



| | | |
|---|--|---|
| POLICY TITLE: DOG TRAINING PROGRAMS | | PAGE 1 OF 9 |
| POLICY NUMBER: 25.4 (AF) | | |
| CHAPTER 25 (AF): WORK OPPORTUNITIES AND INDUSTRIES | | |
|  | STATE of MAINE DEPARTMENT of CORRECTIONS Approved by Commissioner:  | PROFESSIONAL STANDARDS: See Section VIII |
| EFFECTIVE DATE: July 24, 2023 | LATEST REVISION: | CHECK ONLY IF APA [] |

I. AUTHORITY

The Commissioner of Corrections adopts this policy pursuant to the authority contained in Title 34-A M.R.S.A. Sections 1403.

II. APPLICABILITY

All Departmental Adult Facilities

III. POLICY

The Dog Training Programs (DTPs) are programs which provide opportunities for authorized adult facilities to partner with nonprofit community organizations and give adult facility residents an opportunity to train dogs. Dogs that are provided will be trained to provide service, therapy, or companionship for individuals in the community and as a resource for the Department’s Peer Support Program and with residents and community corrections clients. The programs also provide residents who train dogs a valuable, marketable skill that they may use upon their release to the community. This policy is applicable to all models and types of dog training programs.

IV. DEFINITIONS

1. Community partner – A nonprofit organization that provides service, therapy, or companion dogs for individuals and teaches Resident Dog Handlers appropriate methods and techniques for training dogs.
2. Dogs (types of dog training):
 - a. Companion dog – a dog that is trained to be an obedient and loyal pet.
 - b. Service dog – a dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. The work or tasks performed by a service animal must be directly related to the individual's disability. Under the Maine Human Rights Act (MHRA) and the federal Americans with Disabilities Act (ADA), people with disabilities have the right to be accompanied by their service dogs into businesses and other public accommodations.

- c. Therapy dog – often referred to as a “comfort” dog that is trained specifically to provide comfort and love to groups of people in the community, e.g., in hospitals, nursing homes, schools, and other settings. A therapy dog does not support a specific individual.
- 3. Dog bite – Intentional oral contact by a dog that breaks the skin or intentional contact by a dog’s teeth with no skin puncture.
- 4. Resident Dog Handler – A resident who has been screened and assigned as a primary or secondary handler for an assigned dog in a Dog Training Program.
- 5. Facility Dog Program Coordinator – An employee designated by the Chief Administrative Officer, or designee, to manage and coordinate all aspects of a Dog Training Program at the facility level.
- 6. Furlough – A brief period of time when a community partner staff member takes a dog that is in a Dog Training Program to their home or into the community for socialization or other supportive community training as may be required or needed as a part of the overall training program. Upon conclusion of the furlough, the dog is returned to the facility.
- 7. Photograph – For the purposes of this policy, the word “photograph” includes any kind of still or moving image with or without sound and whether stored/transmitted electronically or as hard copy.

V. CONTENTS

- Procedure A: General
- Procedure B: Roles and Responsibilities
- Procedure C: Resident Dog Handler Selection and Removal
- Procedure D: Orientation and Training
- Procedure E: Handling, Management and Treatment of Dogs
- Procedure F: Routine and Emergency Veterinarian Care
- Procedure G: Injury to a Person by a Dog in the Dog Training Program
- Procedure H: Injury to Another Animal by a Dog in the Dog Training Program

VI. ATTACHMENTS

- Attachment A: [Report of Injury to a Dog](#)
- Attachment B: [Report of Injury by a Dog](#)

VII. PROCEDURES

Procedure A: General

- 1. The Commissioner, or designee, shall determine the adult facilities authorized to operate a Dog Training Program (DTP).
- 2. The DTP shall:
 - a. focus on socialization and basic training for dogs to increase adoptability and therapy and/or service dog training; and
 - b. be operated in partnership with an organization that is a nonprofit corporation with experience in dog care, training, and adoption.
- 3. A DTP shall not interfere with the security practices of a facility.

