



## STANDARDS/GUIDELINES FOR OWNERS/HANDLERS

It is both an honor and privilege to be part of Pete's Pet Posse Tulsa (P3T) and with that comes responsibilities. As a P3T Therapy Dog Team, you are asked to adhere to the following:

### Appearance

- ❖ You are responsible for the hygiene of your dog. Your dog must be clean, well groomed, free of internal/external parasites, brushed, and in good general health. Nails must be trimmed and filed. (Please trim nails several days before a therapy visit and better yet, make it a weekly habit.)
- ❖ If you apply a topical flea/tick and/or heartworm preventative, please apply it a minimum of three days before a therapy visit. Flea and tick prevention collars are not allowed during therapy visits.
- ❖ Owners/handlers must be neat and clean; no flip flops, high heels, spike heels or open-back shoes; no skimpy or tight-fitting attire allowed.

### Gear

- ❖ Your dog must wear the **P3T vest** while in the office and during all therapy visits on campus and at OSU-sponsored events. Place your dog's OSU badge in the vest pocket. Do not use the vest, collar, leash or badge on your dog anywhere else.
- ❖ **Vests** provided by Pete's Pet Pose Tulsa should remain clean and display only those patches that are provided by the program. Any other items, such as additional patches, pins, monogramming, stickers, etc., are not allowed as per P3T branding standards.
- ❖ Wear your **P3T shirt** (wrinkle free) at all Special Appearances, if possible, and wear your **P3T name tag** on all visits outside of your office.
- ❖ Use your **P3T backpack** while in the office and during all therapy visits on campus and at OSU-sponsored events.
- ❖ Your dog must be kept on either the **P3T four-foot or 18" traffic leash** at all times when making a therapy visit. The program provides an 18" traffic leash for large dogs to be used in public and on all P3T Special Appearances. A dog is considered large if it is over 35 pounds and/or 17" at the withers (shoulders). Large dogs may also use up to a 24" leash (for Special Appearances only) that may be purchased at the expense of the owner/handler and must be branded with the P3T logo to be consistent with other leashes. The program provides a four-foot leash for small dogs that are under 35 pounds and/or less than 17" at the withers. Both large and small dogs may use a four-foot leash when the dogs are visiting the office of the owner/handler to allow the dogs to lie comfortably on the

floor while the owner works. These standards are for the safety of the people around the dogs and the dogs themselves.

- ❖ You must pay attention to your dog at all times and you must be the only one to hold the leash. Do not turn the leash over to someone else.
- ❖ Your dog must wear the **P3T collar** with appropriate identification (including your name/phone number) at all times when making a therapy visit.
- ❖ If your dog wears a **halter**, a collar is still required. Acceptable halters include: head/body halters/harnesses made with fabric webbing or leather with metal or plastic buckles (anything with Velcro or snaps is not allowed).
- ❖ Your dog must have a **microchip**, a free benefit to Pete's Pet Posse courtesy of sponsor HomeAgain.
- ❖ Give out your **P3T business/trading cards** at Special Appearances.

## General

- ❖ You and your therapy dog are expected to participate in yearly in-service re-training as determined by the OSU Veterinary Medical Hospital (OSUVMH).
- ❖ If at any time you do not follow these standards/guidelines, the Advisory Board reserves the right to remove you from the program and all benefits provided will be lost.
- ❖ The Pet Therapy Program follows the OSU staff corrective action process:
  1. Verbal warning and discussion;
  2. Written warning;
  3. Decision-making assignment asking owner to put in writing how he/she will comply with the program standards and guidelines; and
  4. Intention to retain owner or terminate owner from program.
- ❖ If you choose to leave the program with less than one year of service, you will be required to reimburse the program for the cost of all benefits you have received up to the point of your departure.
- ❖ If an incident or injury occurs to you, your dog, an employee, or visitor during a therapy visit, immediately contact the P3T Program Coordinator. If the incident is a suspected bite, end the visit immediately. Document the incident on all required program forms.
- ❖ Emergencies happen when we least expect them, so you need a plan. Just as you have ICE (In Case of Emergency) numbers in your cell phone, also program an "ICE for Dog." Whether or not you carry a cell phone, you can keep your dog emergency numbers on a card in your wallet (or in the dog's vest) next to your Alliance of Therapy Dogs membership card, or with your dog's OSU badge. Be sure others are aware of this and include your vet's phone number. Be prepared!

