




OREGON DEPARTMENT OF FISH AND WILDLIFE POLICY

Human Resources Division

Title:	Pets and Other Animals/Livestock	HR_450_25
Supersedes:	HR 450_25, dated November 1, 2010	
Applicability:	All Employees, Residents of Agency-leased Housing	
Reference:	OAR 125-155-0420, DAS Facilities 125-6-132	
Effective Date:	February 1, 2011	Approved: 

I. PURPOSE

To provide consistent guidelines which allow department employees who reside in agency owned housing to have pets and/or other animals/livestock in or on department managed property. The employee must accept responsibility for the pet and/or other animal/livestock in terms of care and in a manner that respects the safety, health and rights of the department, neighbors, property owners, the public and the pet and/or other animal/livestock.

II. DEFINITIONS

- A. **Pet:** Dog, cat, rabbit, bird, rodent (e.g., hamster). Dependent on pre-approval and site-specific conditions, the department guideline is to allow up to two of any one kind (e.g., two dogs; two cats; two birds, etc.); or, a single combination of up to two kinds (e.g., one dog *and* one cat; one cat *and* one rabbit, etc.). In addition, up to 2 aquariums are allowed, not to exceed a combined total of 50 gallons.
- B. **Other Animal/Livestock:** Dependent on pre-approval and site-specific conditions, the department guideline is to allow up to one horse or one cow, and five (5) laying hens per household on wildlife areas only. Additionally, up to five (5) laying hens may be allowed per household at fish hatcheries.
- C. **Fixed Facility Manager:** Region manager, watershed manager or hatchery coordinator (in consultation with the appropriate hatchery or wildlife manager).
- D. **Site-Specific Conditions (i.e., facility "footprint"):** Include but not limited to department goals and objectives for the area, public access and safety to the public, other employees, property considerations such as physical setting, housing density and configuration, existing space, confinement structures, etc.

III. POLICY

- A. **Pets in State Vehicles or in Private Vehicles on State Business:** Pets may not ride in state vehicles or in private vehicles on state business except under the following conditions and requirements:

1. Medical aid animals may be taken along as necessary without advance permission, but remain subject to reasonable department conditions related to safety, sanitation and security.
2. The department may permit drivers to transport animals to the extent needed to accomplish state business.

B. Pets in or on Department Managed Property: Keeping pets in or on department managed property is allowed only for those employees who rent department housing or reside on department managed property. Employees not renting department owned housing must have approval from the fixed facility manager to have a pet in or on department managed property.

1. Keeping pets requires department pre-approval by the fixed facility manager as part of the initial rental agreement or as an addendum to an exiting agreement and is subject to site-specific conditions and continuing compliance with all other guidelines of this policy.
2. Approval to have or keep a pet in or on department managed property will be based on the following guidelines and the employee's ability to meet the responsibilities within these guidelines:
 - a. Pets must not be allowed in areas where they would cause conflict with neighbors, the general public, station routine, or cause damage to property.
 - b. If cages, kennels or other confinements are required, they must be humane and neatly maintained at a location mutually agreed upon between the pet's owner and the fixed facility manager. Construction and maintenance of such structures will be at the pet owner's expense and personal time. The pet owner or tenant will be held liable for property damage incurred by any pet and may be required to keep animals kenneled that cause problems.
 - c. Pets are not allowed to run loose. Note: Pets such as a hamster and a bird must be kept in a cage.
 - d. Any reproduction of pets shall be managed so that the maximum number of pets (as defined in Section II, Definitions) is achieved within two months of weaning.
 - e. If an employee wants additional pets, written approval from the fixed facility manager shall be secured before an employee may acquire additional animals. Such written approval must be attached as an addendum to the employee's Rental Agreement.
 - f. Refer to DAS policy 125-6-132.

C. Other Animal/Livestock in or in Department Managed Property: The number and types of other animals/livestock allowed shall be based on site-specific conditions (facility "footprint"). Where appropriate, the department guideline is to allow up to one (1) horse or one (1) cow (wildlife areas only), and up to five (5) laying hens on fish hatcheries and wildlife areas.

1. Keeping other animals/livestock requires pre-approval by the fixed facility manager as

part of the initial rental agreement or as an addendum to an existing agreement and continuing compliance with all other guidelines of this policy.

2. There are instances where the use of certain lands by department personnel for pasturing or holding livestock on wildlife areas or other department installations is advantageous to, and does not conflict with, ODFW operations. Employees are not to use forage on a wildlife area, except where doing so provides an equitable benefit to the department (based on department needs). Approval to use such forage must be approved by the fixed facility manager and documented pursuant to accounting and procurement requirements for audit purposes. Refer also to ODFW Policy AS210-06 (dated 12-01-2004), which covers the use of employee-owned pack animals.
3. On those installations where hens are allowed, they will be confined at all times in a coop or pen (no "free-range" allowed).
4. Any reproduction from these animals must be reduced to the originally authorized number within one year.
5. When pens or other facilities are needed, they will be constructed and maintained at the animal owner's expense and on non-duty time. The fixed facility manager must approve the type and site of these structures.
6. Full care and responsibility of animals will be at the time and expense of the animal owner. Feed must be purchased by the employee. The tenant will be held liable for property damage incurred by any animal/livestock.
7. If an employee wants additional other animals/livestock, written approval from the fixed facility manager shall be secured before an employee may acquire additional other animals/livestock. Such written approval must be attached as an addendum to the employee's Rental Agreement.
8. For hatchery areas, based on site-specific conditions (facility "footprint") an exception for other animals/livestock may be considered by the fixed facility manager for educational purposes only for employees who are participating in programs such as 4-H, FFA, etc., and if approved shall be time-limited.