| POLICY NUMBER/TITLE | CHAPTER NUMBER/TITLE | PAGE NUMBER |
|---------------------------------|---------------------------------------|------------------------|
| 25.4 (AF) Dog Training Programs | 25. Work Opportunities and Industries | Page 2 of 9 7/24/23 |

4. Aggressive dogs shall not be accepted for training in a Department facility. Aggressive breeds, such as pure bred pit bulls, rottweilers, etc., or wolf or coyote mixes shall not be accepted for training in a Department facility.
5. As part of the DTP, a facility Chief Administrative Officer, or designee, may include opportunities for the dogs to interact with residents for socialization or for comfort.
6. Staff, volunteers, student interns, visitors, residents, or other individuals must request permission from the assigned handler prior to interaction with a dog when the dog is on a leash.
7. For vehicle transports, a dog shall be transported in the back seat of the vehicle either:
 - a. in a crate that has been anchored to the vehicle using a seat belt; or
 - b. with a seat belt tether and an attached crash harness.
 The dog shall not be allowed to stick its head out of the window of the vehicle.
8. Physical discipline shall not be used on a dog.
9. Policy 1.23, Contact with News Media, shall be followed in relation to any photograph or video showing a Resident Dog Handler or any information identifying a Resident Dog Handler being published or broadcast in any printed materials, on television or radio, or on digital media including, but not limited to, websites, social media feeds, YouTube or similar channels, or in the press.
10. Press releases regarding a Resident Dog Handler shall be only with the agreement of the Commissioner, or designee.

Procedure B: Roles and Responsibilities

1. The facility Chief Administrative Officer, or designee, of a facility that is approved to have a Dog Training Program (DTP) shall:
 - a. have a written Memorandum of Agreement (MOA) in place with the community partner that is providing the dogs;
 - b. assign a facility staff as the Dog Program Coordinator and assign facility staff as backup(s) for the Dog Program Coordinator; and
 - c. establish and maintain practices for the care of the dogs, to include, but not be limited to, the following:
 - 1) areas in the facility or on facility property where dogs in the DTP are not allowed and where and when dogs are allowed;
 - 2) feeding and food storage;
 - 3) water;
 - 4) medication;
 - 5) grooming and bathing;
 - 6) laundry procedures, e.g., for dog blanket, collar, etc.;
 - 7) exercise, training, and break areas;

| POLICY NUMBER/TITLE | CHAPTER NUMBER/TITLE | PAGE NUMBER |
|---------------------------------|---------------------------------------|------------------------|
| 25.4 (AF) Dog Training Programs | 25. Work Opportunities and Industries | Page 3 of 9 7/24/23 |

- 8) equipment and supply accountability;
 - 9) cleaning areas occupied by the dog;
 - 10) disposal of dog waste; and
 - 11) temporary or permanent removal of a dog.
2. The facility staff Dog Program Coordinator is responsible to, but not limited to, the following:
- a. manage, supervise, and coordinate the facility Dog Training Program;
 - b. serve as the facility liaison with the community partner;
 - c. ensure that staff and residents receive direction, appropriate training, and essential information for operating the program;
 - d. coordinate program implementation and operation, training schedules, curriculum, and activities;
 - e. maintain safety and security practices governing resident participants and program dogs;
 - f. coordinate the selection and assignment of residents to the program and ensure that there is an available pool of approved residents to be assigned to avoid any disruption in the program;
 - g. provide the Unit Manager with a list of items allowed to be in the possession of a Resident Dog Handler;
 - h. ensure any pain medication or medication requiring use of a needle is administered by approved staff;
 - i. ensure that the dogs in the DTP receive all vaccinations and routine physical examinations and care in accordance with the schedule recommended by a veterinarian and alert the Chief Administrative Officer, or designee, and the community partner of imminent deadlines;
 - j. keep a record of municipal dog registration deadlines and alert the Chief Administrative Officer, or designee, and the community partner of imminent deadlines;
 - k. ensure a contact list is maintained of regular, after hours, and emergency veterinary service phone numbers, addresses, and directions;
 - l. retain copies of:
 - 1) the MOA with the community partner according to retention schedules; and
 - 2) health care records, including vaccinations, of the dogs; and
 - m. obtain and compile program information and disseminate program statistics and information as appropriate.
3. The community partner organization is responsible to, but not limited to:
- a. submit a copy of an insurance policy that provides liability coverage for a dog while on Department property;
 - b. provide dogs for the program;
 - c. provide training for staff and residents involved in the program;