## Therapy Visits (in office and special appearances)

- ❖ Please act in a professional and courteous manner at all times. You represent OSU as well as Pete's Pet Posse.
- ❖ You will work with your department to determine the work schedule of your therapy dog and the role your dog will play within the department.
- ❖ You will be asked to track monthly your dog's office visits and any visits outside of the normal scope of your dog's work in your department. Those visits are called Special Appearances and are sometimes scheduled after 5:00 pm. A Visit Tracker form will be provided and should be submitted on a monthly basis to the Program Coordinator. This will allow the Advisory Board to track the impact of the program – number of visits and number of people reached.
- ❖ Be sure to exercise your dog before a therapy visit.
- ❖ Do not allow your dog to run loose, be unattended at any time, or be a nuisance to others.
- ❖ Always clean up after your dog, both inside and outside a building. All fecal material must be discarded immediately in an appropriate waste receptacle. Carry wipes with you to clean your dog if necessary.
- ❖ Please carry your Alliance of Therapy Dogs **membership card** with you on all therapy visits. And, you must have a copy of your dog's **vaccination record** in your backpack or in your dog's vest.
- ❖ Please set your cell phone to "vibrate" during a therapy visit. If you must text, place a call, or answer a call, please excuse yourself and complete that action outside of the building or away from visitors when a therapy visit is outdoors. You cannot fully concentrate on the therapy visit if you are doing other things.
- ❖ Your dog may not walk in front of you down halls, around corners, at doorways or at stairways. Stand back while waiting for an elevator door to open. When the door opens, wait to ensure safe exit of passengers. If the elevator is occupied, you must ask permission to enter with your dog.
- ❖ When making therapy visits as a group, dogs must be kept **two feet apart**. Do not allow them to interact, play together or stare at each other. No barking or jumping on people!
- ❖ Always ask **before** your dog approaches someone. Your dog should remain at your side while you are asking.
- ❖ Always ask the meeting host **before** you bring your dog to a meeting, either within or outside your department.
- ❖ P3T dogs are not allowed in any University Dining Services area on campuses, including but not limited to the Student Union food court, and any area where food is being prepared and/or served. If conducting a Special Appearance during an event where food is served, the owner/handler shall make every effort to keep the dog away from the food area.

- ❖ Give verbal commands to your dog quietly. Always praise your dog for exemplary behavior.
- ❖ Never force your dog to interact with another person. This should be a pleasant experience for you, your dog, and other people.
- ❖ Do not become so comfortable in your environment that you become careless. Stay alert and excuse yourself from any situation you do not believe will be a positive experience for all involved, including your dog.
- ❖ Be aware of items on the floor and be ready to give the “Leave It” command. You are responsible for protecting your dog.
- ❖ Keep your dog well hydrated; bring water and a bowl to every therapy visit. Folding fabric or plastic bowls are perfect for taking along on visits.
- ❖ If your dog is “mouthy” when taking a food reward, do not let someone else give your dog a treat. Only you can give a food reward.
- ❖ Be alert to signs of stress in your dog and in yourself. Signs of stress in your dog may include: excessive panting, jumping or climbing on you for security, hiding behind you, shaking or developing tremors in the body or legs, pressing the ears and tail close to the body, yawning or changing facial expressions, looking for an escape route or doorway, or refusing to socialize. If you see any of these signs during a therapy visit, excuse yourself and give your dog a break.
- ❖ No therapy visits for female dogs during estrus. Maternity leave is required for pregnant females from 30 days prior to whelping date to 60 days after whelping.

## Wellness

- ❖ Please ensure that your dog has adequate nutrition through proper diet (free of any raw meat) and clean water at all times.
- ❖ Please provide your dog daily exercise, regular bathing, and grooming.
- ❖ Ensure your dog receives routine veterinary care, including check-ups, vaccines, and preventative medication. Yearly wellness visits, necessary vaccinations, monthly heartworm/flea/tick preventatives, and high-quality dog food will be provided by the OSUVMH. You may choose to use your own veterinarian for such care, but if a veterinarian other than the OSUVMH is used, any cost will be your responsibility. The OSUVMH cannot cover the costs of an outside veterinarian or reimburse you for food.

- ❖ Any medical expenses except those specifically identified in Article VI of the Participant's Acknowledgement and Agreement, which you signed upon entering the program, shall remain your responsibility.
- ❖ All veterinary records for your dog (regardless of reason) must be documented and kept on file with the OSUVMH.
- ❖ Your dog must live indoors in a smoke-free home.
- ❖ Properly control your dog by providing fencing where appropriate, not letting it run loose, and using a leash in public and other identifying items required by the program when your dog is in your department or on P3T Special Appearances.
- ❖ Protect and properly restrain your dog during travel, and only allow its transport in the passenger area of any vehicle.

## Leaving the Program

Upon leaving the program for any reason, an owner/handler shall return the following program gear provided by the Advisory Board:

### **Pup gear:**

Collar  
Leash  
Vest/patches  
OSU badge

### **Owner gear:**

Office sign (white board only)  
Business/trading cards  
Backpack  
Shirt purchased through stipend (owners/handlers may keep shirts, jackets, etc., that they purchased)  
Any gifts given to owners throughout the year, such as holiday items, do not need to be returned.

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Above all, have fun with your dog and with your therapy visits – keep in mind you are making a difference!

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