

**LYCOMING COUNTY FACILITY DOG REQUEST FORM**

**Please submit the form to:**

Jerri Rook, Facility Dog Handler  
Lycoming-Clinton Joinder Board  
33 West Third Street, 4<sup>th</sup> Floor  
Williamsport, PA 17701  
Email: [jrook@joinder.org](mailto:jrook@joinder.org)

**(570) 326-7895**

**Date:**

**Party Requesting Facility Dog:**

**Type of Event:**    **Dependency**    **Delinquency**    **Criminal**    **Civil**    **Other**

**Case Name:**

**Docket Number:**

**Date of Event:**

**Time of Event:**

**Expected Length of Event:**

**Location of Event:**

**Name(s) of Child/Victim/Witness and Ages:**

**Brief description of the event:**

**Please advise if there are any concerns, safety issues, special instructions or notes for the Handler:**

**Are there any allergy concerns:**    **Yes**                    **No**

**Have we met with the child/victim/witness in the past:**    **Yes**                    **No**

**If a criminal matter:**

**Commonwealth Attorney:**

**Defense Attorney:**

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***In-house use only:***

**Time spent on event:** \_\_\_\_\_

**Notes:**

# Request Procedures

## **1. Submission of Request**

All requests for the facility dog must be submitted directly to Jerri Rook. Requests may be made in person or via email.

## **2. Required Information**

Please complete the form in full and include all necessary information.

## **3. Review and Approval**

- The handler will review each request based on:
- Identified need and appropriateness of the request
- Availability of the handler and the facility dog
- Suitability of the environment and participants

The handler reserves the right to approve or deny any request.

## **4. Confirmation of Request**

- Approved requests will be confirmed via an Outlook calendar invitation.
- If a request is denied, the handler may provide alternative options when appropriate.

## **5. Advance Notice**

Requests should be submitted as far in advance as possible. A minimum of 48–72 hours' notice is strongly recommended.

## **6. Cancellations**

If a scheduled visit is no longer needed, the requester must notify the handler as soon as possible.

## **7. Handler Discretion**

The handler may modify or cancel scheduled visits due to:

- Changes in the facility dog's health, fatigue, or workload
- Emergencies or scheduling conflicts

## **8. Additional Considerations**

Requests may be prioritized based on urgency, including court proceedings, crisis situations, or high-need cases.

The frequency and duration of visits may be limited to ensure the facility dog's health and well-being.