



# Guide Dogs for the Blind

## Providing for a Safe and Ethical Puppy Raising Environment

Raising a puppy is a demanding job, and GDB appreciates and supports its volunteers in their efforts and involvement in activities that strengthen the puppy raising program. The information in this section should provide clarity and guidance for volunteers in their role with GDB.

### **Compliance with GDB Guidelines, Policies, and Procedures**

All GDB guidelines, policies, and procedures are to be adhered to by all associated with the puppy raising program, including GDB employees, club assistants, raisers, leaders, raiser parents, and custodians. GDB policies, guidelines, and procedures have been designed to ensure that all activities related to the organization are productive, safe, ethical, and legal. Failure to comply with any aspect of these policies and guidelines could lead to the suspension or termination of one's volunteer relationship with Guide Dogs for the Blind.

### **Volunteer Term of Service**

GDB is greatly appreciative of the time that all volunteers generously devote to its organization and mission. Personal commitments and goals may at times limit one's involvement. Volunteers are engaged for no definite period of time. They may terminate their relationship with GDB at any time, with or without reason or notice, and GDB may do the same.

### **Equal Opportunity**

Guide Dogs for the Blind believes that all people are entitled to equal opportunity under the law. Guide Dogs for the Blind, its staff and its volunteers may not discriminate on the basis of race, color, religion, gender, sexual orientation, national origin, ancestry, age, medical condition, disability, veteran status, marital status, or any other consideration that has been made unlawful by federal, state or local laws.

### **Non-harassment**

GDB will not tolerate harassment of its employees, students, graduates, volunteers, or others on any basis including, but not limited to, gender, sexual orientation, age, race, color, physical or mental disability, marital status, veteran status, national origin, and/or religion. While it is not always easy to define precisely what harassment is, it certainly includes slurs, epithets, threats, derogatory personal comments or visual depictions, unwelcome jokes and teasing, or unwanted physical contact or gestures.

Any volunteer who feels they are a victim of harassment, including sexual harassment, should immediately report the matter to their leader or CFR. All complaints will be promptly investigated and appropriate action will be taken.

No volunteer or employee who has in good faith reported suspected cases of child abuse, neglect, or endangerment will face any disciplinary action by GDB or legal penalties under the law even if the resulting investigation does not substantiate their claims.

## ENSURING THE SAFETY OF YOUTH

### Adult Volunteer Screening Process

Adults enrolled as puppy raising volunteers who instruct, advise, or otherwise supervise youth (under 16 years of age) must also successfully complete a background screening to determine their ability to safely interact with youth.

Everyone who serves Guide Dogs for the Blind has an obligation to ensure that youth volunteers are safe from emotional and physical harm not only at GDB functions but in other environments as well. See the tips below to help volunteers recognize and report suspicions of child abuse, neglect, and endangerment.

GDB will offer additional instruction in child abuse prevention, recognition, and reporting as part of both its Introductory Leader Training and other periodic training sessions.

The following information on the recognition and reporting of child abuse is based on information from the Washington State University, Cooperative Extension and the United States Department of Justice.

### Providing a Safe Environment

To ensure a safe environment for GDB youth volunteers, all volunteers and parents of youth volunteers must adhere to the GDB guidelines, policies, and instructions.

All youth must be supervised at all times by a qualified, screened adult.

- Youth are not allowed to supervise other youth without a qualified, screened adult present.
- All adults who interact directly with youth must undergo orientation and periodic training in proper interactions with youth including the recognition, prevention and documentation of child abuse.
- In a private setting a GDB adult volunteer supervising a youth must have an additional adult present.
- At meetings the number of youths to screened adults should not exceed 12:1.
- On outings the number of youths to screened adults should not exceed 8:1.
- A youth volunteer may not visit the home of an adult volunteer or staff member except under the guidelines of established in this manual.
- An adult may not visit a youth volunteer at the youth's home without the youth's parent or designated adult guardian present.
- Volunteers may not transport staff, members of the public, or other volunteers. GDB bears no responsibility or liability for transportation to and from GDB events, meetings, outings, or other functions.

