



Public Integrity Unit

Case # 14-072

Interview of:

Donald Robinson

**Director of Louisville Metro Animal
Services**



LOUISVILLE METRO POLICE DEPARTMENT

Special Investigations Division

Public Integrity Unit

INVESTIGATIVE REPORT



Type of Investigation Animal Cruelty/Neglect	File No. 14-072	Date of Report: November 11, 2014
Activity: Interview with Donald Robinson Jr.	Submitted By Sergeant Chad Kessinger	
	Lead Investigator: Sergeant Chad Kessinger	

INTERVIEW WITH DONALD ROBINSON JR.

On October 30, 2014, at approximately 0914 hours an interview was conducted with Donald Robinson Jr. Mr. Robinson is more specifically identified as:

Donald Robinson Jr.



The interview was conducted at the office of the Public Integrity Unit located at 810 Barret Avenue. Also present during the interview was Sergeant Marcus Laytham. Mr. Robinson was employed at Louisville Metro Animal Services (LMAS) as the Assistant Director and was the acting Director during the time frame of this investigation. Robinson's interview was taken in the form of a sworn statement and the following are the key aspects of the interview:

- Assistant Director Donald Robinson was the Acting Director of LMAS in the absence of an appointed director during the time frame this investigation encompasses
- Sadie was brought into LMAS with an injured leg
- She was sent out to Jefferson Animal Hospital for evaluation
- Heather Adkins fostered Sadie because she was on the euthanasia list and Mrs. Adkins didn't want Sadie euthanized
- Medical attention was available to Sadie upon request of the foster but was never brought in
- Fosters are allowed to take the animal to their personal veterinarian but they must provide LMAS a copy of the medical records
- The foster is responsible for the day to day care and of the animal they are fostering
- The foster is responsible to ensuring the animal receives medical care, which LMAS supplies free of charge, when necessary
- According to Mr. Robinson, fosters have "unlimited access" to veterinarian staff for the respective animal they are fostering
- If a fostered animal comes back to LMAS with a serious medical condition the veterinarian staff and LMAS staff would make a determination as to the best treatment which could include euthanasia
- It is Mr. Robinson's opinion that Mrs. Atkins did not want to bring Sadie back into to LMAS due to the belief Sadie would have been euthanized

This interview was audio recorded and shall be made a part of this file.

Investigator's Signature:

Sgt. [Signature]

Supervisor's Signature:

LT. KED [Signature] 11/13/2013

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LMPD # 05-0002 10/05.



LOUISVILLE METRO POLICE DEPARTMENT
PUBLIC INTEGRITY UNIT
OFFICIAL STATEMENT

CASE NUMBER: 14-072

Today's date is October 30, 2014 The time is 9:14 an hours.

This is an interview with Donald Robinson JR. (R/S)

This interview is being conducted at:

☒ Public Integrity Unit, 810 Barret Avenue, Louisville, KY 40204

☐ Other Location: _____

Present during this interview is;

Mr. Robinson Sgt. C. Kessinger, Sgt. M. Laytham

(Title)

(Name)

- Q1 ☒ Are you aware this interview is being ~~audio~~ and/or ~~video~~ recorded?
Q2 ☒ Has anyone threatened you in order to obtain this interview?
Q3 ☒ Are you giving this interview of your own free will?
Q4 ☒ Please, state your full name, and spell your last name. What is your date of birth [REDACTED]
Q5 ☒ State your home address including the zip code.
Q6 ☒ Is this the same as your mailing address? (If no) Mailing address?
Q7 ☒ State your home telephone number with the area code.
Q8 ☒ State your mobile and an alternate phone number with area codes.
Q9 ☒ Are you employed?
Q10 ☒ State your employer and the position you hold there
Q11 ☒ What is your work telephone number? [REDACTED]
Q12 ☒ Are you aware the following interview will be a sworn statement?

PLEASE RAISE YOUR RIGHT HAND

Do you, Donald Robinson, solemnly swear or affirm to tell the truth, the whole truth, and nothing but the truth, so help you God?

I UNDERSTAND THE ABOVE OATH THAT I HAVE TAKEN.

X Donald Robinson
Signature

10/30/14
Date

9:16 am
Time

Sgt. Marcus Laytham
Witness signature

10/30/2014
Date

0917
Time

Subscribed and sworn to me by

Donald Robinson

This 30 day of October, 2014

[Signature]
Notary Public, State at Large

My Commission Expires

November 2, 2014

This is Sergeant Chad Kessinger with the Louisville Metro Police Department Public Integrity Unit. This is going to be an official statement in regards to Case #14-072. Today's date is October 30, 2014. The time now is 9:14 hours. This is an interview with Donald Robinson, Jr. This interview is being conducted at the Public Integrity Unit, 810 Barrett Avenue here in Louisville, Kentucky. Present during this interview is myself, Sergeant Chad Kessinger and also Sergeant Marcus Laytham.

