



PuppiesBehindBars

Puppies Behind Bars  
Service Dogs for Those Who Serve & Protect®

Thank you for your interest in applying for a PBB community outreach/crisis response therapy dog. The following pages include an application and reference forms, but we want to take a minute to tell you about PBB dogs so you have a better understanding of who we are and, more important, who our dogs are.

First, if you get a PBB dog you will be getting the best dog possible. We say this not to sound arrogant, but because of all the work, love, and socialization (more on this in a bit) we put into our dogs. By the time our dogs graduate, we know there are none better.

All of our dogs are pure-bred Labrador retrievers and all our dogs are bred by us. This is important not only because it allows us to breed the healthiest, most responsive, and most confident dogs in the country, but it allows us to begin socializing our puppies literally from the moment they are born.

“Socialization” means how many different kinds of experiences a dog is exposed to. Our dogs receive a minimum of 10,000 hours of socialization before they are placed as service dogs. This means they have been exposed to children, the elderly, cities, suburbs, and the countryside. They have all gone to kids’ soccer games and football matches. They’ve gone to churches and synagogues and other houses of worship. They’ve gone to dentist and doctor appointments, to restaurants, to movies, on long car trips and to the local mall. Our dogs have been exposed to so many different experiences and people that by the time we pair them with you, they have learned to take everything in stride – so you can as well.

And because all our dogs are raised in prison from the time they are eight weeks of age until they are paired with you, they have developed an empathy and responsiveness to people to a degree that, literally, we have never seen in any other dogs. Our dogs live in prison with their “puppy raisers,” who are generally people who feel vulnerable and who feel emotionally fragile. Our dogs learn to empathize with their puppy raisers, to comfort them when they are stressed, to curl up on their laps for the command “Tell me a Story,” to be by their sides 24/7. From this our dogs learn to love, respect, and protect their humans.

So that’s about our dogs: what about us and the training you will receive from us? If you get a PBB Service Dogs for Those Who Serve & Protect®, you will also get PBB staff in your life. We will move into the hotel with you in upstate NY for the fourteen days of our “team training” so we are with you whenever you may need us. Our days are long, but they are also fun. We train together, we take our dogs to the woods to watch them play together, we go out to dinner together, we go on “field trips” together – and that’s just for the 14 days. Once you get home, we still have your back.

Feb 2020

We are there 24/7 to answer any questions you may have. We are there to help you problem solve. If you are going on vacation and cannot take the dog (our dogs cannot go on cruises, for example), we will offer to take the dog back while you are away. We will help you every step of the way because our goal is for you and your dog to succeed and to enrich the lives of your department and your community.

In the years of working with war veterans and first responders, we have seen the differences our dogs can make in someone's life, by providing the unconditional trust and support that our clients need to go forward. We have no doubt that our dogs can work that same magic in your departments and your communities by providing a simple wag of their tail, a wet nose, and a soft scruffy neck to pet and hug.

As a Manhattan-based non-profit, we were living and working in New York City on September 11<sup>th</sup>. We remember that day as though it were yesterday, and we remember the days and weeks and months and years since. We know how our city and our country changed as a result. We want to thank you for serving us. We want to thank you for keeping our city and country safe. We want to let you know that we feel we can do something to repay you for your service – and that something is to provide you with the best possible service dog there is, with the best possible training and follow-up commitment we can give.

If you have any questions as you fill out the attached application, let us know. Shoot us an email or give us a call. We are here to answer your questions and to help you in any ways we can.

Thank you for your interest in Puppies Behind Bars.

## **HOW TO APPLY FOR a Puppies Behind Bars “Service Dogs for Those Who Serve & Protect”®**

Puppies Behind Bars will donate dogs to departments of first responders for community outreach, crisis response and department enrichment. We have a maximum of twenty dogs to place per year. Puppies Behind Bars pays for 100% of the cost of placement, including transportation and lodging for training. Post-placement, all costs associated with caring for the dog will be the responsibility of the recipient or department.