### Defining Child Abuse

- Child abuse and neglect are defined as the injury, sexual abuse, sexual exploitation, negligent treatment, or maltreatment of a child by any person that harms the child's health, welfare, mental well-being, and/or safety.
- Physical abuse includes a non-accidental physical injury.
- Sexual abuse includes sexual exploitation and other sexual conduct or contact performed to gratify sexual desire.
- Neglect is defined as an act or failure to act that constitutes a clear and present danger to a child.
- Emotional maltreatment includes belittling, rejecting, failure to provide a positive atmosphere, and/or causing emotional distress.

### Recognizing Child Abuse\*

*\*Note that these signs are not only indicative of abuse*

- Physical indicators of physical abuse include:
  - Unexplained bruises, welts or burns in various stages of healing
  - Injuries reflecting the shape of an object, electrical cord, belt, bite, cigarette, etc.
  - Unexplained injuries
  - Injuries inconsistent with information from the child
  - Injuries inconsistent with information from the parent/guardian/caretaker/other adult

Behavioral indicators of physical abuse include:

- Reluctance to have physical contact with adults
- Behavioral extremes such as aggression or withdrawal
- Complaints of discomfort or soreness
- Wearing of clothing inconsistent with the weather
- Reporting of injuries by parents or other adults
- Avoidance of home

Physical indicators of neglect include:

- Consistent hunger
- Poor hygiene
- Inconsistent dress
- Consistent or prolonged lack of supervision
- Abandonment
- Unattended physical, medical, or hygiene needs

Behavioral indicators of neglect include:

- Craving food
- Stealing food
- Constant fatigue, listlessness or exhaustion
- Substance abuse
- Delinquency
- Self-destructiveness (cutting, burning, etc.)
- Frequent absence or tardiness
- Reports of no caretaker in the home

Behavioral indicators of sexual abuse include:

- Withdrawal, chronic depression, poor self-esteem, or suicide attempts
- Fear of physical contact or closeness
- Inappropriate sexual knowledge or behavior
- Reports of sexual abuse by adult
- Poor peer relations
- Chronic attempts to run away
- Avoidance of home

Physical indicators of emotional maltreatment include:

- Delayed physical development
- Substance abuse
- Ulcers, asthma or severe allergies

Behavioral indicators of emotional maltreatment include:

- Habit disorders (sucking, rocking, self-mutilation, etc.)
- Antisocial or withdrawn behavior
- Destructiveness
- Neurotic behaviors (developmental regression, obsessive behaviors, excessive cleanliness, unrealistic fears, etc.)
- Behavioral extremes (aggressive, passive)
- Overly adaptive behavior (unrealistic willingness to agree, obsessive compliance, etc.)
- Delayed emotional development
- Suicide attempts

A single indicator or occurrence may not be proof that abuse occurs, but one should be alerted to:

- The repeated presence of an indicator
- Multiple indicators
- The severity of a single indicator
- The knowledge that often no visible indicators may be present

If a child reports abuse, one should always:

- Listen to the child
- Be supportive
- Reassure the child that it is acceptable to give information
- Use the child's language and vocabulary
- Tell the child that help is available
- Let the child know that the information must be reported
- Trust "gut instincts"
- Report the information to an immediate supervisor or another manager
- Report to 4-H, FFA, or appropriate educational staff if so affiliated
- Report to the appropriate governing agency if so required by state law

If a child reports abuse, one should never:

- Blame the child
- Doubt the child
- Promise secrecy or confidentiality
- Panic
- Express shock
- Ask leading or suggestive questions
- Make negative comments regarding the alleged perpetrator
- Disclose information indiscriminately

### **Reporting of Child Abuse**

State laws vary regarding child abuse reporting; see Child Abuse Reporting Laws in GDB Puppy Raising States in the Forms and Resources section. A volunteer who works with youth has the responsibility to understand the laws in their state. Some states have legal penalties, including prosecution, for individuals who do not report cases of suspected child abuse. States will not prosecute or otherwise penalize a person who in good faith reports child abuse. If one is uncertain if they are mandated to report, they should report with the wellbeing of the youth being foremost.

