

Memorandum

San Francisco Police Department





To: Chief William Scott
Chief of Police

Approved

Yes

No

From: Deputy Chief Peter D. Walsh 
Administration Bureau

WILLIAM SCOTT
Chief of Police 

Date: May 8, 2024

Subject: Acceptance of Donation

Discussion: Guide Dogs for the Blind (GDB) has selected Sergeant Art Howard of the Behavioral Science Unit (BSU) to accept a peer support facility dog from their organization. GDB places the dog with a person and not with an agency. The dog would be used for San Francisco Police Department (SFPD) personnel under BSU supervision.

The dog's cost is approximately \$2000, but GDB would donate the dog to Sergeant Howard for SFPD's benefit. City Attorney Alicia Cabrera has reviewed the MOU with GDB. The MOU is between Sergeant Howard and the organization, but since it will serve SFPD, she recommended it be accepted as a gift/donation. Once the dog is identified for placement, it will be delivered to him.

The current Police Officers Association MOU also covers the costs associated with the dog's care while in the service of SFPD.

Conclusion: A facility dog would greatly enhance the capabilities of BSU to continue to serve the members of SFPD. For the transition from GBD to Sgt. Howard to be seamless, acceptance of the gift should be granted prior to delivery.

Recommendation: I recommend that Sergeant Howard be allowed to accept Guide Dogs for the Blind's donation of a facility dog for use with SFPD.

Memorandum

San Francisco Police Department



To: A/Assistant Chief Peter Walsh
Office of the Chief of Staff

From: Sergeant Art Howard #909 *AH/909*
Behavioral Science Unit
Staff Services Division

Date: Tuesday, April 23, 2024

Subject: Request to Accept a Donation from Guide Dogs for the Blind

APPROVED YES NO

(Signature)
A/Asst. Chief
Peter D Walsh
Chief of Staff

4.24.24

Discussion: The Behavioral Science Unit (BSU) is piloting a peer support facility dog program for department members and their families in crisis. Guide Dogs for the Blind contacted BSU to help launch the program. Guide Dogs for the Blind is recognized as the industry gold standard for facility dogs and therapy dogs. Guide Dogs for the Blind works with many agencies and only donates facility dogs to a specific handler within an agency to be used in handler's course of work. Guide Dogs for the Blind specifically donates the dog to the handler as opposed to the agency.

If the Police Commission allows the for the gifting of the dog, the department has a MOU with the San Bruno Pet Hospital for veterinary care of dogs. The department also has a contract with Pet Food Express which provides for a monthly allowance for food, treats, kennels, harnesses, and other equipment. Finally, Fleet services has outfitted vehicles with built in kennels and equipment so that conditions for the dog remain safe.

Conclusion: Facility dogs are becoming a national best practice for law enforcement peer support programs. BSU having a high-quality facility dog can be invaluable when engaging members and their families in distress.

Recommendation: I recommend that the department authorize me to accept the donation of a facility dog from Guide Dogs for the Blind for use in my daily BSU duties.

Routing and Transmittal Slip

For Action	<input type="checkbox"/>
For Recommendation	<input type="checkbox"/>
For Approval	<input type="checkbox"/>
As Requested	<input type="checkbox"/>
Note & Forward	<input type="checkbox"/>
For Information	<input type="checkbox"/>
Note & Return	<input type="checkbox"/>
Per Conversation	<input type="checkbox"/>
Confer	<input type="checkbox"/>
For Signature	<input type="checkbox"/>
Consolidate	<input type="checkbox"/>
Investigate & Report	<input type="checkbox"/>
For Compliance	<input type="checkbox"/>
Reply In My Name	<input type="checkbox"/>

1 (Name) DC Walsh	Initials <i>[Signature]</i>
(Unit) Admin Bureau	Date 4-24-24
2 (Name)	Initials
(Unit)	Date
3 (Name)	Initials
(Unit)	Date
4 (Name)	Initials
(Unit)	Date
5 (Name)	Initials
(Unit)	Date
6 (Name)	Initials
(Unit)	Date

Re: BSU Peer Support Facility Dog (PSFD) Pilot Program UO Draft

attached ... is the UO draft

Need an update/clarification as to how to proceed:

- using SFPOA MOU Canine coverage protocol for PSFD Pilot Program

see attached

NOTE: DO **NOT** USE THIS FORM AS A **RECORD** OF APPROVALS, CONCURRENCES, DISAPPROVALS, CLEARANCES AND SIMILAR ACTIONS.

