

Volunteers are allowed to handle dogs when an employee or other dog team lead is on site.

Daily Volunteer Times: 8-11 AM and 5-7 PM.

Check In:

- 1. Sign in at the front counter and the kennel sign-in sheet in the Grooming Room.**
- 2. Read Informational White Board and Kennel Cards documenting important details of the dogs onsite, and consult the employee before working with a dog.**

Safety Tips:

- 1. Do not handle a dog that makes you uncomfortable.**
- 2. Let the employee get and return the dog for you.**
- 3. Only one dog in the kennel aisle at a time.**
- 4. Call out “Coming in with Dog” or “Dog in the hall” whenever moving a dog.**
- 5. Latch and clip kennel doors; latch and clip gates when a dog is left alone in yard.**
- 6. No “nose to nose” with dogs.**
- 7. Always be aware of the dog’s body language; if the dog is stressed, return the dog to its kennel.**
- 8. Meet a stray dog? Do not run. Toss treats to it and walk away. Your dog is reacting to another dog being walked? Turn and walk away.**
- 9. Closed-toed shoes are required.**
- 10. Do not talk on your cell phone while handling a dog.**

Leashing Dogs:

- 1. Leash and unleash dogs in the kennel.**
- 2. Use the double leash method when taking a dog for a walk, to an event, etc. This involves both a clip leash to the dogs martingale collar and a slip leash. (Slip leash “stopper” should be a couple of inches from the dog’s neck.)**
- 3. Use a slip leash when taking a dog to a play yard.**

Paperwork:

- 1. Fill out kennel sign-in sheet with your name, dogs you handle and brief note about the visit.**
- 2. Make notes on the purple sheet in the dog’s folder.**
- 3. Note any bump, change in poop, etc. on the kennel sign-in sheet.**

Clean Up Duties:

- 1. Pick up poop. Poop bag are in the Grooming Room.**
- 2. Clean up potty accidents using Rescue (on counter in Grooming Room)**
- 3. Wash your hands after handling each dog.**

Miscellaneous:

- 1. On inclement weather days, use the conference room for training, puzzle work, etc.**
- 2. If you take a dog offsite or for a ride? Get a photo of his rabies certificate found in the dog's folder.**
- 3. If you take a dog to the vet or to an event, read through those guidelines and touch base with the Dog Team Lead or protocol trainer for help.**
- 4. When dog trainers come to Pokey's to share tips, you will be invited.**