### **What To Do if Abuse is Suspected**

- Report to the appropriate governing agency if required by state law. Again, state laws vary; see Child Abuse Reporting Laws in GDB Puppy Raising States in the Forms and Resources section. The phone number can usually be found by searching "Child Abuse Reporting" and including the county name.
- Report the information to an immediate GDB supervisor or another manager.
- Report to any other organization or entity that the raiser may be affiliated with (4-H, FFA, school, church, etc.)

### **What Not To Do if Abuse is Suspected**

- Investigate the case yourself
- Question the alleged perpetrator
- Release information to uninvolved third parties
- Question one's own judgment or otherwise delay reporting
- Contact the media

Retaliation by an employee or a volunteer toward an individual who in good faith reports suspected cases of child abuse will be considered harassment and may lead to dismissal of that employee or volunteer.

No volunteer or employee that reports neglect or endangerment will face any disciplinary action by GDB or legal penalties under the law even if the resulting investigation does not substantiate his or her claims.

## **CONFIDENTIALITY**

During the course of service, volunteers may have access to confidential and proprietary information. To respect and protect confidentiality, such information may not be used or disclosed except when authorized. In all such instances, disclosure should be approved in advance through the CFR or other member of GDB employee management.

The following are examples of confidential information:

- Graduate/student information: health and training records, publicity files
- Personal and personnel information about employees, volunteers, donors, applicants, and clients
- Breeding records (e.g., pedigrees, health records)
- Mailing lists
- Media lists
- Donor lists
- Invoices referring to personal or confidential issues
- Individual and group donor information
- Dog health and training history
- Administrative and financial documents

## **CONFLICTS OF INTEREST/UNETHICAL CONDUCT**

GDB expects its volunteers to avoid situations that could be construed as a conflict of interest or as unethical conduct, as illustrated by the following examples:

- Engaging in business conduct that is damaging to GDB's reputation.
- Promising or giving something of value to anyone doing or seeking to do business with GDB in order to influence them in matters relating to GDB.
- Accepting gifts, entertainment, services or other benefits where the purpose is to unduly influence business decisions.
- Selecting vendors based on non-business reasons, such as personal or former relationships.
- Directing business to a relative, friend or company in which the employee or family member has a direct or indirect financial or personal interest.
- Undermining business decisions.
- Breeding, selling, boarding or giving away GDB dogs for personal gain or influence.
- In addition, volunteers are not authorized to enter into any contract in the name of Guide Dogs for the Blind. Any contracts entered into by a volunteer are their own financial or other liability.

## **FINANCIAL LIABILITIES**

GDB requires that all who participate in its programs provide reasonable care and control of GDB dogs to prevent injury or harm, such as dog bites or property damage to third parties. GDB's breeding program, selection process and training programs are designed to minimize these risks; however, nothing replaces the care and attention of the volunteer to prevent risky situations and to ensure proper control of the dog at all times.

Volunteers raising dogs for GDB have been outstanding in their control of the animals entrusted to their care. Claims have been rare because prevention through good handling, good control and the exercise of "good common sense" have been the hallmark of program participants. However, individuals do assume some risk in their roles as custodians.

Guide Dogs for the Blind does maintain insurance to help cover program participants. Legal protections are also provided to volunteers under the Federal Volunteer Protection Act of 1997, minimizing volunteers' civil liabilities. To further minimize the potential for personal liability, volunteers are advised to maintain insurance coverage to protect themselves from claims arising from third parties for the action of the dogs they are handling. Volunteers who maintain standard homeowners or renters packages of insurance will generally find their coverage sufficient. GDB suggests that volunteers review their policies or contact their insurance agency for a review.