D. Responsibilities and Criteria for Approval

1. Department Responsibilities: The fixed facility manager will review requests to have or keep a pet or other animals/livestock in or on department managed property. These requests may or may not be approved based on specific site conditions, goals of the department, appropriateness, and potential for problems.
 - a. The process of approving or disapproving a request to have or keep a pet or other animals/livestock in or on department managed property shall be done in a fair and reasonable manner, per site-specific conditions (i.e., facility "footprint"), with concern for department goals and objectives for the area.
 - b. Approval or disapproval of this request must be in writing and may be appealed to the appropriate Region Manager or Division Administrator.
 - c. Approved requests will be reviewed by the fixed facility manager every two years or when conditions change which ever occurs sooner.

- d. The fixed facility manager shall notify an employee in writing when a pet or other animal/livestock problem is observed and falls under the employee's area of responsibility. Failure to make corrections to a pet or other animal/livestock problem may result in the removal of the animal from department managed property and/or disciplinary action to the employee.
2. Employee: Any approved pet or other animal/livestock on fixed facilities is the responsibility of the employee. All of the appropriate following guidelines must be met or the onsite manager can request correction.
- a. Cleanliness – Each pet or other animal/livestock shall be kept in such a manner that odor, sanitation and health of the animal is not a threat to the animal, employee, public or department property. Fecal materials must be handled in an appropriate manner, and are the responsibility of the employee.
 - b. Health/Safety – Each pet will be kept in such a manner that the pet, employee and public's safety are not jeopardized. Impacts to fish and/or wildlife, such as disease transmission, must be considered when providing humane shelter and care. Pets or other animals/livestock must be vaccinated, at the owner's expense, pursuant to all local health laws and regulations.
 - c. Control – All authorized pets and other animals/livestock must be adequately restrained and supervised so as to maintain the health and safety of the entire facility, its personnel, and the public. The employee is required to construct or furnish, at the employee's expense and on non-duty time, an appropriate structure to house, protect, or limit pet or other animal/livestock movement while in or on department managed property (i.e. shelters, kennels, runs, etc.). Such structures may be necessary to protect the pet and people from intimidation, attack or injury. The employee is responsible for the animal's behavior and physical control at all times. The employee is also responsible for the control of odor, noise or other nuisance factors of each pet and/or other animals/livestock. In no instances will animals be allowed to be out of the owners' immediate control.
 - d. Damage – The employee is responsible for damage in or on department managed property which is caused by the pet or other animal/livestock whether the damage is to department, public or private property.
 - e. Appearances – Structures or equipment an employee provides for a pet or other animal/livestock must be maintained and placed in a manner consistent with the normal visual effects of department managed property.
 - f. Removal – Removal of pets or other animals/livestock and any associated confinement structures when purchased by the employee will be the employee's responsibility, including any expenses incurred. If the employee vacates the premises and if the department incurs expenses for the removal, the department will bill the employee.
 - g. Laws and Regulations -- Each employee who is responsible for a pet and/or other animals/livestock must conform with all applicable laws and

regulations. These may include but are not limited to city, county, state and federal laws pertaining to such areas as vaccinations, use of leashes, licenses, permits to keep, limits on numbers and types of pets, etc.

h. Appeals -- Employees may seek an appeal with the appropriate Region Manager, if a request to keep a pet and/or other animal/livestock on department managed property is denied or when corrective actions are required.

3. Non-department Renter (e.g. volunteers, camp hosts): Pet agreements with non-employee persons living in department owned housing or residing on department property will be handled by individual contracts developed at the time the unit is rented or residency begins. Possession of other animals/livestock by non-department employees is prohibited.

IV. POLICY CLARIFICATION

- A. Employee is responsible for the conduct of any person's pet(s) that comes on the premises at employee's invitation or with employee's acquiescence. Employee agrees not to disturb the neighbors' peaceful enjoyment of their property as a result of the conduct of the employee's or other person's pets on the premises with the employee's consent.
- B. Employees hunting on department managed property as a private citizen may use their hunting animals as would any citizen sportsman.
- C. Exotic species, those defined as 'prohibited species' under the department's Wildlife Integrity Rules, as identified in OAR 635.056, are not allowed on or in department owned or managed properties.
- D. Current employees, as of the effective date of this policy, who have an animal(s) that exceed the number or type allowed under this policy are grandfathered for the life of the current animal(s), except as follows: If the employee relocates to other department managed property and the site-specific conditions of the new location are not suitable for the type of animal(s), as outlined in this policy, the employee will need to find another home for the animal (e.g., moving from a wildlife area which allows for livestock to a hatchery which doesn't allow for livestock) -- the intent being to reduce at that time the number of pets and/or other animals/livestock to fall within the total number allowed in this policy. Grandfathering does not apply to the other requirements outlined in this policy (e.g., cleanliness, health & safety, control, damage, etc.).
- E. The department reserves the right to deny request for any other animal/livestock or pet based on the "footprint" of the facility.
- F. Employees are not allowed to sell consumable animals/livestock, including eggs, meat, etc., to the public. However, animals/livestock which are raised for educational purposes (associated with 4H, etc) may be sold through and in association with that educational program. Regular commercial operations are strictly prohibited in accordance with Section 3 of the Rental Agreement.
- G. The department reserves the right to refuse any pet or livestock.

