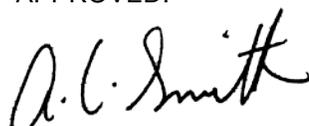




SUBJECT: Animal Program	PAGE <u> 1 </u> OF <u> 4 </u>
	NUMBER: 71-SOC-12
RULE/CODE REFERENCE: ORC 2901.01	SUPERSEDES: New
RELATED ACA STANDARDS:	EFFECTIVE DATE: October 1, 2019
	APPROVED: 

I. AUTHORITY

Ohio Revised Code 5120.01 authorizes the Director of the Department of Rehabilitation and Correction, as the executive head of the department, to direct the total operations and management of the department by establishing procedures as set forth in this policy.

II. PURPOSE

The purpose of this policy is to establish the guidelines for standard operation of animal programs within authorized facilities of the Ohio Department of Rehabilitation and Correction (ODRC).

III. APPLICABILITY

This policy applies to all ODRC employees, contractors, inmates, and community partners, especially those at facilities with animal programs and those facilities wishing to develop an animal program.

IV. DEFINITIONS

Animal Handler - An inmate who has been screened, trained, and assigned to serve as the primary or secondary caretaker of an animal for the duration of its stay at the facility.

Animal Program Coordinator - An ODRC employee or contractor designated by the managing officer/designee to manage all aspects of the animal program at the facility level.

Community Partner - A non-profit 501(c)(3) organization or government agency (e.g., a county shelter) that provides service or companion animals for individuals and/or that provides protection or preservation for animals.

Memorandum of Understanding (MOU) - A written and signed statement summarizing the terms of an agreement between the **facility** and the community partner.

V. POLICY

It is the policy of the Ohio Department of Rehabilitation and Correction (ODRC) to authorize and support animal programs that benefit community partners, inmates and staff while promoting rehabilitation and fostering a safe and humane environment for animals through training and service.

VI. PROCEDURES**A. Formulation of Animal Programs**

1. Animal programs shall be approved by the managing officer at each authorized facility.
2. The types of animal programs and requirements of said programs shall be outlined in a local policy in accordance with ODRC policy 01-COM-14, Local Policies. See Appendix A for required elements of the policy.

B. Animal Program Supervision

1. Each facility shall have an ODRC employee or contractor designated as an animal program coordinator to oversee all aspects of the animal program. Facilities with more than one type of animal program may have more than one ODRC employee designated as an animal program coordinator (i.e., a back-up or one for each type of animal program identified in the local policy).
 - a. The responsibilities of the animal coordinator shall be outlined in the local animal program policy.
 - b. The local animal program policy shall be reviewed annually by the animal program coordinator/s.
2. Each facility shall have a committee to oversee the animal program/s. At a minimum, the committee shall consist of the animal program/s coordinator, deputy warden of special services, the chief of security/designee, a unit staff person from the unit(s) the animals are housed, and a representative from mental health. If the program involves animals from a community partner, a representative from the community partner shall be included.
 - a. The committee shall meet on a quarterly basis;
 - b. The quarterly meetings should include the community partner, if applicable.
3. The animal program committee shall create a local policy utilizing the format and template as outlined in ODRC policy 01-COM-14, Local Policies, and provided as Appendix A below. This policy shall be reviewed annually and include animal suitability, facility response to program incidents, and guidelines for staff animal programs if applicable.

C. Inmate Handler Selection Criteria and Training

1. All inmates serving as animal handlers on the effective date of this policy shall be grandfathered unless determined otherwise by the managing officer.
2. For inmate animal handlers hired after the effective date of this policy, the following shall apply:
 - a. A Sensitive Work Area/Job Assignment Screening Review (DRC2087) must be completed and approved by the committee.
 - b. No inmate convicted of an animal cruelty offense (or whose crime in any way involved animal cruelty) shall be permitted to be an animal handler.
 - c. No inmate with a history of violence, to include pre-incarceration, as defined by Ohio Revised Code section 2901.01 (A)(9)(a-d) and/or any findings of guilt by the Rules Infraction Board for violent rule infractions in the past two (2) years shall be permitted to be an animal handler.
 - d. If an inmate has been previously removed from an animal program, to include previous incarcerations, the committee shall determine eligibility for placement in the animal program if all other requirements are met.
3. Each animal program shall provide basic training for the inmate animal handlers. The training is the responsibility of the animal program coordinator and community partner if applicable. The detailed requirements of the training shall be further outlined in the local animal program policy.

D. Community Partners

1. Community partners shall be a government agency or a non-profit 501(c)(3) organization with an appropriately insured board of directors.
2. Prior to development of a memorandum of understanding (MOU), the animal program coordinator shall conduct a site visit of the community partner location and verify the following:
 - a. Community Service Application with ODRC; and
 - b. 501(c)(3) with board of directors; or
 - c. Government agency; and
 - d. Proof of insurance; and
 - e. Attend a board meeting (when applicable).
3. The facility shall have a MOU with the community partner. The MOU shall address all aspects of the program to include but not limited to expectations from both parties, supplies, types of training, emergency situations, breed restrictions, removal of animals from facility, insurance proof, funding, etc.

4. Community partners shall be given the opportunity to visit the living quarters of the animals with the animal program coordinator/s or designee. Any concerns shall be documented and addressed by the animal program coordinator/s.