If a third party has been injured (or their property damaged) volunteers may receive a claim for damages. If an injury or property damage claim occurs, please notify all of the below immediately:

- The volunteer's own insurance company
- Guide Dogs for the Blind

A volunteer is personally financially liable for any damages incurred:

- By non-compliance with GDB guidelines, policies and protocols
- By negligence or disregard for safety
- In the course of their involvement in a non-GDB sponsored (or organized) event, meeting or other activity
- In transportation to and from any GDB activities
- By any outside contract entered into by a volunteer
- Driving a motor vehicle

## **INCIDENT REPORTING**

Sometimes a volunteer will need to notify GDB about an incident; use the following guidelines when reporting incidents.

### **Emergencies**

If an emergency occurs involving a GDB volunteer or puppy, Guide Dogs for the Blind must be notified immediately. A volunteer should attempt to contact their Community Field Representative first. If the CFR cannot be reached, the volunteer should contact the Puppy Raising Department in San Rafael from 8:00 a.m. to 5:00 p.m. at (800) 295-4050. If the emergency occurs after 5:00 p.m. or on a weekend, the volunteer should notify GDB at the same number by selecting option 1 in the afterhours voicemail menu about what to do in an emergency.

### **Other Incidents That Need To Be Reported**

- Suspected child abuse or neglect
- Harassment, including sexual harassment
- Injuries to people
- Any injury caused to a person by a GDB puppy, including but not limited to dog bites
- Any injury to any other animal by a GDB puppy
- A lost, injured, ill or deceased puppy
- Dog fights
- Abuse or neglect of a GDB puppy or dog
- Abuse of any animal by a GDB employee or volunteer
- Any lack of compliance with guidelines established by GDB

Any of the above incidents must be reported to the CFR the next workday. If the CFR cannot be reached, report the incident to the Puppy Raising Department at (800) 295-4050.

## **USE OF GDB MATERIALS AND LICENSED MATERIALS**

Negligence in the care and use of GDB property or conversion to personal use is not allowed. GDB stationery may not be used for raiser and leader correspondence.

Please refer to the GDB Branding Guidelines for Puppy Raisers in the Forms and Resources section for detailed information on the use of the GDB logo.

## **FUNDRAISING**

Refer to the Club Fundraising and Club Structure sections of this manual for the policies and protocols for fundraising and the handling of funds.

## **EXPENSES AND REIMBURSEMENTS**

GDB does not provide any financial or in-kind compensation to raisers and leaders for hours worked. GDB does not reimburse travel or other expenses to raisers and leaders except at the discretion and pre-authorization of the Vice President of Community Operations.

GDB offers reimbursement for authorized veterinary expenses for GDB puppies; refer to the Veterinary Care Guidelines in this manual. GDB offers no other financial reimbursements for raising puppies.

Puppy raising volunteers share none of the employment benefits or legal protections provided to paid staff.

## **COMPLIANCE WITH OTHER ORGANIZATIONS AND GOVERNMENT ENTITIES**

Some government entities and organizations may have policies that differ from GDB. For example, schools may require stronger screening guidelines than GDB for those who use their facilities. GDB advises its staff and volunteers to be aware of laws that may govern their actions and to comply with all local, state and federal laws or regulations.

## **COMMUNICATIONS**

Raisers and leaders are also asked not to contact staff in other departments, such as the Training, Breeding or Veterinary Departments, unless directed to do so by a Community Field Representative or other member of GDB management.

All communications made by GDB employee and volunteer staff to the public, media or GDB persons that they supervise, should be positive and supportive of GDB. In cases of sensitive communications or incidents, volunteers should notify their CFR prior to communication with others or other involvement.

## **STAFF OR PUPPY CLUB LEADER VISITS TO A RAISER'S HOME**

To ensure both the safety and the proper development of GDB puppies, GDB staff or leaders at times visit puppy raising homes. The following guidelines help ensure that GDB goals for its puppies are met; that volunteers' privacy is respected, and that a cooperative attitude is maintained among all program participants.