Kessinger Mr. Robinson, are you aware that this interview will be audio recorded?

Robinson Yes.

Kessinger Has anyone threatened in order to obtain this interview?

Robinson No.

Kessinger Are you giving this interview of your own free will?

Robinson Yes.

Kessinger Please state your full name; and spell your last.

Robinson Donald Robinson, Jr. R-O-B-I-N-S-O-N

Kessinger And what is your date of birth?

Robinson

Kessinger And please state a home address including the ZIP code.

Robinson

Kessinger And is this the same as your mailing address?

Robinson Yes.

Kessinger Please state your home telephone number with area code please

Robinson

Kessinger Alright. Please state your mobile or an alternate phone number with area code.

Robinson

Kessinger And are you employed?

Robinson Yes.

Kessinger And please state your employer and the position that you hold there.

Robinson Metro Animal Services. Assistant Director.

Kessinger And what is your work telephone number?

Robinson

Kessinger And are you aware the following interview will be a sworn statement?

Robinson Yes.

Kessinger If you would sir, please raise your right hand. Do you, Donald Robinson, solemnly swear to affirm to tell the truth, the whole truth, and nothing but the truth so help you God?

Robinson Yes.

Kessinger If you would sir, here on the line where it says signature next to the X, please sign your name.

Pause for signing

Kessinger And next to that, please date it today's date, October 30th. And the time is 9:16.

Robinson Alright.

Kessinger Thank you sir.

Robinson You're welcome.

Kessinger Alright. We're here today umm to discuss the incident that occurred at uhh Animal Services regarding Sadie.

Robinson Yes sir.

Kessinger If you would, could you just tell me, umm, what position that you held at the time when Sadie was brought in.

Robinson When Sadie was brought in I was the acting director uhh, again, my title is Assistant Director over Metro Animals.

Kessinger Okay. And when Sadie was brought into the shelter, did you ever see her?

Robinson I did not.

Kessinger Now, just in your own words, as detailed as possible, can you start from the beginning when you were first made aware of Sadie and her injuries.

Robinson Uh-huh.

Kessinger And just walk me through umm when you first were notified of her injuries. And then take me through the end.

Robinson Okay. Umm, the—the umm the way our agency was structured uhh at the time, uhh my office was at Manslick. Umm which uhh I dealt with, you know, all of the intakes at the time. And umm, Miss Brosko, she umm, she was umm at our animal house location. Which was located on Newburg Road. So we kinda had separate duties uhh in a sense where if there was anything going on with an injured animal umm she would handle that part. You know, as far as the P.R., public relations uhh and

rescue. Umm, and I dealt with just strictly with the operations. When Sadie came into the uhh the shelter umm I was unaware, you know, that we—we had that particular dog and what was going on with the animal. Umm, I uhh got involved when umm when I heard about uhh it's really on the back end when I heard about umm the animal needed an amputation. And that we were umm doing a joint umm a joint campaign to raise money uhh to like to have those uhh amputations or amputation performed. So at that point, which is really late in the conversation, I was made aware that uhh we had—had an animal in need of medical procedure.

And umm during that interim, I kinda talk with umm the umm the employee Heather Adkins at the time. And umm she was really excited she had started receiving some checks in the mail. And I was made aware of that uhh she received some checks. And we was just genuinely excited about hey, hopefully we can raise enough money get this uhh particular animal uhh cared for and saved.

Umm, uhh towards the end of—of—umm this particular umm incident, umm, we didn't hear anything else about Sadie. Uhh and it—it wouldn't have crossed my desk because Margaret Brosko was handling that part of the operation. But umm I believe it was one Saturday morning, uhh I got a call early uhh saying that there was uhh a positing on Face Book saying that Sadie had uhh passed away. And uhh a lady by the name of uhh Rebecca Eaves, which she runs a rescue group, umm, I believe it's called The Arrow Fund, and umm she had stated everything that happened with this particular uhh animal. And that uhh she reported the sad news that it had passed away. Umm, we immediately umm reached out. Meaning Margaret Brosko called me and said hey this is on Face Book. Uhh so uhh we reached out to Miss Adkins to say hey what's going on with the animal? Because uhh the normal procedure is that the employee would have—would have contacted uhh Metro Animal Services' uhh vet staff uhh to uhh let vet staff know we had problem with this animal and it—it was deceased.

