



Pennsylvania Society for the Prevention of Cruelty to Animals

Beginner (Green Level) Dog Walking Manual for Hunting Park Ave.

Walking dogs is simple stuff, right? Not quite. While walking your own dog may be simple, walking dogs in a shelter environment can be very different. This is a guide to help keep you, the animals, and the public safe while you are interacting with the dogs.

Schedule: Volunteers may be in the Hunting Park shelter between 8am and 10pm.

Step One: Sign In

- Sign into the binder located in the Lifesaving Department Office. Remember to sign out as well.

Step Two: Get Your Equipment/Uniform

You will bring these with you or they will be in the kitchen

- Name Badge (bring with you or use sticker name tag)
- Volunteer T-shirt (bring with you) or apron (hanging in laundry room)
- Leash (bring with you). You may purchase a better leash from me.
- Bags for pick up (near dog yards dog and in dog yards)
- Treats (please use the treats from buckets hanging along rows or near the yard door).
- Pen/pencil (bring with you).

Step Three: **Determine which dogs you may walk and choose your dog**

First take a walk through the room to get an idea of who is there and who has not been walked yet. Take note of any empty (no paperwork) kennels. Dogs in dirty kennels may be placed in an empty kennel during cleaning.

- **You are only permitted to walk dogs with the following characteristics:**
 - *Sticker color:* Round Green sticker.
 - *Sociability:* Solicits and enjoys your attention. You want soft wiggly dogs. Report any strange behavior immediately. Do not handle aggressive or excessively shy dogs.
 - *Health:* Clear eyes and nose, absence of coughing or lethargy. Dog's currently receiving medical treatment will have a yellow treatment paper in the cage card. Avoid walking dogs with conditions that can be spread or would cause pain to the dog. To report medical conditions, fill out the top portion of the yellow medical treatment paper and place it in the cage card.
 - *Age:* Puppies must have at least two DHPP shots before they can be walked outside. This information can be obtained from the cage card, green shot card or by asking a counselor.
- Meet and Greet Your Dog (you are outside of the kennel):
 - Turn your body so it is sideways to the kennel door. A frontal approach can be intimidating.

- Slowly put your hand up to the cage door to allow the dog to sniff you. Averting your eyes and avoiding a stare will also help put the dog at ease. You are looking for sociability- the dog approaches in a friendly manner.
- If the dog seems friendly (i.e. solicits your attention) get your leash ready by slipping the clip through the handle to make a loop.
- Check the kennel and water bowl for cleanliness. If the kennel is dirty you must clean it before returning the dog. You may clean before or after the walk. Cleaning supplies are located in room.

All kennels (except the last two rows – reserved for bite cases) have a “Please Walk me/ Thank You for Walking me” card hanging on their kennel. Only walk the dogs that meet the criteria posted above and only walk dogs that you can handle and are 100% comfortable with.

Step Four: Walk Your Dog

- To remove the dog from the kennel, take your leash and slide the clip through the handle to make a slip or noose-like leash. **Do not** attach the leash to the collar since these collars are not very strong. (You may purchase a comfortable slip leash from Stacey). Slowly open the door while using your body to block and prevent the dog from pushing it open. The door should only be opened widely enough for you to put your hand in and loop the leash around the dog’s head. Don’t not try to ‘catch’ the dog on the way out with the leash.
- If the dog is too much to handle, stay calm and return the dog or ask for assistance
- Take the dog outside through the door to the left of the dog room (when facing down the rows). Use caution through doorways as other people may be coming through with a dog.
- Clean up after your dog wherever he/she goes (inside or outside). Fecal matter must be deposited in a trashcan. If blood or worms are in the stool or the stool is very watery, please notify the staff so that a stool sample can be obtained.
- There is no set time limit for how long a dog should be walked. However, it should be long enough to give ample time to potty, but short enough that several dogs are walked during your time.
- Enter the building through the door that you exited through, continuing to use caution as other dogs may be coming out. Keep dogs away from each other.

Step Five: Return dog to the kennel.

- As you walk back into the building, try to remember the row that your dog was in and quickly walk him/her back to the kennel. Ask a staff member for assistance if you cannot recall your dog’s kennel location.
- Examine the kennel for cleanliness. If the kennel is dirty, you must clean it before returning the dog. Cleaning supplies (pooper scoopers and mop buckets) are in the room. Ask a staff member if you cannot find cleaning supplies. You may place the dog in an empty kennel or clean “scoop and mop” the kennel with the dog in. Make sure the water bowl is clean and full. If not, dump out the water and refill it with water from the water container.
- Lead the dog into the kennel, close the door enough that only your arm will fit through and remove the leash. Then flip the card to the “Thank You for Walking Me” side, and log the walk on the walk log sheet in the kennel card.

REMEMBER:

1. Never run with the dogs. This may be dangerous and promotes inappropriate behavior.
2. Do not jerk or drag a dog. Always maintain control over the dog and feel free to ask for assistance.
3. Always be aware of your surroundings. Go wide around corners and look through doors before opening them.
4. Move dogs in and out of the rooms quickly. It will lower their stress level.
5. If you do not have experience with a particular dog, stay near the building while you get to know the dog. If the dog is more than you can handle, seek assistance or immediately return to the building.
6. Keep your dog separate from all other animals. Always be aware of other animals and people near you.
7. All dogs must be securely leashed at all times.
8. Never place a dog in a dirty kennel and make sure the dog has clean water.
9. Pick up your dog's waste wherever it is.
10. In the event of an emergency, call for help but remain calm.
11. Report all injuries immediately- regardless of the cause.

Adoption fee:

Cats (over 6 months) = \$50.00

Small animals, birds, reptiles, horses, pigs = vary

Kittens and adult dogs- \$75.00

Seniors 60+ One cat, two years or older = Free

Puppies (under 6 months) = \$125.00

Seniors 65+ One dog, two years or older = Free

Adoption fee includes:

- Spay/Neuter Surgery (mandatory before animal goes home)
- Collar with Keystone ID tag
- FeLV/FIV test (for cats), Heartworm test (for dogs)
- Inoculations for first year (3-in-1 for cats, 5-in-1 for dogs)
- 45 day ShelterCare Pet Insurance
- 3 weeks of free medical care in the PSPCA veterinary hospital
- Microchipping
- Access to adoption counselors and director of behavior.

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