- Prior to the placement of a puppy, all homes must undergo a visit by club leaders or by puppy raising staff to ensure safety and productivity for a GDB puppy.
- If a youth raiser resides part-time or for vacation periods of over two weeks within another household, that home may require a visit at the discretion of the supervising CFR.
- A staff member or volunteer should be accompanied by another adult when visiting the home of a puppy raising applicant with whom he or she is unfamiliar.
- A raiser may receive additional visits as requested by their leader or GDB staff.
- A raiser who believes that requests for additional visits are excessive can address concerns by contacting their CFR.
- A staff member or leader must attempt to contact a raiser prior to visiting that raiser's home. "Surprise" visits are discouraged and should be initiated only if a raiser is not responding to communications or if a puppy's welfare is a concern.
- A staff member or volunteer may not enter another's yard or home without the permission of that person.
- An adult may not visit a youth volunteer at the youth's home without the youth's parent or designated adult guardian present.

## **PUPPY EVALUATIONS**

Community Field Representatives have a responsibility to evaluate puppies in the field periodically or as requested by raisers, leaders, GDB veterinary staff, outside veterinary staff or the GDB Breeding Department. Raisers and leaders have a responsibility to make the puppy available at the location and time requested by the CFR.

The Puppy Raising Department evaluates puppies in the field for the following purposes:

- Recording the behaviors and physical traits of puppies
- Relaying information to the Breeding, Veterinary and Training Departments
- Evaluating a puppy raiser's handling techniques
- Producing individualized instructions for the improvement of raiser techniques or dog behaviors
- Evaluating puppies for the consideration of transfer, career change or recall
- Opening productive and positive direct communication between CFRs, leaders and raisers
- Systematic review of the development of puppies to make improvements to the puppy raising program
- Ensuring the well-being of a puppy and the home in which it lives

When a medical, behavior or temperamental problem develops or is observed with a puppy, the CFR will talk with the leader and the family to develop a plan of action. The puppy may return to GDB, or be moved to an evaluation home, for a medical or training evaluation.

## **REASONS FOR REMOVAL OF A PUPPY FROM A PUPPY RAISING HOME**

GDB reserves the right to remove a puppy from a home at the organization's discretion.

A puppy may be removed if GDB is concerned that the puppy is in danger of death, injury or other health problems. A puppy may also be removed if the organization determines that it is not being socialized or trained in a manner that best develops it as a potential guide.

Possible reasons for the removal of a GDB puppy from a home include, but are not limited to:

- Physical abuse of the GDB puppy, or of another dog or animal
- Use of unapproved training methods and equipment
- Lack of proper health care, including veterinary, nutrition, parasite control or grooming
- Lack of adequate socialization or training
- Inability of the raiser or significant family members to control the puppy
- Repeated instances of the puppy getting loose or lost
- Lack of compliance with requirement to keep puppy on leash
- Poor attendance by the raiser at required GDB group activities or requested evaluations
- Unsafe living or housing conditions
- Behavioral problems of other dogs within the raiser home or with access to the GDB puppy
- Poor compliance by the raiser or family member with GDB guidelines, procedures, or recommendations
- Relocation of the raiser to an area that is not supervised by a CFR or leader

GDB guidelines and procedures provide for puppies' safety and well-being. They also support the positive socialization and training needed for every puppy to reach its full potential as a guide dog.

If a puppy's immediate health or safety is in jeopardy, a leader may temporarily remove a puppy from a raising home. Non-emergency or permanent transfers must be handled by the CFR. The CFR and the leader will set reasonable goals and deadlines for attaining them with everyone in the raising home so that everyone understands what is expected of them. GDB prefers to keep a puppy in the original home, whenever possible. However, when a problem persists and reasonable goals cannot be met by the raiser and family, the CFR may determine that the puppy should be placed in another home. This decision will be made with careful thought, consideration and open communication with the leader and the raiser home. The raiser and family will be treated with dignity and respect.

## **DEATH, SEVERE INJURY, OR LOSS OF A GDB PUPPY**

GDB acknowledges that the death, severe injury or loss of a GDB puppy is devastating for everyone involved. It is a loss for the raiser, the family, the leader, the club, the community and Guide Dogs for the Blind.

GDB will not automatically replace a deceased puppy or return an injured puppy to the raiser. The raiser, leader and CFR will discuss all circumstances prior to any decision. The leader and CFR will evaluate, when and if, it is appropriate for another puppy to be placed in the home.