So that never happened. But us finding out uhh on social media uhh was a big concern. And umm, due to umm the animal world, there's a lot of uhh, you know, outreach as far as social media. A lot of opinions. They're very passionate umm, umm, they're passionate with whatever

they do. Uhh we knew that we would have umm a big backlash uhh if you will from this particular incident. So umm, what we—we did is we reached out to uhh Miss Adkins. We reached out to her uhh Union Stewart.

Kessinger

Uh-huh.

Robinson

Uhh and uhh we set up a meeting to just kinda figure out what happened, what—what went wrong. And within that particular meeting uhh Miss Adkins stated that uhh I didn't want to contact Metro Animal Services. Uhh, specifically Dr. Congleton, which is our uhh on staff vet. Due to the fact that uhh she would possibly put the dog uhh down. Meaning euthanize the dog.

So she went around the whole procedure. Uhh got the dog umm, she called The Arrow Fund, which is Rebecca Eaves' group, and had the dog umm transferred into their care and custody. Uhh Miss Eaves umm, this is according to the meeting, Miss Eaves umm had Miss Adkins uhh uhh run the dog to uhh Blue Pearl Animal Hospital. That's the hospital she uses. And uhh Blue Pearl made the decision that the animal was uhh in bad uhh shape, dire need, and euthanized the dog on site.

Uhh within that particular meeting, the Union Stewart uhh did uhh present uhh Margaret Brosko and I with umm with medical information on Sadie. And uhh this particular medical information umm had dates and times in which the animal went to Miss Adkins personal uhh veterinarian. So umm uhh those records were available as well. And they were already redacted when we got it because they—they had several other uhh uhh animals that Miss Adkins had uhh taken to her vet.

So umm from all of these uhh different uhh situations umm we uhh we made a decision to umm do uhh a reprimand for Miss Adkins uhh for her actions because she violated the uhh the policy. And uhh that was the end of this particular dispute. Umm, until I believe several months later after she umm she resigned her position umm we started getting inquiries to open records on this particular uhh animal Sadie. And umm therefore, this committee was set up.

Kessinger Okay. Now when—when do you think—can you tell me a month maybe that this was—all this was brought to your attention? You said you kinda received this information late in the game.

Robinson Uh-huh.

Kessinger Do you recall what month that it might have been that you were notified?

Robinson Uhh. I mean I'm looking through the—the kind of the timeline we—we put together. Because, again, there's a lot of animals uhh coming—coming and going. Umm, I—I—I wouldn't for sure—I—mmm. I can't tell you for sure what month it's gonna be.

Kessinger Okay. Now did you ever make any recommendations regarding Sadie's treatment? Or did you—were you ever part of the discussion with any other Louisville Animal Services employee that sit down and went over the recommendations on how to provide Sadie the best medical treatment?

Robinson No, I didn't.

Kessinger When Sadie—when she came into you all's care, uhh, did she see a veterinarian?

Robinson Uhh the first time uhh just by reading through the notes. Yes. Yes. Because it seems like she has an injured leg. Uhh so she was sent out to our emergency vet uhh which is Jefferson Animal Hospital and was seen.

Kessinger Okay. When dogs are—are seen and do their records—do they ever come to you for your review?

Robinson No. No they don't.

Kessinger Do you know who they go to?

Robinson Uhh they will go to our veterinarian staff. Uhh we have a supervisor in the uhh uhh on-site vet. Uhh Dr. Congleton. And uhh the vet team will review the if it's x-rays or review the condition due to the notes uhh from that clinic. And just make a decision on if—if the animal is safe, umm, do we need to do anything else with the animal.

Kessinger Okay. And once the review's done, if there's going to be a cost associated with the procedures, the medical procedures, who does that go to?

Robinson Then that would—that—that would come to me. That would come to me and we would sit down and say okay, looks like we're gonna have to pay X amount of dollars. And, you know, if it's a thousand dollars or whatever amount, is it—is it the right call. Is it the right way to spend the dollars that we have budgeted.

Kessinger Okay. And after Sadie was seen and her—the medical review.

Robinson Uh-huh.

Kessinger And that she—I guess—did she require surgery?

Robinson Uhh at the time umm I don't have the records in front of me, but at the time I don't think she required the surgery. It was just noted as an injured leg.

Kessinger Okay. Earlier you said that Margaret Brosko umm was going to start a campaign—you all were going to start a campaign to raise funds.

Robinson Yes.

Kessinger What type of campaign?

Robinson Well we have donation jars uhh in both facilities. So when umm citizens come in, umm a lot of citizens will say okay I want to donate to animal care, I want to donate to whatever cause is for animals. And umm the decision was made to say okay we'll enter into a joint fund raising campaign to pay for the surgery for uhh the dog Sadie. So uhh Margaret and her group at Animal House uhh started collecting funds. Uhh and it wasn't earmarked saying Sadie. It was just for any—any animal that comes in and in need.

