

**BY ORDER OF THE
509th Bomb Wing Commander**

**OPERATIONS INSTRUCTION 90-6001
8 August 2017**



Special Management

ANIMAL ASSISTED ACTIVITIES PROGRAM

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements Air Force Instruction (AFI) 90-6001 and a rewrite of Operations Instruction 36-6001, dated 1 January 2015. It applies to all SAPR staff engaged in the Animal Assisted Activities (AAA). AAA services are open to all wings and tenant units of Whiteman AFB. The use of any name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force or the 509th Bomb Wing SAPR (509 BW/CVS) Office. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR), using the AF Form 847, *Recommendation for Change of Publication*. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records* and disposed of in accordance with the Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/gcss-af61a/afirms/afirms/>.

1. Mission Statement. AAA is an intervention in which a dog meeting specific criteria is a component of the healing process. This sexual assault victim/dog interaction is designed to promote improvement in human physical, social, emotional, or cognitive function. The purpose of the AAA program is to encourage support for SAPR eligible victims. Having a therapy dog in the SAPR office may provide victims a reason to initially approach the SAPR office. Having a therapy dog as a part of the SAPR “toolkit” may help victims make that initial contact with the SAPR office as well as provide already identified victims with the emotional, physical, social, or cognitive support needed to make it through the processes they may face.

1.1. The AAA program is a voluntary program where individuals with certified therapy dogs, who are also trained as Victim Advocates, can use their certified dog to help provide care and support to victims. The use of a dog by a volunteer, or a member of the SARC staff, is done on a purely voluntary basis and ownership of such a dog will not be considered a precondition for employment or be considered in evaluating an employee’s job performance.

1.2. Victim Advocates providing support to victims under the SAPR program have privileged communication with victims pursuant to Military Rules of Evidence (M.R.E.) 514. As such, all personnel participating in the AAA program must be designated as Victim Advocates, or an assistant to a Victim Advocate, to understand the scope of the program and the privilege, and to ensure victims only interact with trained personnel throughout their care.

2. Purpose.

2.1. AAA provides opportunities for support and/or healing to enhance the quality of life of sexual assault victims who are eligible to utilize SAPR services. AAA used as a marketing tool may also assist victims to make initial contact with the SAPR office.

2.1.1.1. Potential benefits from AAA: physical benefits include exercise and sensory stimulation, decreased blood pressure, diversion from pain, anxiety and comfort to touch. Emotional benefits include: outlet for emotional expression, decreased anxiety, reduction of loneliness and relaxation.

3. Scope.

3.1. AAA will be offered through the SAPR office on an as-needed basis. The dog will be present in the SAPR office when actively providing care and comfort to a victim, as well as during specified walk-in times when the dog will be available to engage with visitors. The goal is to provide a basis for visits from individuals who might hesitate to visit the SAPR office otherwise. The presence of animals not associated with the AAA program in the SAPR office will be subject to the standard Air Force and DoD regulations on the subject.

3.2. Each day the dog is present in the SAPR office there will be a sign placed on the entrance of the SAPR office to let persons know that there is a dog on the premises.

3.3. No SAPR eligible person shall have contact with the dog prior to the gathering of forensic evidence, should it be deemed that such evidence shall be gathered. SAPR personnel will consult with investigative agencies or the legal office if there are any questions on whether forensic evidence will be pursued in a given case.

3.4. The dog will be used to provide AAA mainly within the SAPR office. The dog will only be utilized outside the SAPR office at the request/approval of those in charge of other offices.

3.5. The dog may accompany victim to interviews, subject to the interviewing agencies approval.

3.5.1. Should any conflict arise as to whether or not the dog can be present, the respective organization and the SARC shall communicate to come to a resolution.

4. SAPR Office Staff will:

4.1. Ensure health and safety of all those eligible to utilize SAPR services as well as staff.

4.2. Ensure compliance with this publication by staff and all persons utilizing AAA.

5. Certified AAA Dog Handlers will:

5.1. Complete all required training for handlers and their dog as required by the organization through whom the dog was acquired. Handlers must be able to provide proof of such training to the SARC to be maintained in the SAPR office.

5.1.1. Anyone acting as a handler must complete the 40-hour Victim Advocate SAPR training and receive their certification from Defense Sexual Assault Advocate Certification Program (D-SAACP).

5.1.2. Certified handler and personally owned dog teams working in the SAPR office must be protected by private (homeowners) liability insurance unless the dog is covered under the umbrella insurance of the organization through which the dog was obtained. The handler is solely responsible for misconduct by the dog resulting in illness or injury to any person or animal. Handlers must provide any changes to this insurance to the SAPR immediately.