## **REPORTING TO COMMUNITY FIELD REPRESENTATIVE STAFF**

Incidents involving GDB staff, volunteers and dogs that require a leader to notify the CFR include but are not limited to:

- A person applying for a volunteer role that directly involves teaching or supervising youth
- Suspicion of possible child abuse or neglect
- Suspicion of possible animal abuse by a GDB volunteer or staff member
- Suspicion of possible abuse or neglect of a GDB dog or puppy
- Misuse of funds
- Uncertainty about approving a volunteer applicant
- Accepting or denying a volunteer application
- Scheduling of an event
- A conflict within a club
- A conflict with a member of the public
- A conflict with a collaborating agency, school or organization
- Receipt of a complaint from the public about a volunteer, staff member, puppy, program, policy or incident

- Contact with the media regarding extensive or potentially controversial coverage
- An access issue where a puppy's access to a socialization setting is questioned or denied
- Any potentially litigious situation
- The intention to request information or materials from another department
- Harassment, including sexual harassment
- Injuries to people
- Any injury caused to a person by a GDB puppy, including but not limited to dog bites
- Any injury to any other animal by a GDB puppy
- A lost, injured, ill or deceased GDB puppy
- Dog fights involving a GDB puppy
- Any puppy illness or injury not responding to treatment
- Any major or chronic lack of compliance with GDB guidelines
- Any ongoing behavior or temperament problem in a puppy
- Any other incidents involving GDB dogs, volunteers and/or employees and the public which may be regarded as unsafe, negative or sensitive

If a volunteer feels that an adequate or timely response from the Community Field Representative is not being given, or if the volunteer feels that contacting the CFR is inappropriate, they can contact the Puppy Raising Manager. GDB's goal is to ensure efficient communication that enables all volunteers to benefit from the full range of the diverse knowledge and support of the many experts who work for Guide Dogs for the Blind.

### **HUMANE TREATMENT OF DOGS AND OTHER ANIMALS**

Guide Dogs for the Blind is committed to providing high-quality care for its dogs. This commitment includes the expectation that GDB volunteers will:

- Take timely action to address potential medical conditions evidenced by physical signs of distress (such as lameness, coughing, diarrhea, ear, eye or skin irritations)
- Provide proper care during veterinary procedures, surgery and post-op situations
- Provide food, water and necessary protection from the elements
- Provide confined animals with adequate exercise and/or exercise area
- Restrict training and handling methods to techniques approved by GDB
- Prohibit a GDB puppy or dog to be bred without the authorization of the Breeding Department

Guide Dogs for the Blind does not condone any act or omission that causes unsuitable physical or psychological suffering to an animal. Animal neglect and abuse shall consist of not meeting GDB standards of care or by:

- Mishandling a dog by actions such as kicking, hitting or striking with an object
- Disrupting a working guide, puppy or dog in training
- Causing unnecessary discomfort, pain or confusion
- Abandoning a dog in their custody
- Failing to keep a dog safely fenced or protected from vehicles and other hazards
- Allowing a dog off-leash in an unsecured area
- Repeatedly allowing a dog to escape from its enclosure
- Deliberate or neglectful action, causing or not preventing a dog fight
- Killing, injuring or administering poison to an animal
- Administering improper, non-prescribed or harmful medications or drugs
- Euthanizing a GDB puppy or dog without GDB approval

Volunteers are required to report, in a timely manner, incidents they perceive to involve animal abuse or neglect. Puppy raising volunteers are requested to contact their CFR or when appropriate, another manager, when they suspect any of the above forms of animal abuse or mistreatment. The CFR will assist them in completing a report. Employee or volunteer retaliation toward an individual who files a report will not be condoned.

Volunteers must uphold standards of etiquette around GDB dogs that demonstrate respect for animals and reinforce the dogs' training. All those who interact with guides at graduation or other settings are asked to interact with the dog in a calm, positive and respectful manner, keeping in mind that a graduate and a dog are now a team.