FROM (Name) A/Cmdr Trenia Wearing #1865	Date 04 March 2024
(Unit) Admin Bureau	Phone 415-575-7221

San Francisco Police Department

SFPD 39 (7/72)

S.F.P.D ADMIN BUREAU
MAR 4 24 PM 5:14

22183

UNIT ORDER

UNIT
INDEX
NUMBER

DATE
ISSUED

SUBJECT:

Behavioral Science Unit Peer Support Facility Dog Pilot Program

ISSUED

TO:

Behavioral Science Unit (BSU)

ISSUED

BY:

I. Purpose:

Being on the front lines is physically and mentally challenging for first responders. The capacity to prepare for and recover from stress and adversity is essential for law enforcement personnel. The Behavioral Science Unit (BSU) will implement a Peer Support Facility Dog ("PSFD") "PILOT" program. The PSFD will accompany the BSU designated handler on station visits, BSU department hosted trainings, CIRT related debriefings and/or defusings. The PSFD can have a psychological grounding effect for members that experience sensory overload, dissociation, or distress trauma and can help them reduce their stress by promoting and providing emotional support after exposure to critical incidents. PSFD serves as a distraction or relief from symptoms, PSFD can help individuals cope with depression and other mental health associated conditions, as part of recovering from trauma, anxiety, etc.

Department member interactions with a PSFD are also interactions with a BSU member. Members who do not feel comfortable approaching a BSU member may not hesitate to interact with the PSFD. The PSFD provides an invitation for first responder to have a conversation with a BSU member. Any stigma that might be associated with a member approaching the BSU could be eliminated.

II. Definitions:

- Peer Support Facility Dog: A highly trained canine assigned to assist department members after critical incidents, stress management interventions, and socialization activities aimed at reducing stress levels.
- Facility Dog Handler: A BSU member that is trained to be responsible for the care, management, and deployment of the PSFD, both on-duty and off-duty.
- A Facility Dog has been trained in specific tasks to assist professionals in a facility, such as police departments, courthouses, schools, counseling centers, and hospitals. Facility dogs are trained to work with multiple people who need social interaction, recovery motivation, comfort, or a feeling of safety. They are allowed in the facility they were trained to assist in but are not free to visit public areas where dogs are prohibited.

Unit Order, continued:

III. Procedures:

- The BSU shall contract with a qualified facility dog program that complies with Assistance Dogs International standards for PSFD.
- The PSFD shall be the responsibility of the SFPD member assigned as the PSFD or Facility Dog Handler and the SFPD.
- As authorized by the SFPD, the City will provide veterinary care for the PSFD through the department contracted city approved K9 veterinarian.
- As authorized by the SFPD, the city will provide the standard consistent monthly K9 allowance for food and equipment for the PSFD.
- The SFPD will assign a take home K9 equipped department vehicle to the Facility Dog Handler to transport the PSFD.
- The PSFD will accompany its Facility Dog Handler while on duty and be available for deployment to incidents as requested by authorized personnel.

IV. Training and Compliance:

- Designated Facility Dog Handlers will be responsible for overseeing the care, grooming, training, and well-being of the PSFD, ensuring compliance with the contracted program policies and standards.
- Facility Dog Handlers will adhere to relevant local, state, and federal laws, as well as department policies and procedures governing animal welfare and behavior.

V. Conduct and Behavior:

- **Interaction Guidelines:** Department members interacting with the PSFD will receive orientation and training on appropriate conduct when interacting with the PSFD.
- **Facility Access:** The PSFD will have access to designated areas within SFPD facilities, subject to established guidelines to ensure safety, cleanliness, and member comfort.

Unit Order, continued:

DRAFT

DONOR DISCLOSURE/GIFT ACKNOWLEDGEMENT FORM

Thank you for your generous contribution to San Francisco Police Department.

