

<p style="text-align: center;">STATE OF IOWA DEPARTMENT OF CORRECTIONS</p> <p style="text-align: center;">POLICY AND PROCEDURES</p>		Policy Number	Applicability
		OP-RA-04	<input checked="" type="checkbox"/> DOC <input type="checkbox"/> CBC
		Policy Code	Iowa Code Reference
		Public Access	N/A
Chapter 5	Sub Chapter	Related DOC Policies	Administrative Code Reference
OFFENDER PROGRAMS	RECREATION & ACTIVITIES	N/A	N/A
Subject		ACA Standards	Responsibility
IDOC COMMUNITY SERVICE ANIMAL PROGRAMS		N/A	William Sperfslage
		Effective Date	Authority
		October 2020	Beth Skinner Director Signature on file at Iowa DOC

I. PURPOSE

To establish the guidelines that shall be used to manage the community service animal program in the Iowa Department of Corrections (IDOC) institutions.

II. POLICY

It is the policy of the IDOC to provide recreational programs and activities to all confined incarcerated individuals. The Program is a community service program. Animals are trained by eligible incarcerated individuals to provide assistance, service, therapy and companionship for citizens in the community.

III. CONTENTS

A. Application Process

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- C. Animal Selection
- D. Veterinary Care
- E. Bite or Other Significant Events
- F. Training and Instruction
- G. Compensation
- H. Handling, Management and Treatment of Animals
- I. Adoption Process

IV. DEFINITION

Handler - An individual in immediate physical charge of an animal.

V. PROCEDURES

No program shall be added, altered or expanded without approval of the Deputy Director of Institutions.

- A. Application Process
 - 1. Participation in the program is considered to be a privilege.
 - 2. Incarcerated individuals interested in the program shall complete an application and forward the completed application to the facility. Each institution shall have written procedures outlining the application process for their respective dog program.
 - 3. Each institution shall have written procedures regarding the selection of candidates.
- B. Incarcerated Individual Selection/Removal

Each institution shall have written procedures regarding the removal of participants.
- C. Animal Selection

1. Selection of animals to participate in the program shall be at the sole discretion of the community organization.
2. The institution may refuse animals if they have any concerns.

D. Veterinary Care

1. All animals selected for placement shall receive a complete physical examination and made current on their vaccinations, specifically rabies, and Bordetellosis (kennel cough). Additionally, they shall be spayed/neutered prior to arrival at the facility. The cost of veterinary care is incurred by the community organization.
2. Copies of all veterinary records for each animal placed at the facility will be provided.
3. All necessary medications to include, but not limited to heartworm preventative, flea and tick control products shall be provided by the community organization.

E. Bite or Other Significant Events

Each institution shall have written procedure regarding significant events, including but not limited to:

1. In the event of a bite, the handler shall immediately place the animal in a crate/kennel/confined area as it relates to the specific animal. The trainer shall immediately notify available prison staff and provide them the name of the person bitten and the name of the animal involved. Staff shall immediately contact the facility designee of the incident.
2. The facility's designated staff member shall contact animal control and the community organization to advise them of the incident.
3. Any incarcerated individual or staff bitten by an animal in the program shall be referred to the medical department for immediate medical attention. A refusal to be assessed by medical staff must be supported by a written and signed statement to that effect.
4. Notification of the incident shall include a written report of the incident and any other written documentation such as incident reports and statements from those involved or witness the incident.

These shall be completed prior to end of shift and given to the facility designee.

5. The designated staff member shall conduct an investigation to include the review of camera footage, all incident and medical reports and witness statements.
 - a. If it was deemed an aggressive act by the animal, he or she shall be removed from the Program and returned to the community organization.
 - b. If it was deemed an inappropriate instigation by an incarcerated individual or staff then those individuals shall be subject to institutional disciplinary actions.

F. Training and Instruction

Each institution shall have written procedures specific training requirements for their respective animal program. Training of handlers shall be conducted by persons with the appropriate qualifications.

G. Compensation

Each institution will determine if the incarcerated individual shall receive compensation for their animal handler job.

H. Handling, Management and Treatment of Animals

Each institution shall have written procedures outlining its program to include, but not limited to:

1. Incarcerated individuals shall be assigned animals to work with based on their previous experience with animals, personalities of the incarcerated individual and the dogs available; the professional opinion of the community organization and supervising facility staff.
2. The animal's equipment and supplies are subject to all aspects of security procedures, including searches.
3. Any incarcerated individual trainer who encourages or attempts to encourage aggression in an animal or attack mode behavior will be removed from the program.

4. Process for handling animals when incarcerated individuals are on restricted movement status.

I. Adoption Process

Each institution in conjunction with the organization shall have written procedures regarding the adoption process for their respective animal program.