| POLICY NUMBER/TITLE | CHAPTER NUMBER/TITLE | PAGE NUMBER |
|---------------------------------|---------------------------------------|------------------------|
| 25.4 (AF) Dog Training Programs | 25. Work Opportunities and Industries | Page 4 of 9 7/24/23 |

- d. provide supplies for the dogs such as, but not limited to, food, food and water bowls, collars, leashes, ID tags, vests, and crates;
 - e. ensure that each dog is up to date with all necessary vaccines;
 - f. provide copies of all health care records to the Dog Program Coordinator;
 - g. register and provide copies of all municipal dog registration records to the Dog Program Coordinator;
 - h. transport dogs to routine veterinary appointments (facility staff will transport during an emergency);
 - i. pay veterinarian bills;
 - j. administer flea, tick, and heartworm protection when the dog is on furlough;
 - k. place and/or coordinate the adoption of the dog upon the dog's completion or removal from the program;
 - l. work closely with the facility and coordinate furloughs for dogs as part of the overall training;
 - m. submit any Maine Department of Agriculture, Conservation, and Forestry [Animal Bite Report](#) as necessary to the local municipality with a copy to the facility Dog Program Coordinator;
 - n. follow relevant Department policies; and
 - o. if a dog dies on the premises of a facility, arrange for the removal and disposal of the dog's remains away from the facility.
4. The Resident Handler is responsible to, but not limited to:
- a. train the dog that is assigned to them by using approved training techniques;
 - b. care for the dog;
 - c. reinforce positive behavior in dogs while training;
 - d. identify and address any behavioral problems in dogs as authorized; and
 - e. other duties as assigned.

Procedure C: Resident Dog Handler Selection and Removal

1. Assignment as a resident dog handler shall be in accordance with Department Policies (AF) 25.1, Resident Work Opportunities. In addition, the following prerequisites are required to include, that the resident:
- a. does not have a juvenile adjudication or adult conviction or other history of neglect or abuse of animals;
 - b. has not have been found guilty of a Class A or B disciplinary violation within the last ninety (90) days;
 - c. has no restrictions prohibiting outdoor activities, heavy lifting, standing, squatting or any other physical limitations that would inhibit performance of work tasks that are a part of the program; and
 - d. is approved by the community partner.

| POLICY NUMBER/TITLE | CHAPTER NUMBER/TITLE | PAGE NUMBER |
|---------------------------------|---------------------------------------|------------------------|
| 25.4 (AF) Dog Training Programs | 25. Work Opportunities and Industries | Page 5 of 9 7/24/23 |

2. In addition to the above, the referral and selection of residents for participation in the Dog Training Program (DTP) shall consider the resident's overall behavior and attitude and their capacity to exercise good judgment.
3. A resident may be removed from the assignment for any of the following reasons:
 - a. a request from the resident to be reassigned;
 - b. being found guilty of a Class A or B disciplinary violation or major misconduct, whichever is applicable;
 - c. inadequate work performance, including, but not limited to:
 - 1) not feeding or giving water to the dog as required;
 - 2) not keeping the dog on a leash when required;
 - 3) leaving the dog unattended;
 - 4) failing to provide adequate training for the dog;
 - 5) failing to give the dog adequate exercise time;
 - 6) failing to report incidents such as dog aggression, injuries, etc.;
 - 7) rough play with the dog;
 - 8) neglect or abuse of the dog;
 - 9) failure to adhere to regular bathing in accordance with the approved schedule; and
 - 10) failure to maintain clean living quarters for the dog; and
 - d. at any time for any reason at the complete discretion of the Commissioner, or designee.

