



## **POLICY**

### **CONFIDENTIAL TRANSPORTS**

In order for Pathways to handle transports whose disclosure needs to remain confidential, the following shall be the board policy:

- This policy is needed so that Pathways can transport animals or materials that are associated with a domestic violence situation for which transport information needs to be treated confidentially. Animal Protection of New Mexico's Companion Animal Rescue Effort (APNM CARE - [www.apnm.org/programs/care](http://www.apnm.org/programs/care)) recently approached Pathways for transport help which initiated the need for this policy.
- The need for such transports is best stated by APNM CARE's web site:  
*Companion Animal Rescue Effort (CARE) is a network of safe havens for the animals of domestic violence victims in New Mexico. CARE empowers individuals to leave abusive home environments by providing temporary housing for companion animals, livestock and exotic animals.*
- Policy is not specific to APNM CARE transports. The policy is generic and should be able to handle transports for other domestic violence related organizations.
- Policy attempts to balance Pathways needs to have transparent operations due to its tax-exempt status and the need to support confidential transports.
- Pathways meeting minutes and transport logs (which are considered public documents by Pathways and which appear on the Pathways web site) shall be modified slightly in how they report confidential transports:
  - \* Do not identify animals by name (if names are even provided), instead use a portion of an ID number (e.g. APNM CARE uses Case IDs for each animal, e.g. FAN23001D1 would be recorded by Pathways as 23001)
  - \* Origin and destination locations will be marked "CONFIDENTIAL PER CLIENT"
  - \* Animal descriptions will be generic, e.g. "Dog", "Cat" (no breeds listed)
  - \* Purpose of transport will just be "Transported"
  - \* Transport mileage will appear
  - \* Do not photograph or videotape animals

This policy was approved by the Pathways of Healing board on the following meeting date:

**NOVEMBER 8, 2014**