5.3. Maintain required health standards for their dog, as required by a licensed veterinarian and local facility policies.

5.4. Keep the dog under control at all times with a collar and vest identifying dog as a therapy dog while providing AAA..

6. Procedures. Certified handler meeting requirements in accordance with this OI will utilize AAA within the scope of the SAPR program. Areas and circumstances where AAA may be appropriate include but are not limited to:

6.1. Within the SAPR office, AAA is directed and/or delivered by a trained handler certified in AAA and within the scope of the SAPR program.

6.2. Agencies, squadrons or groups within the Whiteman installation may request a visit from a certified AAA Handler Team. Visits may be authorized for sexual assault victims and / or

for the marketing of the SAPR program. Visits must be approved in advance by a SARC.

7. Consent.

7.1. AAA may be used with consenting persons eligible to utilize SAPR services when deemed appropriate by the certified handler and the SARC.

7.2. SAPR eligible persons must give verbal consent to be visited by a certified Handler/Dog Team.

7.3. Certified handler or SARC should not approve AAA for:

7.3.1. Eligible persons who are, or who are suspected to become violent.

7.3.2. Eligible persons who are allergic to or afraid of dogs.

7.4. If an eligible person responds negatively to a dog's presence, the dog will be removed immediately.

7.5. If a dog acts or makes a clearly definitive attempt to be aggressive toward any person, said dog will immediately be removed from the SAPR program.

8. Guidelines for Dog Handlers.

8.1. A certified dog being used for AAA must be under the handler's control on a fixed collar, and wear a red vest with a patch identifying it as a therapy dog at all times.. While in the SAPR office, a dog may be allowed to lie in a dog bed or other area specified as a retreat area for the dog.

8.2. Outside of the SAPR office, a dog on a collar and leash will be kept closely at the handler's side.

8.3. Handlers will not allow their dog to jump on or otherwise intrude uninvited into the space of people or other dogs.

8.4. The handler must initially establish the extent of eligible persons' desire for close physical contact with a dog. Until this is accomplished, a dog will remain "at heel" next to the handler. The handler's "ask first" rule applies in these situations to ensure individuals entering the SAPR office ask the handler before touching a dog. Same rules apply if a dog is taken out of the office to attend briefings/trainings.

8.5. Care should be taken to avoid high traffic situations when a dog's presence might be unwelcome or inappropriate, if possible.

8.6. When walking a dog through base buildings, the handler should walk close to the wall, keeping the dog tightly "at heel".

8.7. Before entering a stairwell, elevator, unit, handlers should follow the "ask first" rule.

If anyone objects to the dog's presence, the dog should not enter until that person is no longer in the area.

8.8. Dogs and handlers will conduct themselves as canine good citizens and visitors at all times while present on base. If asked to leave an area by a person in authority, the handler will immediately remove the dog from the area.

9. Infection Control Procedures.

9.1. Hand hygiene practices require that all vicims, visitors and SAPR staff practice hand hygiene both before and after each dog contact. Handlers must carry an alcohol-based hand sanitizer with them and offer the product to anyone who wishes to touch the dog.

9.2. Handlers are responsible for cleaning and removing any accidental excretion while their dog is present in any area on Whiteman Air Force Base. All handlers will carry portable scoops, bags or a similar product at all times for the purpose of picking up accidental excretion. The handler is responsible for the purchase of this product. While the handler is cleaning accidental excretion, their dog will be under control of the handler.

9.3. Handlers will follow the approved infection control guidelines when cleaning solid or liquid waste deposited on tile or carpeted floors.

9.3.1 The procedure for cleaning and removing solid waste (stool, emesis, etc.) on carpeted or tile floors is as follows: use a plastic bag to pick up the waste. Discard as regular waste. Wear protective exam gloves and clean the dirty area with sanitary wipes or similar product to clean the area properly and completely. Dispose of wipes in trashcan and wash hands thoroughly.

9.3.2. The procedure for cleaning liquid waste (urine, emesis, etc.) on carpet or tile floors is as follows: wear exam gloves and use paper towels to absorb the liquid waste. Dispose of the soiled paper towels as regulare trash. Still wearing protective gloves, clean the soilded area with sanitizing wipes as necessary until the area is clean. Use appropriate carpet cleaning product to perform spot carpet cleaning on the area. Dispose of wipes in trashcan and wash hand thoroughly.

9.4. To participate in AAA, the dog must be regularly washed and groomed, have its nails clipped to a reasonable length and must be in good health. A dog that is ill, injured or in heat will not be scheduled for visitation.