Procedure D: Orientation and Training

1. Prior to implementation of the program, all staff involved in managing the program, other appropriate facility staff, and resident dog handlers shall participate in an orientation for the program.
2. The length of time necessary to train dogs shall be established and shall be governed and regulated by the type and level of the training the program will provide.
3. Upon completion of training, the community partner shall remove the dog from the facility, unless other arrangements have been made.

Procedure E: Handling, Management and Treatment of Dogs

1. A primary Resident Dog Handler and a secondary Resident Dog Handler (DTP) shall be assigned to each dog.
2. In addition, a floater handler may be assigned to the Dog Training Program as a substitute to cover if the primary and secondary handler are not available.
3. One of the above Handlers shall be with the dog at all times.

| POLICY NUMBER/TITLE | CHAPTER NUMBER/TITLE | PAGE NUMBER |
|---------------------------------|---------------------------------------|------------------------|
| 25.4 (AF) Dog Training Programs | 25. Work Opportunities and Industries | Page 6 of 9 7/24/23 |

4. A dog shall not be handled by or given to anyone other than an assigned Handler, community partner staff, or other facility staff involved in the program. In the event of an emergency, any facility staff may facilitate moving a dog to a secure location.
5. A Resident Dog Handler may allow other residents and staff to socialize with a dog in accordance with program guidelines. An individual shall request permission from the Handler and permission must be granted before an individual interacts with the dog while it is on a leash.
6. The Handler shall employ approved measures to handle any inappropriate attention, e.g., request facility staff for assistance with other residents.
7. Each dog shall be provided with a crate for use during the resident's sleep hours and for safety and training purposes.
8. A cell/room where a dog is housed shall be clearly identified and all resident and staff shall use caution when entering.
9. Resident Dog Handlers shall be responsible to follow the community partner's policies and procedures for raising and training dogs, to include, but not be limited to:
 - a. toilet training;
 - b. crate training;
 - c. reinforcing good manners;
 - d. teaching basic obedience commands;
 - e. socializing the dog as allowed in the facility; and
 - f. tasking, if a service dog.
10. In addition, the Resident Dog Handlers are required to follow the community partner's policies and procedures for caring for dogs, to include, but not be limited to:
 - a. diet and feeding schedules;
 - b. water;
 - c. hygiene;
 - d. exercise; and
 - e. types of dog toys.
11. A Resident Dog Handler is allowed to give their assigned dog antibiotics, eye and ear drops, and other non-controlled medication that does not involve the use of needles, as approved by the Chief Administrative Officer, or designee.
12. Residents and/or dogs shall not be let out of their cells/rooms or allowed to leave the area, as applicable, during count times or at other times as determined by the facility Dog Program Coordinator. If special circumstances arise and an exception is needed, the facility staff shall use appropriate judgment in deciding when to give dogs relief.
13. The dog's equipment and supplies are subject to approval prior to being allowed at the facility and are subject to search at any time.

| POLICY NUMBER/TITLE | CHAPTER NUMBER/TITLE | PAGE NUMBER |
|---------------------------------|---------------------------------------|------------------------|
| 25.4 (AF) Dog Training Programs | 25. Work Opportunities and Industries | Page 7 of 9 7/24/23 |

14. If staff observe, receive a report of, or otherwise discover a dog being mistreated (abused, neglected, or harassed), they shall immediately intervene, report the mistreatment to the facility Dog Program Coordinator, and take other appropriate action, including, if applicable, by completing a Disciplinary Report.
15. Staff who are not a part of the DTP are not permitted to train a dog. Residents who are not a part of the DTP are not permitted to train a dog.