Kessinger Okay. Now did you all do this prior to Sadie?

Robinson No. No. I mean well if we had—well we always take donations. But if we had a cause, say uhh a dog—a dog needs an eye taken out. Then we would reach in and use those particular funds. But we hadn't done anything like before.

Kessinger Okay so there was never a specific donation fund for Sadie?

Robinson No.

Kessinger Or a campaign?

Robinson Correct.

Kessinger Did you ever meet with Rebecca Eaves from The Arrow Fund?

Robinson I did not.

Kessinger Did you all ever give up custody of the dog to Rebecca Eaves and The Arrow Fund?

Robinson Yes. Uhh we had an employee uhh by the name of Amanda Crook. Uhh the night of the incident, umm, Heather Adkins called Amanda Crook. And she had the authority to release the animal to the outside group. She handles all of our uhh foster and rescue coordinations. And she released that particular animal to Rebecca Eaves that night.

Kessinger And Amanda Crook?

Robinson Yes.

Kessinger And what was her position within Animal Services?

Robinson She's an adoption—adoption's coordinator.

Kessinger And do you all have a veterinarian staff, correct?

Robinson Yes.

Kessinger And do you know why she would give up custody?

Robinson Well if—if uhh an animal is in dire straits then we have no problem with giving that—giving up that animal to The Arrow Fund or group that's set up for medical. And The Arrow Fund in the past uhh will take animals with umm extreme medical issues and try to save them.

Kessinger Now did Sadie have extreme medical issues while in you all's care?

Robinson Uhh no—it was—it wasn't in our care. Well it first came in, we knew that it had a leg, but it wasn't extreme. Umm that's why Miss Adkins umm she fostered the animal.

Kessinger Uh-huh.

Robinson Because it was on the euthanasia listing. Uhh she didn't want the animal euthanized. So when she took that animal into foster care it was, in a sense, out of sight. You know. We didn't—we didn't see the dog. We didn't have any contact other than the e-mail she sent out.

Kessinger Okay. And if—if the dog did need medical treatment while in still in care of—of Animal Services.

Robinson Uh-huh.

Kessinger And—and Miss Adkins fostering the dog.

Robinson Uh-huh.

Kessinger Would she bring it to you all for the medical care? Would she bring it to Animal Services' staff?

Robinson Absolutely. She would bring it in and we will evaluate the animal. And umm in this particular case if it was really bad and it was gonna cost a lot of money, we could have said hey we will euthanize the animal.

Kessinger Okay. And do you know if Miss Adkins ever brought the dog to you all's staff?

Robinson: No. We have—we have no records showing that she brought the—brought the dog back in.

Kessinger: Did Miss Adkins ever come to you uhh ever stating that the dog needed medical attention?

Robinson: Not that I can recall.

Kessinger: Did she bring it to any of your staff? Saying that she—that the dog was needing medical attention?

Robinson: Only through the e-mails that I read through the open records where she was communicating with the adoption's coordinator saying that the animal is in need. That's the only way I knew about the communication.

Kessinger: So no one brought this to your attention?

Robinson: No.

Kessinger: Now what's—what's you all's policy about taking dogs that are in foster care outside of your veterinarian staff?

Robinson: Umm we—we will allow that. And the policy states that we have to receive the medical notes or the medical records after that dog is seen. Umm, we have a few passionate employees that will foster and then they will use their own personal vet. So uhh it's not outside of the norm, but uhh we—we do require that those records come back to us.

Kessinger: Okay. Were you aware that Miss Adkins was taking the dog outside of you all's veterinarian staff to her own?

Robinson: Only through the open records notes.

Kessinger: Okay. Now your conversation with Miss Adkins and—and the Union rep.

Robinson: Okay.

Kessinger: Umm, was that documented?

Robinson Uhh, it was not documented umm in a form. But we—we did—any time we talk to an employee umm about a serious matter we do bring a Stewart in. So umm Stewart would—would know that we had that particular meeting.

Kessinger Okay. And if the dog was in need of medical attention or in need of being euthanized.

Robinson Uh-huh.

Kessinger Is that something that you all would delay the funds for a camp or to do a campaign for?

Robinson Well if it was in need of euthanasia, we—we would euthanize it. I mean, then those particular funds that was raised would just go back into our animal care budget or—or donation accounts. Umm but we would make a decision.

Kessinger Okay. Sergeant Laytham?

Laytham I just wanted to go over the time line just a little bit.

Robinson Okay.

Laytham You said also when Sadie was brought in that she was taken to emergency vet.

Robinson Yes.

Laytham Okay. Now according to the draft I just referred to I think we received this from you previously.

Robinson Uh-huh.

