



ARIZONA DEPARTMENT OF RACING Policy and Procedure

Subject

**ADOPTION OF RETIRED
GREYHOUNDS**

Policy Number
06-025

Effective Date
04/20/2006

Supersedes: All Department of Racing's prior adoption of retired greyhounds Policies and Procedures.

PURPOSE

This policy sets forth guidelines for Department of Racing reviewing and monitoring of non-profit enterprises applying for, and receiving, grant funds for the adoption of retired greyhounds in Arizona.

POLICY AND PROCEDURE

A. The Department of Racing, after approval by the Arizona Racing Commission, shall provide financial grants to nonprofit enterprises to promote the adoption of retired greyhounds. The funds shall be generated from license fees as provided in A.R.S. § 5-104(F)(7) and (8), providing for licensing of greyhound racing kennels, farms or other operations where greyhounds are raised for the purpose of racing.

B. The non-profit enterprise shall designate and make available a person to complete and submit all filing requirements, provide information and answer questions from prospective or current adoptees.

C. Any non-profit enterprise applying for grants pursuant to A.R.S. § 5-104(G) and A.A.C. R19-2-331 for the adoption of retired greyhounds shall submit a completed application for Commission consideration not later than March 1 of each year. Completed applications for grant funds shall be submitted to the Commission for approval at the next scheduled Commission meeting after the application has been deemed completed.

D. A non-profit enterprise applying for grant funds shall provide the following information with each grant application:

1. A written description of the enterprise.
2. Evidence of non-profit status.
3. Evidence of certification or affiliation with a racetrack that conducts greyhound racing.
4. Certification that the greyhounds received by the enterprise shall not be used for racing, wagering or hunting; shall not be sold or donated, placed with a humane society, pound, or research facility; shall not be placed for resale or sold; and shall not be euthanized unless determined to be medically necessary for humane reasons by a licensed veterinarian.
5. A description of adoption procedures used by the enterprise, including:
 - a. application process and forms;
 - b. copies of adoption application forms, adoption agreements and owner release forms;
 - c. procedures for acclimating greyhounds to new environments;
 - d. documentation of visual checks of each prospective adoptee home; and
 - e. an owner's manual or other documentation describing the care required for adopted greyhounds.
6. Identification of the facilities and completion of the Department-generated form describing the condition of the facilities where the greyhounds are housed until adoption, the care received by the greyhounds and the method(s) of transporting the greyhounds as prescribed by A.A.C. R19-2-324, 325, 326, 327, 328 and 329.
7. Documentation of veterinarian care, including necessary vaccinations, completed spay/neutering procedures and any other care received by the retired greyhound.
8. Procedures for follow-up checks within 30-days of finalizing an adoption.
9. Procedures for return of adopted greyhounds.
10. A list of adoptees since submission of the previous application.
11. A list of returned greyhounds and reasons for return since the previous application.

E. Grant funds received by a non-profit enterprise shall be accounted for on a quarterly basis. Each quarterly report shall include:

- Actual use of grant funds during reporting quarter (food, shelter, veterinary services, administration, etc.), if applicable.
- The number of greyhounds received for adoption during the quarter;
- The number of greyhounds adopted during the quarter;
- The number of greyhounds returned during the quarter, and documentation regarding the reasons for the return.

F. Failure of the organization to provide the quarterly reports may jeopardize the enterprise's ability to receive future grant funds.

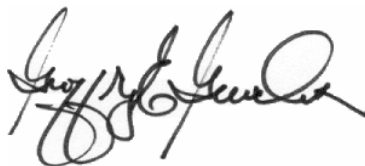
G. The Department of Racing shall issue the funds authorized by the Racing Commission no later than thirty days from the date the Commission authorized the disbursement of the funds. A copy of the Commission Meeting Minutes shall be included as supporting documentation for each disbursement.

H. Any records required to be kept by the non-profit enterprise, as well as the facilities housing the greyhounds slated for adoption, shall be made available for inspection by the Department as may from time to time be necessary.

I. The Department shall maintain all records and reports submitted by each grantee to determine eligibility for additional funds the following year. These records shall be kept for a period of time determined by the Department.

J. The Department shall provide the Commission a written report and recommendation for each nonprofit enterprise that applies for a Greyhound Adoption Grant including supporting documentation.

Any licensee, Department employee, agent, and/or official failing to comply with this policy shall be subject to disciplinary action up to and including suspension and/or termination from employment.



Geoffrey E. Gonsher, Director

7/31/06
Date