Attachments:

Appendix A Local Policy Template

Related Department Forms:

Incident Report	DRC1000
Employee Injury/Illness Report	DRC1796E
Sensitive Work Area/Job Assignment Screening Review Form	DRC2087
Inmate Accident Report	DRC4198

APPENDIX A

71-SOC-12

(Utilize Local Policy Template DRC1356)

I. AUTHORITY

This policy is issued in compliance with Ohio Revised Code 5120.38 which delegates to the managing officer the authority to manage all aspects of the institution.

II. PURPOSE

The purpose of this policy is to establish (**insert facility name here**) procedures for the safe and humane operation of animal programs.

III. APPLICABILITY

This policy applies to all facility employees, inmates, contractors, and volunteers.

IV. DEFINITIONS

Animal Handler - An inmate who has been screened, trained, and assigned to serve as the primary or secondary caretaker of an animal for the duration of its stay at the facility.

Animal Program Coordinator/s - An ODRC employee/s or contractor/s at the facility designated by the managing officer/designee to manage all aspects of the local animal program/s.

Community Partner - A non-profit 501(c)(3) organization or government agency (e.g., a county animal shelter) that provides service or companion animals for individuals and/or that provides protection or perseveration for animals.

Memorandum of Understanding (MOU) - A written and signed statement summarizing the terms of an agreement between the facility and the community partner.

V. POLICY

It is the policy of the (**enter facility name here**) to provide and support animal programs that benefit community partners, inmates, and staff while promoting rehabilitation and fostering a safe and humane environment for animals through training and service.

VI. PROCEDURES

A. Formulation of Animal Program/s

1. Outline facility process for animal program proposal/request;
2. Outline facility process for approval of animal program;

3. Outline facility process for designated location of the animal program to include areas for housing, training, and exercising.

B. Types of Animal Program/s

1. Outline types of animal programs available at the facility (i.e., boarding, grooming, training, etc.);
2. Outline the requirements for each type of program listed;
 - a. Application process;
 - b. Payment process;
 - c. Supplies process;
 - i. Include details of inventory and storage expectations
 - d. Program Rules;
 - e. Program Evaluation.

C. Animal Program/s Supervision

1. Outline facility process for selection of animal program coordinator/s;
2. Outline responsibilities of the animal program coordinator/s;
 - a. Include requirement of local animal program policy review.
3. Outline facility committee requirements for animal program.
 - a. Committee participants (include community partner if applicable);
 - b. Meeting frequency (i.e., quarterly);
 - c. Site visits (if applicable);
 - d. Policy review;
 - e. Program evaluation.

D. Inmate Handler Selection Criteria, Training, and Evaluation

1. All inmates serving as animal handlers on the effective date of the ODRC policy 71-SOC-12, Animal Program, shall be grandfathered unless determined otherwise by the managing officer.
2. All inmate animal handlers hired after the effective date of this policy shall meet the following criteria:
 - a. A Sensitive Work Area/Job Assignment Screening Review (DRC2087) must be completed and approved by the animal program committee;
 - b. No inmate convicted of an animal cruelty offense (or whose crime in any way involved animal cruelty) shall be permitted to be an animal handler;
 - c. No inmate with a history of violence, to include pre-incarceration, as defined by Ohio Revised Code 2901.01 (A)(9)(a-d) and as outlined in

Tiers I, II, or III (SB201) in the past 5 years shall be permitted to be an animal handler;

- d. If an inmate has been previously removed from an animal program, to include previous incarcerations, the animal program committee shall determine eligibility for placement in the animal program if all other requirements are met.
3. Each animal program shall provide basic training for the inmate animal handlers.
 - a. Outline facility training requirements and ensure all programs are covered.
 - i. Include staff responsibility;
 - ii. Include community partner (if applicable) responsibility (ensure not a conflict with MOU);
 - iii. Include inmate animal handler responsibility.
 4. Each animal program shall provide evaluation of the animal program.
 - a. Include facility process for evaluation of inmate animal handlers;
 - b. Include facility process for evaluation of animal program coordinator/s;
 - c. Include facility process for evaluation of overall animal program/s.

E. Community Partners

1. Community Partners shall be a government agency or a non-profit 501 (c)(3) organization with an appropriately insured board of directors.
2. Prior to development of a MOU, the animal program coordinator/s shall conduct a site visit of the community partner location and verify the following:
 - a. Community Service Application with ODRC; and
 - b. 501 (c)(3) with board of directors; or
 - c. Government agency; and
 - d. Proof of insurance; and
 - e. Attend a board meeting (when applicable).
3. Outline the facility process for development of the MOU with the community partner. Ensure the MOU includes the following at a minimum:
 - a. expectations from both parties;
 - b. Supplies;
 - c. types of training;
 - d. emergency situations;
 - e. breed restrictions;
 - f. removal of animals from the facility;
 - g. insurance proof;
 - h. funding.

4. Outline the facility process for allowing community partners to visit the living quarters of the animals with the animal program coordinator/s or designee.
 - a. Include how concerns will be documented and addressed.

F. Animal Incident Response

1. Outline facility process for responding to incidents involving animals in the local animal programs. This section shall include information on notification, containment (if applicable), removal (if applicable), resolution, and follow-up.