Laytham It said February 3rd is when Sadie was originally brought in to Louisville Metro Animal Service.

Robinson Correct.

Laytham And that's when she was seen by the vet at that time?

Robinson Yes.

Laytham Emergency vet?

Robinson Emergency vet. Yea.

Laytham Okay. Uhh and to just to go off this draft a little bit. The owner come back and redeemed the animal on February 14th of 2013?

Robinson That's correct.

Laytham Okay. Once again, Sadie comes back into uhh the facility on August 29th of '13 is that correct?

Robinson That's correct.

Laytham Okay. It says—it says in this draft here that the dog was injured at this time. I mean, is that correct also?

Robinson It's—let me—let me back up.

Laytham Okay.

Robinson The dog came in for the first time on February the 3rd.

Laytham Uh-huh.

Robinson Uhh the dog...

Laytham Ya'll took...? Okay.

Robinson The dog was redeemed. So uhh and—and let me back up, I—I believe Februrary 3rd that we didn't know if the dog was injured or not. It just came in as a stray and it was redeemed back to the owner. Umm, that's my recollection. On August 29th when the dog came in for the second time.

Laytham Uh-huh.

Robinson Uhh I believe that we notice it was injured, it had a limp. And I believe that's when we sent the dog out to Jefferson Animal Hospital to be evaluated.

Laytham So this series here is not accurate? Is that what you're telling me?

Robinson Yea. This is uh...

Laytham Now this is saying that the 3rd it come in, a full examination was done, and it was sent to the—your emergency contract uhh vet hospital.

Robinson You know what, if—if we put that on the draft, because we went through everything, case by case, to form this timeline, we had to have the records of them. Yea, I—I'm mistaken then.

 So on February 3rd, the dog comes in, it's injured, got a limp, umm and it looks like we sent it out. Okay?

Laytham Okay.

Robinson And the owner umm the owner uhh comes in and redeems the animal. Uhh I believe the owner was given a vet notice. Now it's coming back to me. To say okay, take this animal to the doctor.

Laytham Okay.

Robinson To her own personal vet. Alright. Several months later, I think it's five months later, the dog comes back in. And it's still limping.

Laytham Okay.

Robinson Uhh and that's when—that's when we said—we say hey this dog is injured. And umm we contact the owner and the owner says I don't want the animal anymore.

Laytham Okay. When it come back in on August 29th did it go back out to the emergency vet again?

Robinson I would say no.

Laytham Okay. Alright. So it comes back in your care August 29th according to this. It probably remains at your facility?

Robinson Yes.

Laytham September 3rd, the owner relinquishes ownership of the dog to you all.

Robinson Correct.

Laytham Okay. I guess you all do an in-house evaluation on it?

Robinson Yes.

Laytham On September 6th it's deemed it's gonna get euthanized.

Robinson Uh-huh.

Laytham Uhh, Miss Adkins apparently goes in and expresses interest and takes it into foster care on September 9th.

Robinson Correct.

Laytham Okay. Now the dog is injured at this time. Correct?

Robinson Correct.

Laytham Okay. When an individual takes custody or fosters a dog uhh it's their responsibility to bring the dog into the—to either your facility or their own vet. And ya'll's policy allows the fostering individual to take it to their vet. Yes or no?

Robinson Uhh yes. Yes. I mean it—it's up to that particular employee who—who fosters.

Laytham Uh-huh.

Robinson Uhh if they say okay I wanna take it to my personal vet, by all means they can. They're paying for it. We don't have anything to do with it.

Laytham They only thing you all require is or ask them to do is bring you the records of what kind of treatment...

Robinson Yes.

Laytham ...the dog got at your personal vet if you decide to do that.

Robinson Correct.

Laytham But treatment is available to the fostering party at the Louisville Metro Animal Services?

Robinson Absolutely.

Laytham Alright. Let's see. And it looks like at one point in time, Miss Adkins does request and get permission to take it to her own vet? Uhh on the 15th maybe? Might be on the next page.

Robinson Yea. I believe uhh I believe that she must have reached out uhh to the adoption's coordinator or staff saying hey can I take this to my vet.

Laytham Okay.

Robinson Umm, to get it looked at. Umm, and one other thing I just wanna mention. Umm, the vet staff did state that umm they had a doctor that had done these particular surgeries pro bono.

Laytham Uh-huh.

Robinson And they had reached out to this particular doctor. Uhh but didn't get a response back. Because again you know we—we want to take care of the animal. You know. We don't wanna euthanize it. So if this doctor would have responded and said okay I'll do it pro bono, we would have got with the foster, which is the employee Miss Adkins, and say hey take it right over to Dr uhh I can't recall her name.

Laytham Okay.

Robinson And the procedure would have been done.