## **PROTECTING GDB PUPPIES**

In order to better protect puppies, raisers or other individuals supervising GDB puppies are required to comply with the following guidelines:

- GDB puppies must always wear the GDB identification collar.
- GDB puppies are never to be allowed off-leash except when in a completely enclosed and secure area.
- GDB puppies are not allowed at dog parks on or off leash.
- Provide good kennel, fence and gate security. Fences and kennels should be at least five feet high and should be escape-proof.
- “Invisible” or electronic fences are not acceptable under any circumstances.
- Gates and doors to outside exits should be checked before letting a puppy out.
- Fence or kennel perimeters should be inspected frequently. Holes, weak areas or failed latches should be repaired immediately.
- Fences should be secured with a chain and snap bolt to lock kennel gates and fence gates whenever possible. Gates should be secured with a chain and snap bolt.
- Young children may forget to close gates when busy playing and their friends may not know the rules. Whenever possible, padlock gates that are not regularly used and could lead to a puppy's escape.
- Remind all household members and visitors to close doors and gates behind them.
- Take extra precautions when friends, relatives and workers are visiting. Keep the puppy on leash, crated, or in a kennel run if there is a lot of activity in which people are coming and going.
- Teach the puppy to wait at doors, gates and when exiting vehicles.
- CFRs or leaders may require that an enclosure be made more secure.

## **APPROVED GDB PUPPY HANDLERS**

Puppies develop and prosper with handling and instruction that is consistent from one handler to another. Lack of consistency between handlers may lead to confusion or inappropriate behaviors in a puppy. All persons handling GDB puppies must have received previous instruction and be approved by a GDB puppy raising club leader or staff member.

If a youth raiser and their puppy reside part time or for vacation periods of over two weeks within another household, that household's custodial person must be in contact with the supervising CFR to ensure compliance with general GDB guidelines or those training, socialization or reporting guidelines prescribed for that raiser/puppy team. Please consult the CFR with any questions about this policy.

## **OTHER DOGS OR ANIMALS IN THE PUPPY RAISING HOME**

Many guide dog puppies are successfully raised in homes where there are other dogs, pets or livestock. GDB puppies may in fact prosper by being properly introduced to and successfully raised with other family pets.

Certain guidelines are necessary to ensure the proper development of GDB puppies and the welfare of all animals within the home. To promote the safe and successful raising of a puppy within a home, GDB, its employees and volunteers must be sensitive to situations that may potentially be unproductive or unsafe. When after careful evaluation, a home is found not to be safe or productive for a GDB puppy or other family pets, GDB staff and volunteers may find it necessary to deny placement of the puppy or to remove the puppy from the home. Such determinations will be made at the discretion of GDB staff. Factors to consider within the home may include but are not limited to:

- The number of other animals
- The housing of non-family pets in the home either informally or formally through pet care, training, boarding, foster care, or breeding provided within the home
- The behaviors of the other animals
- Energy and activity level of the other pets
- The interaction between the GDB puppy and other animals
- Accessibility of the GDB puppy to the other animal's toys and food
- Accessibility of the other animals to the GDB puppy's toys and food
- Division of family member's responsibilities between the GDB puppy supervision and care and other animal care
- The health, vaccinations and care of the other animals

In placing or retaining a GDB puppy within a home, GDB requires that:

- GDB puppies may not reside within a home containing another animal or a person that GDB staff determines presents a hazard to the puppy's safety or development.
- GDB puppies may not reside within a home containing another animal or a person that GDB staff determines may be endangered by the puppy.
- If staff determines that a career change dog that a raiser wishes to accept into their home is an unsuitable match for a GDB puppy, the raiser must either decline the career change dog or return the puppy.
- A GDB puppy and any other puppy being raised in the same household must be at least 6 months apart in age.
- A single individual may raise only one GDB puppy or other service dog at a time, unless approved by the Community Field Representative.
- A GDB puppy may not be left unattended with another dog.
- A GDB puppy may not be left in an enclosure that provides fence-to-fence access to other dogs with behaviors that may affect those of the puppy.