### **To qualify for one of our dogs:**

- Be able to provide a stable, safe environment for our dog, which includes love, daily exercise, medical care and food.
- Be able to take the dog with you to work. At a minimum, agree the dog will not be left alone for any more than three hours a day.
- Be willing to exercise the dog off leash in an outside enclosed area or appropriate park for at least an hour every day, regardless of weather conditions.
- Be willing to participate in a 14-day “team training” in Chappaqua, NY. About half of team training classes will include working in prison with a small group of carefully selected inmate “puppy-raisers” within a security-supervised classroom that is separate from the general inmate population. “Puppy-raisers” will impart hands-on, professional knowledge to each recipient about his/her dog, and will provide detailed information regarding service dog handling and care. Inmate participants in team training are carefully screened by the correctional facility staff and PBB instructors, are closely monitored and evaluated, and are permitted to participate in PBB’s program based on meeting our extremely high standards for their performance and commitment to the well-being of our dogs and those we serve.

### **How to Apply:**

- Fill out the questionnaire portion of the application and return it to the PBB office (the address is on the application).
- Submit two personal references (blank reference forms are included in this application); we are looking for character references.
- Submit a letter from the appropriate head of your department, stating that you are permitted to bring the dog into your department, and an outline of the role in which your dog will serve.
- Include a copy of your proof of employment and a recent photo along with your application.

### **Application Process:**

- Within two weeks, we will notify you upon receipt of application via email and will request any other documentation we need.
- We will conduct an initial review of your application to determine your eligibility. If we decide to proceed with your application, we will contact you to schedule a video phone interview or an in-person interview.
- Within 4 to 6 weeks, we will inform you of our decision.
- If you are selected, you will be placed in our next 14-day “team training”.



## APPLICATION FOR A SERVICE DOG FROM PUPPIES BEHIND BARS

This application will help us understand more about you, your needs, your lifestyle, and, therefore, which type of dog, and which of our dogs in particular, might be the best fit. If there is anything we've left out, please feel free to add it at the end. Please mail the completed application to Ms. Nora Moran, Puppies Behind Bars, 263 West 38<sup>th</sup> Street, 4<sup>th</sup> floor, New York, NY 10018, or scan and email it to [nora@puppiesbehindbars.com](mailto:nora@puppiesbehindbars.com), or fax it to 212 689 9330. Thank you!

Date:

Name:

Address:

Home / Cell Phone Number:

Email Address:

Date of birth:

Are you (circle one):    Married                  Single                  Divorced                  Separated                  Widowed

Current Status of Employment (circle one):    Employed                  Retired                  Medically Retired

Public Department worked in:                          Number of years on the job:

Job Title:

1. How did you hear about Puppies Behind Bars?
  
2. Please describe your position with your place of employment in detail, including what capacity you work in and during which years.
  
3. How much alcohol do you drink:
4. Each day? \_\_\_\_\_
5. Each week? \_\_\_\_\_
6. Each month? \_\_\_\_\_
7. Do you drink: Beer \_\_\_\_\_ Wine \_\_\_\_\_ Hard alcohol (gin, vodka, scotch, rum, etc.) \_\_\_\_\_
  
8. Do you have any pending court cases?
  
9. Do you live alone?
  
10. If you do not live alone, with whom do you live? Do you have children in your home? If so, what ages? We will speak with your spouse, partner, or other adult with whom you live, to talk about how a dog would be incorporated into your household. Please provide his or her name and contact information.
  
11. How close is your nearest relative? What is your relationship with your closest relative(s)?

12. Please describe the contact your immediate family (spouse, children, live-in parents) will have with the service dog. If no contact, why not?
  
13. Please describe the contact your extended family members (siblings, parents, in-laws, children who do not live at home, grandchildren) will have with the service dog. If no contact, why not?
  
14. Do you have any animals in your home or on your property? If so, what kinds and how old are they? If dogs, please indicate if they are neutered or spayed.
  
15. What is a typical day like for you?
  
16. How would you incorporate a dog into your day? Please include a description of how you plan to incorporate a dog into your time at work and your time at home.
  
17. How would you exercise a dog? Our dogs are all Labrador retrievers who need at least one hour of good, hard running off-leash each day. How can you provide that?
  
18. Do you have a fenced-in yard? If so, please supply dimensions.
  
19. Is there a dog park near you? If so, please tell us the name, address, and link (if possible), as well as dimensions.

