

## GENERAL DISTRIBUTION

WEST VIRGINIA  
DIVISION OF CORRECTIONS  
& REHABILITATION

NUMBER: 513.00

DATE: 01 August 2020

SUBJECT: SHELTER AND ASSISTANCE  
DOG TRAINING

# POLICY DIRECTIVE

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## PURPOSE:

To provide appropriate inmates and residents the opportunity to engage in training Shelter and Assistance Dogs.

## REFERENCE:

None.

## RESPONSIBILITY:

Superintendents of designated facilities with Shelter and/or Assistance Dogs are responsible for establishing Operational Procedures and Post Orders to ensure compliance with this Policy Directive.

## CANCELLATION:

Any previous written instruction on the subject including DCR Policy Directive 513.00, dated 01 February 2020.

## APPLICABILITY:

All facilities within the Division of Corrections and Rehabilitation. This Policy is for general distribution and is to be made available for inmate and resident review.

## DEFINITIONS:

**Assistance Dog:** A dog being trained to assist persons with disabilities such as mobility, neurological, psychiatric, or emotional disabilities, educational and rehabilitative assistance, social therapy and military veterans and active-duty service members.

**Shelter Dog:** A dog from an animal shelter being trained prior to adoption.

**POLICY:**

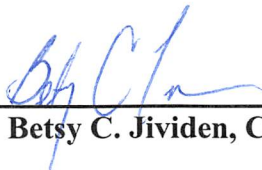
- I. The Division of Corrections and Rehabilitation (DCR) may, at the discretion of the Commissioner, partner with non-profit organizations (NPO partner) with expertise in the selection, breeding, training and placement of Shelter and Assistance Dogs to help persons as described above.
  - A. The Commissioner or designee may appoint an agency-level mentor to manage the day-to-day activities of this service. For purposes of this service, the DCR Shelter and Assistance Dog Mentor will report directly to the Commissioner or designee and be the DCR liaison with the NPO partner.
  - B. The Shelter and Assistance Dog Training service shall only operate at those facilities approved by the Commissioner or designee. DCR personnel assigned to this service shall remain under the administrative and operational control of the Superintendent of their facility at all times and may be reassigned to other duties for any or no reason.
  - C. The NPO partner will provide training and technical expertise to DCR personnel selected by the Superintendent to administer and operate this service at the facility level.
  
- II. Inmates assigned to this service at facilities within the Bureau of Prisons and Jails will be selected by DCR personnel using criteria provided by the NPO partner. The NPO partner will be provided an opportunity to interview potential inmate trainers and make recommendations. The NPO partner has the right to refuse to work with any inmate. If that occurs, DCR shall remove the inmate from the service. Residents assigned to a Shelter Dog service at facilities within the Bureau of Juvenile Services will be selected by DCR personnel using established criteria. The DCR Shelter and Assistance Dog Mentor will be provided an opportunity to interview potential resident trainers and make recommendations.
  - A. Inmates/residents assigned to this service remain subject to all DCR policies and procedures and are not entitled to special treatment.
  - B. Inmates/residents assigned to this service shall comply with all relevant state statutes, policies and procedures governing this service, such as, but not limited to: interaction with DCR personnel, NPO partner personnel, care and interaction with the dogs, interaction with clients and interaction with other inmates/residents.
  - C. Due to the realities of maintaining control in the correctional environment, inmates/residents may be removed from the Shelter and Assistance Dog Service for any or no reason. Inmates/residents may also request removal from the service. If an inmate/resident is removed from the Shelter and Assistance Dog Service, whether at their own request or not, and they seek to re-apply for the service the appropriate DCR personnel and NPO partner personnel shall consult and discuss the matter; both parties

must agree on the inmate/resident being permitted to re-enter the service. If either party disagrees, then the inmate/resident will not be permitted to re-enter the service.

- D. Inmates assigned to the Shelter and Assistance Dog Service will receive a monthly stipend in compliance with a multi-tiered scale approved by the Commissioner. Residents will be paid according to Bureau of Juvenile Services practices.
- III. General expectations for inmates/residents and employees assigned to the Shelter and Assistance Dog Service are:
- A. Training classes are mandatory, and all training protocols are to be followed. Training hours are to be logged.
  - B. Kennels, training areas and play yard/areas must be cleaned daily and clear of debris and feces. Trash cans are to be checked daily and changed/cleaned as necessary.
  - C. Food and water bowls must be cleaned daily.
  - D. Feeding “people food” to these dogs is detrimental to the training of the dogs and is not permitted unless explicitly approved by the NPO partner staff.
  - E. Dogs must be exercised daily.
  - F. Living areas must always be inspection ready.
  - G. Required reports must be logged and distributed as required.
  - H. These dogs are not pets and are not the property of the inmate/resident or the DCR.
- IV. Abuse of or cruelty to a dog whether by an inmate/resident or DCR employee is a violation of West Virginia Code and shall also be treated as a violation of DCR policy and procedures. An inmate/resident or employee determined to have engaged in abuse or cruelty to a dog shall also be immediately removed from the Shelter and Assistance Dog Service and shall not be permitted to be returned to the service in the future.
- V. The NPO partner retains ownership of any and all Assistance Dogs used in the service. The NPO partner has the right to place and move Assistance Dogs in the service at their choice, based on the needs of the service. Shelter Dogs may be added to the assistance dog service based on criteria established by the NPO partner. The NPO partner/shelter shall be responsible for adoption of the Shelter Dogs trained in the service.

ATTACHMENT(S): None.

APPROVED SIGNATURE: \_\_\_\_\_

  
Betsy C. Jividen, Commissioner

  
Date