10. Training and Veterinarian Certification.

10.1. Dogs must be certified by a veterinarian to be free of disease or condition that would pose a public health concern before they can enter the SAPR program. Documentation of veterinary clearance will be kept on file in the SAPR Office. A vet check is required annually for the dog. The dog's documentation will be reviewed annually to ensure that vaccinations and other requirements are current. A dog whose immunizations and other requirements have lapsed will be suspended from the program until the SARC has received documentation that the dog's health immunization and exam history are current.

Vaccination requirements and currency will be determined by a certified veterinarian.

10.2. Dogs used for AAA shall have been trained by a governing body approved by a SARC. The SAPR Office will maintain contact numbers for this organization. Dogs shall be nonaggressive in temperament. Dogs must have no prior history of biting, inappropriate sexual behavior or territoriality (i.e., growling, showing teeth, snapping, marking, etc.) or aggressiveness toward people or other dogs. Each handler will sign a statement to this effect prior to the dog's entry into the program (**Attachment 2**). Prior to the dog beginning work with the SAPR office, all documentation must be current and reviewed by a SARC.

MARK R. ELY, Colonel, USAF
Vice Commander

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFI 90-6001, *Sexual Assault Prevention and Response (SAPR) Program*, 21 May 2015

AFMAN 33-363, *Management of Records*, 1 Mar 2008

Prescribed Forms

No Forms Prescribed

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*, 22 Sept 2009

Abbreviations and Acronyms

509 BW/SAPR – 509th Bomb Wing Sexual Assault Prevention and Response

AAA – Animal Assisted Activities

AFI – Air Force Instruction

AFMAN – Air Force Manual

AFRIMS – Air Force Records Information Management System

MRE – Military Rules of Evidence

OPR – Office Primary Responsibility

RDS – Records Disposition Schedule

Attachment 2

AAA HANDLER'S CHECKLIST

		PAGE 1 of 2 PAGES	
By placing your initials next to the following statements, you are indicating your understanding and agreement to the procedures associated with AAA in the SARC office		OPR: 509 BW SARC	DATE
NO.		HANDLER	SARC
1.	I have read and have a copy of OI 90-6001, Animal Assisted Activities Program		
2.	I understand that I am responsible for the Certified Handler training for my dog and myself.		
3.	I understand that I am responsible for maintaining updated training and attending all mandatory events for myself and my dog.		
4.	I understand that I must maintain control over my dog at all times on a fixed collar and working dog vest.		
5.	I understand that before I enter an elevator, clinic, stairwell or other area where there are several people, I must ask first if anyone objects to the presence of a dog. If so, I will wait until that person is no longer present.		
6.	I understand that I may, at any time, refuse to provide AAA to an eligible person and remove my dog from that area if I fear for the dog's health or safety.		
7.	I will keep my dog close to the wall and "at heel" when walking through the hallways. I will not allow my dog to roam on a long leash.		
8.	I will ensure that my dog is properly groomed and bathed prior to being used in the SAPR AAA program.		
9.	I am responsible for the immediate cleanup and removal of all accidental elimination by my dog. I will carry the necessary equipment with me at all times to clean any messes and follow the procedures outlined in OI 90-6001.		

10.	My dog does not have a history of biting or aggression. If my dog bites or attempts to bite anyone, the dog will be permanently removed from participation in the AAA program. I will cooperate fully with all procedures required by the Whiteman SAPR program SARC and outlined in this OI.		
11.	I will not bring my dog in for a visit if it is ill or injured. If there is any doubt, I will not bring in my dog until it is cleared by a veterinarian.		
12.	By completing and signing this form, I am verifying that my dog has no history of biting, attempting to bite, territorial behavior or excessive/inappropriate sexual behavior. To the best of my knowledge, my dog has no history of aggression toward people or other dog.		
13.	I am responsible for providing the SARC all veterinary documentation verifying that all immunizations are current and that the dog is parasite free. I will provide a copy of my dog's annual examination and immunizations. My dog will not be allowed to participate in the SAPR AAA until documentation is provided.		
14.	I understand that I am solely liable for any misconduct of my dog. I have provided proof of training and insurance to the SARC. I understand that neither the 509 BW SARC, nor the United States Air Force is in any way civilly or criminally liable for any injury or illness caused by my dog.		
15.	I will provide copies of my current insurance to the SARC and notify him/her of any changes to my insurance.		

Handler Signed Name: _____

Handler Printed Name: _____

Date: _____

SARC Signed Name: _____

SARC Printed Name: _____

Date: _____