look at me” to get the dog's attention or use other techniques to gain the dog's attention.
- In the beginning steps of this training, the dog handler starts out by going forward a few (2-4) steps, have the dog sit and then click/treat immediately. There will be a high rate of reinforcement with stop/sit often along the way to D1 (and when returning from D1).
- During this stage, the handlers may click/treat for small advancements (i.e. every line in the sidewalk). As the handlers are able to hold the dog's attention, they would perhaps click at every other line or mix up what they treat for.
- The dog handlers are the dog's cheerleaders during this process. They are to be more interesting than all the other people, sights and sounds around.
- The dog handlers will walk fast when doing well and will slow/stop/change direction when the dog is about to pull.

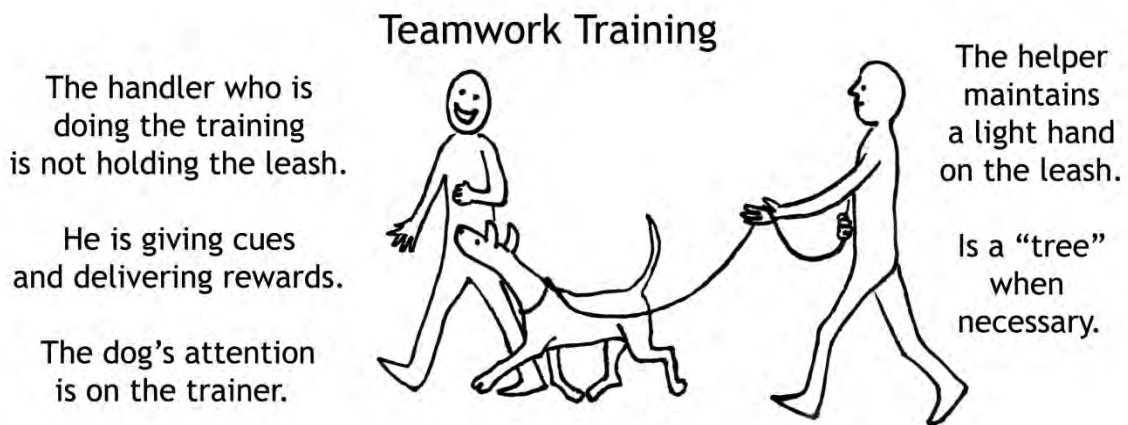
Upon arrival at D1, begin practice Loose Leash Walking on the sidewalks around the D1 dog yard PRIOR to exercise/play sessions on the grass. This is so the dogs don't pull you onto the grass and get rewarded by getting to play/exercise.

If the dogs still need to potty, relieve the dogs in the designated area immediately upon arrival at D-1 and then practice Loose Leash Walking on the sidewalks around the D-1 dog yard prior to exercise/play sessions on the grass.

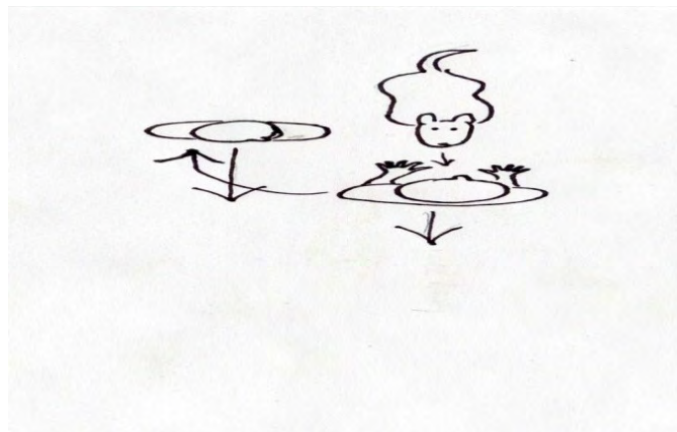
When returning from movement, the dog handlers should leave (within 60 seconds) when movement is called. The process is the same as above.

TECHNIQUES:

The dog handlers may work individually or in teams. When working in teams, one handler will hold the dog /leash. The second handler, the one actually doing the training, will walk ahead and have the dog on his left side (on a loose leash held by the other handler/helper), give cues and deliver click/treats. The dog's attention is on the handler giving the cues. The helper (the one with the leash and walking slightly behind them) maintains a light hand on the leash and acts as a "tree" when necessary (meaning that when the dog wants to pull on the leash, the helper stops and hold the leash to the body, but does not pull on the leash).



Another technique is "Back away – Pivot in – Continue forward". With the dog facing forward, the handler will be directly in front of and facing the dog. The handler then backs away from the dog, encouraging the dog to follow (smile, pat their legs, use orienting cues, etc.). As the dog moves forward, the handler pivots so that the dog is on their left. The handler can then continue moving forward with the dog on the left and walking with a loose leash.