Kessinger Do you know who contacted that—that doctor?

Robinson I believe it was uhh a combination of Margaret Brosko and I wanna say Brenda Keel out of our vet staff department.

Kessinger Did they ever say how many times they attempted to call the doctor?

Robinson They didn't—they didn't say.

Laytham Okay. So at this time, Sadie is in the care of Miss Adkins from September 9th on. Correct?

Robinson Correct.

Laytham Okay. Who's responsible for the day to day care and make sure the dog gets the medical treatments necessary? At this time?

Robinson Miss Adkins. Once she takes that animal into foster care she's responsible.

Laytham And as I think you previously stated, those services were available to her at all times?

Robinson Absolutely.

Laytham Okay. Now it also looks like uhh of course it goes into some fund raising and—and that nature. Uhh, now you spoke earlier about when custody of Sadie was relinquished by Amanda Cook to the—was it to The Arrow Fund?

Robinson Yes.

Laytham Okay. And you said the incident date. What dates specifically are you talking about? Are you talking about date of euthanization? Or are you talking of...?

Robinson It was the night that the animal was so severe that it went over for the procedure. So it was the last—should—should have been umm...

Laytham It's page two, about three or four lines up. As according to the draft.

Robinson February 28th.

Laytham Is that to the best of your knowledge?

Robinson That's to the best of my knowledge.

Laytham Okay.

Robinson Because all of this happened umm that particular night. When the animal was so severely sick

Laytham Okay. Now who does Amanda Crook work for?

Robinson Uhh she works for uhh she works for myself.

Laytham Uh-huh.

Robinson And Margaret.

Laytham Okay.

Robinson Yes.

Laytham Now it says when Amanda Crook was contacted by The Arrow Fund and released custody of Sadie to them, uhh, do they tell them that this is what's going on?

Robinson Umm, they say hey we have severe case. Uhh this animal uhh needs medical attention. We're gonna take—we're gonna take over all aspects of this animal. Can—can you release this animal?

Laytham Okay. So she don't know what it—put it like this, on February 28th when they contacted her, what was the pretense Amanda Crook release it to? Did Amanda know that the dog was going to be euthanized?

Robinson Uhh no. Not at all. No one knew that the dog was going to be euthanized. Everyone said that this dog was severe. Umm it was severely injured or something was going on. Because I think other than the leg, it had developed pneumonia. So it had to be seen by uhh The Arrow Fund. The Arrow Fund says I want to take this animal and try to save it. So we said okay. It's all your—it's all yours.

Laytham Now do you have any communication on what date that uhh custody of Sadie was relinquished to The Arrow Fund?

Robinson The best of my knowledge is gonna be the February 28th date.

Laytham The same date of euthanization?

Robinson Yes. Yes.

Laytham Okay.

Robinson Because it went directly it was released. And the it went directly to the emergency vet. Which is Blue Pearl.

Laytham Okay. Now did The Arrow Fund ever contact you to tell you the status of Sadie?

Robinson Absolutely not. We read about it on Face Book.

Laytham Okay. So when the dog was euthanized it was not even in your uhh custody or responsibility?

Robinson No, it was not.

Laytham It was under the care and responsibility of The Arrow Fund?

Robinson Correct.

Laytham I don't think I have anything further right now.

Kessinger I have a couple of questions. On page 2 of the draft right, couple down from the December 17th posting right here. We'll go down a couple down from there. In a conversation, it says Miss Adkins informed Louisville Metro Animal Services that Sadie's condition had worsened. But a personal veterinarian wrapped the leg and said that surgery could wait until the funds were raised. Now do you know—and it says in a phone conversation. Do you know who spoke with Miss Adkins?

Robinson That had to be Margaret Brosko.

Kessinger Okay. So you believe that Miss Adkins informed Margaret Brosko that Sadie's condition had worsened. But her personal veterinarian wrapped the leg. Umm, now Margaret Brosko. What is her position?

Robinson Uhh she was the uhh Public Information Officer. And she had a—she had a long position. She was doing all the initiatives with the community. So, you know, it really public information.

Kessinger Okay. Now you feel that—that you all provided the best care possible for Sadie while in your care?

Robinson Absolutely. Yes.

Laytham Yes. I just wanted to go back to what Sergeant Kessinger brought up about the uhh ya'll being alerted to Sadie's condition deteriorating a little bit. Uhh, let me find that. It says (Inaudible). Okay. Look on—just it had worsened and her vet said that, you know, the surgery could wait a little while.

Robinson Uh-huh.

Laytham Now did Miss—Miss Adkins request—when she informed possibly Miss Brosko of that—was she requested to bring Sadie in to be re-evaluated by your uhh vet staff?

Robinson At this point, I would say no. I mean if—I—I don't know. I don't know.

