



STATE OF WASHINGTON
DEPARTMENT OF AGRICULTURE

P.O. Box 42560 • Olympia, Washington 98504-2560 • <http://agr.wa.gov> • (360) 902-1800

**AGREEMENT BETWEEN
WASHINGTON STATE DEPARTMENT OF AGRICULTURE
AND
RESERVE VETERINARY CORPS MEMBER**

The Purpose of this Agreement is to provide the Washington State Department of Agriculture (WSDA) Reserve Veterinary Corps (RVC) members with an outline of what their roles, responsibilities, and requirements will be while participating as an RVC member. This agreement will be in effect at trainings, meetings, and deployment.

RVC members may be given response supplies/equipment and a daily stipend and/or reimbursement for travel and other expenses, as authorized *in advance* by WSDA as reimbursable, for any department requested training and/or meeting. The maximum amount to be paid to an RVC member within 1 fiscal year for authorized stipend and expenses shall not exceed \$5,000.00.

Travel expenses may include airfare (economy or coach class only), other transportation expenses, and lodging and subsistence necessary during periods of required travel. RVC members shall receive compensation for travel expenses at current state travel reimbursement rates.

RVC members will be working under the command and control of the Washington State Veterinarian in the event that WSDA deploys RVC members in an animal health event or disease investigation.

All credentialed personnel working for, volunteering, representing, or under the authority of the Washington State Veterinarian, shall adhere to the following policies:

1. WSDA-RVC members shall project a professional manner and appearance while participating in any WSDA-RVC activities. The following behaviors will not be tolerated while on site at a disaster, training, exercise or other WSDA-RVC activity:
 - a) Consumption of alcoholic beverages while on duty or any display of public drunkenness;
 - b) Possession, use, or selling of any illegal drugs;
 - c) Violation of any laws;
 - d) Public outbursts or public derogatory remarks about other organizations or individuals;
 - e) Illegal use or display of a firearm; and
 - f) Unwelcome, inappropriate sexual overtones and behaviors.
2. WSDA-RVC identification shall never be used to gain access to an animal health event scene or disease investigation without formal activation. Individuals engaged in any response

activities without formal activation are not deemed to be working as part of the WSDA-RVC. Members for the WSDA-RVC will only enter into an animal health event or investigation when formally activated through state or local emergency management requests and will not be considered active until they sign in at a designated staging area.

3. Members shall observe all safety rules and regulations and be familiar with the proper usage and operation of all equipment they are expected to use. Members shall identify operations that are beyond their capabilities based on their experience, training, and knowledge. Members should refuse to proceed and then notify their supervisor when faced with operations that are beyond their capabilities based on their experience, training, and knowledge, and seek appropriate alternatives or additional task supervision involving a qualified individual.
4. All members shall wear current identification while on site for an animal health event or disease investigation. Members will provide and carry copies of professional credentials and WSDA-RVC issued identification during emergency activation or exercises.
5. Members shall be expected to accept assignments and/or orders as directed by the supervising authority (ICS Incident Commander) or, if required, make discretionary decisions based on appropriate intent and good judgment.
6. Members, while representing WSDA-RVC, will not participate otherwise in operations that serve to promote personal gains or ideologies.
7. Members shall not enter private properties to perform search and rescue or other duties without permission from the owner or supervising law enforcement authority.
8. Members shall remain in contact with the appropriate supervisor and confine their activities to the stated mission and directives.
9. Members will interact with the media only through official WSDA-RVC and incident command public information channels and will keep all information concerning disease investigations, disaster victims, or criminal investigation support confidential.
10. Members will be required to document or participate in documentation for each animal evacuation in a timely manner and submit documentation to supervising authority.
11. Members shall not transport animals to facilities, other than the ones that have been assigned by the supervising authority, without permission from the supervising authority.
12. Photographic responsibilities during emergency activation will be assigned to specific personnel. Individually take photographs should never compromise the privacy of victims and response personnel. Members shall refrain from taking photographs out of respect of the privacy of the owner. Any photos that are taken will not be used for public display without the expressed written permission of the animal owner. In addition, any photographs from animal health events that are to be used for public display should be screened by WSDA-RVC program supervisors to ensure appropriate content and to secure individual permissions as needed.
13. In situations in which an animal(s) is evacuated and transported from a property without prior

permission, members participating in such evacuation must leave notification of the removal of the animal or disturbance of the property on the property in the most visible area possible.

14. Members shall not accept personal gratuities. All inquiries of personal donations shall be directed to the County Emergency Management Office, the Office of the State Veterinarian, or the State of Washington Emergency Management Agency Operations Center.
15. Animals will not be adopted from the incident. Unauthorized removal of animals will constitute theft.
16. Members will adhere to established standard operating procedures for the incident, unless directed to do otherwise by the Incident Commander.
17. Individuals will comply with Washington state law regarding the humane treatment of animals. Abuse of animals, as documented by the Incident Commander, is reason for badge revocation and dismissal from the animal health event or disease investigation.

Incident Commanders will have authority to deactivate any activate responders for behavior(s) contrary to this agreement based on their discretion.

(Signature)

(Print Name)

(Date)