Procedure F: Routine and Emergency Veterinarian Care

1. The community partner shall ensure that dogs are cleared as healthy by a veterinarian before their acceptance into the program and as needed during their participation in the program.
2. The community partner shall assume the responsibility for all veterinary costs.
3. The facility Dog Program Coordinator shall ensure that the dog is examined:
 - a. on a regular basis for injuries, symptoms of health problems, and other health care needs and shall promptly report these matters to a veterinarian; and
 - b. for injuries after every incident in which the dog might have been injured.
4. If the dog sustains an injury, the Coordinator shall ensure the following occurs:
 - a. consult as soon as possible with the community partner about veterinary care for the injury, or, if contact cannot be made timely, have the dog transported for care;
 - b. photograph the injury;
 - c. take any witness statements; and
 - d. complete a Report of Injury to a Dog (Attachment A) with any photographs and witness statements and submit to the Chief Administrative Officer, or designee, and the community partner before the end of the shift.

Procedure G: Injury to a Person by a Dog in the Dog Training Program

1. Any facility staff who becomes aware of any injury, including a bite, by a dog in the Dog Training Program (DTP) shall notify the facility Dog Program Coordinator, or designee, as soon as possible, who shall then notify the Chief Administrative Officer, or designee, and the community partner as soon as possible.
2. The Resident Dog Handler shall immediately place the dog in a crate or, or if unable to do so, staff shall place the dog in a crate.
3. The Coordinator shall follow-up to ensure that:
 - a. a completed Report of Injury by a Dog (Attachment B) is submitted to the Chief Administrative Officer, or designee, and the community partner before the end of the shift along with any witness statements and photographs;
 - b. if a dog bite, the community partner completes a Maine Department of Agriculture, Conservation, and Forestry [Animal Bite Report](#) and submits the report to the local municipality with a copy to the facility Dog Program Coordinator; and
 - c. there is follow-up with the dog’s veterinarian for any necessary medical records.

| POLICY NUMBER/TITLE | CHAPTER NUMBER/TITLE | PAGE NUMBER |
|---------------------------------|---------------------------------------|------------------------|
| 25.4 (AF) Dog Training Programs | 25. Work Opportunities and Industries | Page 8 of 9 7/24/23 |

4. The Chief Administrative Officer, or designee, shall verbally notify the Commissioner, or designee, of any dog bite to a person.
5. Any resident bitten by a dog in the DTP shall be referred to the facility medical staff for immediate medical attention. A refusal to be assessed by medical staff shall be supported by a written and signed statement to that effect.
6. The community partner shall review the injury incident and evaluate the dog to determine if the dog is still appropriate for the DTP.

Procedure H: Injury to Another Animal by a Dog in the Dog Training Program

1. Any facility staff who becomes aware of any injury by a dog in the Dog Training Program (DTP) to another animal, including a bite, shall notify the facility Dog Program Coordinator, or designee, as soon as possible, who shall then notify the Chief Administrative Officer, or designee, and the community partner as soon as possible.
2. The Resident Dog Handler shall immediately place the dog in a crate or, or if unable to do so, staff shall place the dog in a crate.
3. The Coordinator shall follow-up to ensure that:
 - a. a completed Report of Injury by a Dog (Attachment B) is submitted to the Chief Administrative Officer, or designee, and the community partner before the end of the shift along with any witness statements and photographs;
 - b. if a dog bite, the community partner completes a Maine Department of Agriculture, Conservation, and Forestry [Animal Bite Report](#) and submits the report to the local municipality with a copy to the facility Dog Program Coordinator; and
 - c. there is follow-up with the dog’s veterinarian for any necessary medical records.
4. If any animal is injured by a dog, the owner shall be referred to a local veterinarian for any veterinary care.
5. The community partner shall review the injury incident and evaluate the dog to determine if the dog is still appropriate for the DTP.

VIII. PROFESSIONAL STANDARDS

None

| POLICY NUMBER/TITLE | CHAPTER NUMBER/TITLE | PAGE NUMBER |
|---------------------------------|---------------------------------------|------------------------|
| 25.4 (AF) Dog Training Programs | 25. Work Opportunities and Industries | Page 9 of 9 7/24/23 |