Laytham Okay. Now is there any policy that ya'll have or anything that as it relates to if a dog's in the care of a fostering individual that they need to bring them in if their condition deteriorates or seems grave?

Robinson And we—we will communicate that. But umm employees of the agency uhh they tend to be a little bit more umm astute than your normal citizen. So if there is a grave concern that employee will bring that animal in.

Laytham Okay. And was that Miss Adkins employed by Louisville Metro Animal Services the entire she fostered this dog?

Robinson Absolutely, yes.

Laytham I don't have anything further.

Kessinger And you all provide care for the animals. Correct? If they're sick and injured. So Miss Adkins could the dog to someone on you all's staff?

Robinson Exactly.

Kessinger Is there certain working hours within the day that she contact them? Or is there numbers after hours that she can reach?

Robinson We have both scenarios. We—we have uhh times in which she can bring the animal in. Uhh she can bring the animal in when she comes to work. And we'll—we'll care for the animal and look at the animal. Evaluate. I mean she has unlimited access. She can pick up the phone and call the doctor directly. But within the policy we have a number where she can contact. And we have the hours in which she can do it. So it's endless possibilities to be seen.

Kessinger Now if she does that, if she was to contact uhh a vet by phone or if she was to bring the dog in to the center, is that documented each and every time that occurs?

Robinson Absolutely. Because the doctor will put umm notes into our chameleon system that we used saying that I've seen this particular foster animal, this is the condition, and any kind of medical treatment. You know. Anything given to that animal it will be noted in the file.

Kessinger And if anything was—was severe with Sadie's condition, and this may be just in your opinion.

Robinson Okay.

Kessinger Because I don't think you can answer for the doctors. But if it was a severe injury, would they allow that dog to go back into foster care? Or would they keep it within Animal Services?

Robinson We would make a decision. Meaning that doctor would say or sit down and say hey this injury is so severe I think we need to euthanize this particular animal; and I would be brought in on those conversations as well. And the decision would be made.

Kessinger Okay. And at any time were you made aware of any type of discussion?

Robinson No I wasn't.

Kessinger Where Sadie's injuries were so severe that she needed to be euthanized?

Robinson No, I wasn't.

Laytham I don't have anything further.

Kessinger Is there anything, Mr. Robinson, that you would like to state for the record before we end?

Robinson Uhh just uhh you know I just want everyone to realize the volume, the sheer volume, of animals that we see on a daily basis. So you know with the Sadie situation I mean may not have firsthand knowledge of putting our eyes on this particular animal. And I do wanna note that this animal was in the care and custody of one of our employees that was in good standing. And we value that opinion. If that animals is getting worse and the animal needs to come back in. And from our meetings umm after this whole incident happened it was it was evident that Miss Adkins didn't want to bring the animal in because she was fearful that we would have made the decision to euthanize this particular animal. So umm you know right now I think that was her fear for not bringing it in.

Kessinger You think that, and again I'm not asking you.

Robinson Uh-huh

Kessinger Uhh but in your opinion, do you think that's why she reached out to The Arrow Fund?

Robinson Well she reached out when it got so severe. It got so severe. She's like okay I better go to an outside agency because hopefully they would be able to save it. Because they've spent thousands of dollars on other animals and were able to save them. Umm, she knew that we were a government agency and those—those dollars are really not available. So umm she thought that that was the best. You know. My recollection or my thought is she thought that was the best thing to do at this time. Umm going outside of the rules and just try and get this organization to save the animal.

Kessinger Okay. Is everything you told me the truth to the best of your knowledge?

Robinson Yes.

Kessinger We will now conclude this statement. The time now is 09:49 hours.

END OF STATEMENT

Donald Robinson/File#14-072 Donald Robinson

/jkc



DEPARTMENT OF ANIMAL SERVICES
LOUISVILLE, KENTUCKY

GREGORY E. FISCHER
MAYOR

STEPHANIE K. MOORE
ASSISTANT DIRECTOR

MEMORANDUM

September 29th, 2014

TO: All Animal Services Personnel

FROM: Stephanie K. Moore,
Assistant Director, Department of Animal Services

SUBJECT: New Donation Procedures

MESSAGE:

Private donations from individuals and/or business entities are a very important source of funding that enables Metro Animal Services to further its mission and fulfill the departmental vision. The following policies and procedures are effective immediately and dictate the appropriate handling of monetary donations and supply donations.

Animal Care

All Animal Care Specialists and Animal Care Technicians must direct customers with monetary donations and supply donations to the Business and Administration office to initiate processing.