In order to help the San Francisco Police Department comply with San Francisco's Sunshine Ordinance,* we ask that you please complete this form and return it as soon as possible to: **Attention: Donor Disclosure.**

Thank you again for contributing to San Francisco Police Department.

Donor: Guide Dogs for the Blind

Gift: Facility Dog

Date:

Estimated Value: \$2000

(For Gifts other than cash gifts)

Contact Information:

Name: James Dress Address: P.O. Box 151200 Telephone: 415-499-4000
Street Apt.
 San Raphael, Ca 94915
City, State, Zip Code

The above contact information is: Business Residence

Financial Interest: The sunshine Ordinance requires that a department that receives a gift of money, goods or services worth \$100 or more report any financial interest that the donor has involving the San Francisco City government. Please check the appropriate box or boxes below that describe your financial interest(s) in the City.

- Contract with City (Please describe):
- Grant from the City (Please describe):
- Lease of Space to or from the City (Please describe):
- City License, Permit or Entitlement for Use (Please describe):
- Pending request for a City Contract, Grant, Lease, License,, (Please describe):
- Permit or Other Entitlement for Use. (Please describe):
- Other Financial Interest
- No Financial Interest

*The San Francisco Sunshine Ordinance (San Francisco Administrative Code Chapter 67), as approved by the San Francisco voters in 1999, provides that:

SEC. 67.29-6. Sources of Outside Funding

No official or employee or agent of the city shall accept, allow to be collected, or direct or influence the spending of, any money, or any goods or services worth more than one hundred dollars in aggregate, for the purpose of carrying out or assisting any City function unless the amount and source of all such funds is disclosed as public record and made available on the website for the department to which the funds are directed. When such funds are provided or managed by an entity, and not an individual, that entity must agree in writing to abide by this ordinance. The disclosure shall include the names of all individuals or organizations contributing such money and a statement as to any financial interest the contributor has involving the City



Guide Dogs for the Blind

AGREEMENT CONFIRMING GIFT OF DOG

This AGREEMENT CONFIRMING GIFT OF DOG ("Agreement") dated <<Today>>, is made between GUIDE DOGS FOR THE BLIND, INC. ("GDB") and ("Transferee") in connection with the transfer of unconditional ownership of that certain dog (the "Dog") more particularly described as follows:

Dog Name: <<Dog_Name>>
Registration No: <<Dog_GDB_ID>>
Microchip: <<Dog_Microchip_Most_Recent>>
Breed: <<Dog_Breed_Description>>
Birthdate <<Dog_Date_Whelp>>
Color <<Dog_Color>>
Sex <<Dog_Sex>>
Spay/Alter Date: <<Dog_Alter_Date>>
Vaccination Dates:
Da2PP/DHLPP: <<Dog_DA2PP_Last>>
Rabies: <<Dog_Rabies_Last>>

It is agreed as follows:

1. Transfer of Ownership. GDB hereby fully and irrevocably gives, transfers and conveys all of GDB's right, title and interest in the Dog to Transferee, and Transferee hereby acknowledges and accepts such gift.
2. Duties of Ownership. Transferee agrees to assume all the risks, rights, duties and liabilities of ownership of the Dog, including without limitation providing a proper diet, veterinary services, shelter and all other necessary and appropriate care at the sole cost and expense of Transferee.
3. No Partnership, Etc. By entering this Agreement, GDB and Transferee do not intend and shall not be deemed to be partners, joint venturers, principal and agent, employer and employee, or to share any other similar relationship for any purposes whatsoever.
4. Indemnity. Transferee, on behalf of themselves and all representatives, agents, successors or assigns, agrees to indemnify, protect and hold harmless GDB and its affiliates, agents, officers, directors, employees, representatives and attorneys, and all of its and their predecessors, successors and assigns, past and present, and each of them, from any and all claims, demands, actions, suits, causes of action, obligations, damages and liabilities of whatever kind or nature which may arise after the date of this Agreement out of any occurrences, acts or omissions in any way connected with the ownership, possession, or handling of the Dog by Transferee.
5. No Representation, Warranty or Guarantee. Transferee acknowledges that GDB makes no representations, warranties or guarantees of any kind with respect to the Dog and Transferee accepts the Dog as is, based upon Transferee's own inspection and evaluation of the Dog.