20. If the answers to #'s 18 and 19 above were "no", where will our dog get to run and play off-leash? Please provide name of park (or whatever), address, and link (if possible).
  
21. Have you ever had experience with a dog before? If so, what kind and when? What happened to that dog/dogs?
  
22. Do you own or rent your house or apartment?
  
23. Will you or the department be responsible for veterinary expenses, food, and supplies? Please outline your plan to provide care for the dog.
  
24. Please include a photo of yourself that's been taken within the last two weeks.

## Service Dogs for Those Who Serve & Protect® Agreement

Puppies Behind Bars (PBB) pays the costs associated with training the dog and matching the dog with first responders or their departments. PBB will pay for travel and lodging expenses for the first responders to travel to the fourteen-day training where the participant and dog are trained to work together. PBB will also provide most of the meals, but on the nights when we do not go out to dinner together as well as nights you choose to either eat in your hotel room or go out with other participants, those costs will be yours. Please save and remit all receipts for gas if you choose to drive to "Team Training". Thirty days after receiving the receipts, PBB will reimburse gas and toll expenses. PBB will not reimburse incidentals such as food or beverages consumed in transit or cultural or entertainment expenses incurred during the fourteen days of training with the dog.

If, at any time and for any reason, I find that it is impossible to keep the dog I have received from PBB, I will contact PBB and will return the dog to the organization. I will neither sell nor give the dog to anyone, including a family member. PBB will make all arrangements to pick up the dog and no questions will be asked. PBB feels that the dog's happiness and health are of prime importance and will take back any dog whose quality of life is not of the highest standards, which includes that the dog maintains a healthy weight, receives proper veterinary care including monthly doses of Heartgard, Nextgard, and Frontline, one hour of off-leash outdoor exercise each day, and lives in the house and is not tied up outside or in a kennel. We will also take back the dog if you do not stay in touch with us, meaning that you do not return our calls, emails, texts, etc. Accordingly, I agree to abide by all of PBB's follow up and recertification policies and procedures.

PBB will retain ownership of the dog for the life of the dog to ensure that you are working well with the dog and the above standards are met. While we have no intention, or desire, to take a dog back, past experience has shown us, unfortunately, that sometimes it is unavoidable. PBB reserves the right to remove the dog from its placement at any time if one or more of the following situations exist:

1. The recipient is unable to properly care for the dog, as determined by PBB, including but not limited to the dog maintaining his or her placement weight.
2. The dog is being neglected or abused, or not exercised.
3. The dog is found wandering on its own.

PBB will make site visits when I am home with my dog after approximately three months and will test me and my dog once a year thereafter. I may have to travel to meet PBB instructors for my annual visits. I agree to do such travel and agree that I will comply with all these visits, as well all emails, texts and phone calls from PBB staff and instructors.

I also agree that PBB instructors may speak with my current health care provider and/or future health care providers throughout my dog's life. I understand that sometimes problems can be resolved by PBB asking my health care provider to intervene.

\_\_\_\_\_  
Name (please print)

\_\_\_\_\_  
Puppies Behind Bars, Inc. (name)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Puppies Behind Bars, Inc. (signature)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



Personal Reference Form for Service Dogs for Those Who Serve & Protect ® Application

*Please note that Puppies Behind Bars will contact this reference for a phone interview to glean more information on the applicant.*

Applicant's Name:

Your Name:

Phone Number:

Email Address:

1. What is your relationship to the applicant?
2. How long have you known the applicant and how often do you interact?
3. How would you describe the applicant's character? Please be as descriptive as possible.
4. How would you say the applicant handles interacting with people?
5. How would you say the applicant handles receiving instruction and constructive criticism?

6. Have you ever observed the applicant interacting with animals?
  
  
  
  
  
  
  
  
  
  
7. To your knowledge is the applicant able to care and provide for a dog, including an hour of off-leash outside play each day (regardless of weather)?

Please feel free to add anything else you feel we should know about the applicant. For this, please use the reverse side.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Please mail, scan, or fax this to:

**Nora Moran**  
**Puppies Behind Bars**  
263 West 38<sup>th</sup> Street, 4<sup>th</sup> floor, New York, NY 10018  
Email: [nora@puppiesbehindbars.com](mailto:nora@puppiesbehindbars.com); fax: 212 689 9330