TOYS:

1. Turn in any damaged or chewed up dog toys/items to your unit liaison. Your unit liaison will arrange for replacement. Any items turned in should be noted on the inventory sheet and initialed by your liaison or their designee.
2. Kicking toys: When playing with the dogs, pick up and THROW the toys or use them as interactive toys. By throwing the toy, the dogs understand that when we play with them, we do so by throwing the objects, not by kicking them. When we kick at the object, whether it be a toy, hackie sack, soccer ball, etc., the dog will assume that when we kick objects, we also want to play. This can lead to unwanted behaviors and/or accidental biting.
3. Pacifier toys (chew toys) are the ones the dog should choose instead of your shoes or furniture. Interactive toys (balls, squeaky toys, tug toys) are the ones that the dog enjoys while interacting with you. The stuffed toys are interactive toys that the handlers can use as an attention getter, distraction in lieu of food, to teach the dog to grab and release, etc. If they leave these toys for individual play, or are not paying attention to when the dogs have the stuffed items, the dogs will typically shred them. If trying to use toys to pacify the dogs, use toys designed for this purpose such as a Kong.
4. Remember the following when playing with your dog: (courtesy of Carol Byrnes / Diamonds in the Ruff)
 - a. ● **YOU ARE NOT A TOY.** Don't use your body or clothing as part of any game. You are not a dog. Do not get down on your hands and knees and growl at your dog, or play pushing, slapping, wrestling games which encourage biting.
 - b. ● **USE YOUR VOICE EFFECTIVELY.**
 - c. ● **USING TOYS DURING PLAY.** Control all access to interactive toys. Squeaky toys, balls, Frisbees, tug toys are stored out of reach, not left on the floor. You select the toy. You set the boundaries, when the game starts, what the rules of the game are and when the game ends (i.e. structured play during interactive play). This helps with keeping toys from being damaged and helps with resource guarding issues.
 - d. ● **RETRIEVING GAMES** Retrieving to build self-control. Start with short throws on-leash. Incorporate the SIT or DOWN and STAY commands in every game. "Sit" "Stay" (toss the toy) "Get it!"-or-"Fetch!" "Bring it here!" "Sit"- "Give or Drop It." The delivery and release of the toy are very important. The dog should remove himself from the toy (dog gives it up and steps away). Don't allow the dog to initiate games of keep-away or tug-of-war. Stop the game when the dog is still eager to play. Request the toy, "Out." (You might trade for a treat.) Tell him, "All Done". Quietly put the toy away out of the dog's reach.

Control games help teach cues and reinforce good manners. The rules are black and white. No going for the toy until the get it cue is given. (Stay!) No leaping for the toy when it is in the owner's hand (Leave it!), no jumping up (Off!), barking (Quiet!), leaping or lunging (Off - Sit!). The reward for following the rules is getting to play.

WEATHER:

1. **HOT WEATHER:** Working outside in hot weather can put you and your dog at risk of heat-related illness.
 - a. Avoid scheduling D1 Dog Training yard time during the heat of the day. Utilize early morning and evening sessions during such periods.
 - b. Handlers can wear shorts outside during dog training **ONLY ON DAYS THAT THE HIGH FOR THE DAY IS FORECASTED** for 80 degrees or more.
 - c. Ensure you bring enough water for both you and your dog.
 - d. Report any signs of heat-related illness immediately to staff.
2. **COLD WEATHER:** Dogs and humans alike are affected by severe cold weather.
 - a. It is OK for dogs to be outside in cold weather for an hour or so as long as they continue moving. However, small dogs will lose body heat faster than large dogs.
 - b. Avoid scheduling D1 Dog Training yard times during periods of extremely cold temperatures. Extreme cold temperatures can negatively impact your dog.
 - c. Report any signs of weather-related injuries immediately to staff.

GLOVES / THERMALS / BOOTS:

1. The dog handlers are authorized two pair of gloves. The gloves are not waterproof. As such, please contact unit staff if you want to pick up vinyl gloves to put under the state issued gloves. This will help keep your hands dry. If you need gloves, please contact your unit liaison.
2. Because the job runs 7 days per week, dog handlers are approved a second set of thermals. This will ensure the dog handlers will not be without thermals due to laundry turnaround time delays. Contact your unit liaison if you wish to request a second pair of thermals. If you exit the dog program, turn in the second set of thermals.
3. Boots are approved for issue to alternates, dog handlers and mentors.

BOOKS:

1. All handlers will receive a copy of the book, “Don’t Shoot the Dog” by Karen Pryor, which is a mandatory reading.
2. The AHCC Pawsitive Dog Program maintains a library of books for checkout. As part of the program, dog handlers will be assigned book reports to complete on these library books as well as on the Don’t Shoot the Dog book. For detailed instructions on how to check out library books, please contact your unit liaison.
3. A Diamonds in the Ruff training manual is assigned to each dog handler team.

DONATIONS: For donations to the AHCC Pawsitive Dog Program:

1. If offenders want to donate to the program, they can complete DOC form 06-075 Offender Request to Transfer Funds and submit it to their assigned Classification Counselor for approval and routing.
2. Follow instructions posted in the Superintendent Memorandum 2012-12 Pawsitive Dog Offender Donations dated 7/19/12 (or any revisions to this Memorandum).

Please note that this is a working document and that the established protocol is routinely updated by the AHCC Pawsitive Dog Program staff/trainers. As such, please ensure you have the latest revised copy of the AHCC Pawsitive Dog Program Handbook.

In signing this document, I acknowledge that I have read, understand and received a copy of the AHCC Pawsitive Dog Program Handbook.

Sign name _____
Date

Print name _____
DOC #

Witness _____
Date