Guide Dogs for the Blind

Expectations of Adopters

Reference: <<Dog_Name>> <<Dog_GDB_ID>>

In consideration of adopting this dog from Guide Dogs for the Blind, Inc. (GDB), I agree to the following terms and conditions throughout the dog's lifetime:

- * Follow GDB recommendations regarding appropriate use of a crate, tie-down or other acceptable confinement when the dog is indoors.
- * Dogs may be left alone outdoors only if safely confined in a kennel run and if reasonable precautions are taken to prevent the dog from becoming injured, stolen, or lost. Provide adequate shelter from rain and cold, shade from sun, and a hazard-free, flea-free environment. Dogs should always sleep indoors overnight and should be supervised outside at all times if not in a kennel run.
- * Feed premium dog food and maintain the dog at its appropriate weight. Provide sufficient and clean drinking water.
- * Visit a veterinarian at least once a year for an annual check-up or as recommended by your veterinarian and follow their recommended vaccination schedule. Provide emergency and chronic veterinary care as required throughout the dog's lifetime.
- * Keep the dog clean and well-groomed through regular brushing/combing, bathing, cleaning of ears and teeth, cutting/filing nails, etc.
- * License the dog in the appropriate county as required by law and transfer the dog's microchip to your name immediately upon adoption. It is also recommended that the dog wear some sort of identification.
- * Provide adequate exercise, socialization, and human companionship. Provide appropriate toys/activities for the dog.
- * We recommend that you continue your dog's training through training classes. In the event of behavioral/adjustment problems, seek assistance through obedience classes, private dog trainer/behaviorist sessions, or contact GDB, which can provide phone support and may be able to recommend trainers/classes in the adopter's area.
- * If unable to continue providing care, return the dog to GDB for placement. If appropriate, owner may place dog in the home of a close friend or relative who has a fenced yard or kennel run at least 5 feet in height and who will meet these "Expectations of Adopters". Before placing the dog, please contact GDB to discuss the transfer of ownership so we may ensure the home meets all guidelines. The dog must not be given away to unknown individuals, sold, or abandoned.
- * Keep GDB apprised of changes in adopter's name, address and/or phone number.

Signed: {{Sig_es_:signer1:signature}}		Date: {{Dte_es_:signer1:date}}	
Print Name: {{N_es_:signer1:fullname}}			
Mailing Address: <<Contact_Home_Address>>			
Phone:		Email:	

- 6. Transferee has been informed of the reason the dog was career changed, retired or returned.
- 7. Surrender of the Dog to Guide Dogs for the Blind. Transferee or transferee's agent may at any time return/relinquish the Dog to Guide Dogs for the Blind or to a representative of Guide Dogs for the Blind. Transferee understands at the time of return/relinquishment, ownership and interest in the Dog is surrendered and all decisions regarding placement and/or other disposition of said dog would be at the sole discretion of Guide Dogs for the Blind.
- 8. The Dog is not a service dog. Admittance of the Dog to businesses, public places or means of transportation is not legally provided for under the Americans with Disabilities Act.

IN WITNESS WHEREOF, GDB and Transferee have each executed this Agreement as of the date first above written.

If at any time, for any reason, you cannot keep this dog, please return the dog to us.

TRANSFEEE:

Signed: {{Sig_es_:signer1:signature}}	Date: {{Dte_es_:signer1:date}}
Print Name: {{N_es_:signer1:fullname}}	
Mailing Address: <<Contact_Home_Address>>	

Please complete and return one copy to us for our files. Thank you!

GUIDE DOGS FOR THE BLIND
P.O. Box 151200
San Rafael, CA 94915-1200
800-295-4050

May we ask for your valued help and concern?

Guide Dogs for the Blind is concerned about the lifetime welfare of its dogs and is interested in significant health problems which may affect any of the dogs released for adoption. This information (and in the event of death, its specific cause) can be very helpful in improving the overall health and well-being of our dogs. In order to track this information, we need your assistance. Would you please advise us of any unusual medical problem experienced with your dog. A copy of the veterinarian's statement, a note or e-mail should suffice. In addition, we may survey transferees for more specific information.

{{OInt_es_:signer2:optinitials}}