Business and Administration/Animal House

A. Monetary Donations

- I. Obtain citizen's name, phone number, and address for purposes of locating his or her person ID in Chameleon (be sure to inquire about previous phone numbers and addresses to avoid duplication of person IDs). If a person ID does not exist, create/store a new one with the donor's current contact and address information.
- II. Populate the citizen's person ID onto the Receipt screen in Chameleon **unless he or she is making a donation on behalf of another individual. ***If the citizen is making the donation on behalf of another individual, be sure that individual is populated as the person ID and the citizen is specified in the Received From field. *****



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- III. Ask the citizen to designate to which fund he or she would like their donation appropriated (animal care, building fund, and/or The S.P.O.T. Fund).
- IV. Utilize the citizen's designation as the Item Code. *****The Animal field will remain blank unless the donation is for a specific animal, which requires the animal ID associated with that specific animal to be notated in the Animal field.*****

- V. Specify the donation amount as the Item (price), and click the green "+" to add the donation to the receipt.



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- VI. Accept monies in the form of cash, credit, check or money order, and post payment to the account in Chameleon. *****When a check is utilized as the form of payment, be sure to have the citizen specify his or her fund appropriation on the memo line of the check. *****

John Doe
1731 Wilson Avenue
Louisville, KY 40210
(502) 638.2122

1025

PAY TO THE ORDER OF \$

DOLLARS

Donation to animal care

1025

- VII. Print a copy of the receipt reflecting the donation amount and fund appropriation and give to the citizen for his or her records.
- VIII. Generate a donation letter from the receipt screen and submit to a manager for signature.
- IX. Make a copy of the signed donation letter, and file it by month in the donation log.
- X. Mail the signed original to the donor for documentation and tax purposes.
- B. Supply Donations – Any citizen needing to make a donation of supplies must first be directed to the Business and Administration Office.
- I. Search for the citizen's person ID in Chameleon (be sure to inquire about previous phone numbers and addresses to avoid duplication of person IDs). If one does not exist, create/store a new person ID with the citizen's current contact and address information.
- II. Load the citizen's person ID onto the Receipt screen in Chameleon. *****If someone is transporting donated supplies on behalf of another individual, be sure the individual in which he or she is transporting the supplies for is populated as the person ID and the transporter is noted in the Received From field. *****
- III. Type "DON" in Item Code and pop-up to view the selections. Select "DONA SUPPLIES" – this code will always be utilized for supply donations.

The screenshot shows the Chameleon software interface. A pop-up window titled 'Choose New Suppliers' is displayed over the main receipt screen. The pop-up window contains a list of items with columns for Item Code, Description, and Quantity. The main receipt screen shows fields for Received From, Item Code, and Quantity. The Item Code field is set to 'DON'.

- IV. Leave the animal ID in the Animal field blank, unless the supplies are being donated for a specific animal.
- V. In the Reference No field, provide a brief description of the item donated. *****Keep in mind each donated item and its quantity will be noted on the receipt. *****



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VI. In the Extra3 field note the estimated price per item.

VII. Specify the quantity of this donated item in the Qty field, and indicate the Item (price) as \$0. Click the green “+” to add the donation to the receipt.

VIII. Repeat III – VII for all donated items.

IX. Once all donated items and their respective quantities are noted on the receipt, cash the receipt out at \$0 and give a copy of the receipt to the citizen for his or her records.

X. To generate a donation supply letter, go to (G:) drive ► Business Office ► Donations. Open the “Donation Supply Letter”.



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- XI. Update the address block to reflect the donor's mailing address, and overwrite the salutation to reflect the donor's name.

EXAMPLE:

**Linda Allegeier
850 Nantucket Square
Louisville, KY 40214**

Dear Linda Allegeier,

- XII. Add the quantity and list of donated items to the item line in the donation letter, and adjust the total for the estimated dollar value of donated items. Print the letter and submit to a manager for signature.
- XIII. Make a copy of the signed donation supply letter, and file it by month in the donation log.
- XIV. Mail the signed original to the donor for documentation and tax purposes.
- XV. The donated supplies will be transferred to animal care by an Animal Services Clerk, Animal Care Specialist, or Animal Care Technician.

C. Donation Jars

- Each facility, Manslick Road Animal Shelter and Animal House Adoption Center, will have three in-house donation jars appropriated for individual donation funds: (1) animal care, (2) building fund, and (3) The S.P.O.T. Fund.
- At the end of each day or a differential time interval specified by management, funds from each individual jar will be collected, counted, and posted to the MAS Doghouse account (P181121).
- Funds will be posted utilizing the respective Item Code for funds appropriation (DONA ANI CARE, DONA BUILDING, DONATION SPOT).

- D. All donations made outside of normal business hours will be accepted by a supervisor or senior management and routed to the appropriate personnel to generate a receipt and donation letter for documentation and records purposes.

- End -