

SUBMITTAL TO THE BOARD OF SUPERVISORS  
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA



ITEM: 3.10  
(ID # 24903)

MEETING DATE:  
Tuesday, June 04, 2024

FROM : ANIMAL SERVICES

SUBJECT: ANIMAL SERVICES: Approve the Memorandum of Understanding Agreement between Riverside County Department of Animal Services and Platt College Los Angeles, LLC; All Districts. [\$0 Total Cost]

RECOMMENDED MOTION: That the Board of Supervisors:

1. Approve the Memorandum of Understanding Agreement between Riverside County Department of Animal Services and Platt College Los Angeles, LLC; and
2. Authorize the County to participate in the Platt College Los Angeles, LLC Veterinary Technology Student affiliation program; and
3. Authorize the Director of Animal Services to take all steps necessary to approve, sign and execute the Memorandum of Understanding.

ACTION: Policy

Erin Gettis, Director of Animal Services 5/16/2024

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MINUTES OF THE BOARD OF SUPERVISORS

On motion of Supervisor Perez, seconded by Supervisor Gutierrez and duly carried by unanimous vote, IT WAS ORDERED that the above matter is approved as recommended.

Ayes: Jeffries, Spiegel, Washington, Perez and Gutierrez  
Nays: None  
Absent: None  
Date: June 4, 2024  
xc: Animal Service

Kimberly A. Rector  
Clerk of the Board

By:   
Deputy

**SUBMITTAL TO THE BOARD OF SUPERVISORS COUNTY OF RIVERSIDE,  
STATE OF CALIFORNIA**

<b>FINANCIAL DATA</b>	<b>Current Fiscal Year:</b>	<b>Next Fiscal Year:</b>	<b>Total Cost:</b>	<b>Ongoing Cost</b>
<b>COST</b>	\$ 0	\$ 0	\$ 0	\$ 0
<b>NET COUNTY COST</b>	\$ 0	\$ 0	\$ 0	\$ 0
<b>SOURCE OF FUNDS: N/A</b>			<b>Budget Adjustment: N/A</b>	
			<b>For Fiscal Year: FY 23/24 – FY 29/30</b>	

**C.E.O. RECOMMENDATION:** Approve

**BACKGROUND:**

**Summary**

This Memorandum of Understanding (MOU) between the Riverside County Department of Animal Services and Platt College will offer students comprehensive training and clinical experience to perform veterinary services. This experience is an integral part of the College's Veterinary Technology program, providing opportunities to qualified technician students to gain observation and practical experience in a clinical setting under the guidance of experienced professionals.

The training program consists of proper animal restraint, medication dosage calculations and preparations (under the guidance of Registered Veterinary Technician or Doctor of Veterinary Medicine)-excluding controlled substances, administration of oral medications, prepping animals for routine/standard procedures, maintaining facility cleanliness, following proper infectious disease management including isolation protocols, and understanding the importance of complete medical documentation and etc.

Platt College is accredited by the Accrediting Commission of Career Schools and Colleges ("ACCSC") and has received initial accreditation by the American Veterinary Medical Association ("AVMA"). Platt is known for providing students with the knowledge and skills needed to fulfill careers opportunities in various fields.

**Impact on Residents and Businesses**

The Department of Animal Services is dedicated to the mission of "Working Together to Improve Riverside County for People and Animals." The Department is committed to supporting students in gaining the vital knowledge and skills essential for becoming the best trained professionals in the job market and offering care and services to our pet community.

**ATTACHMENT:**

- Memorandum of Understanding Agreement

SUBMITTAL TO THE BOARD OF SUPERVISORS COUNTY OF RIVERSIDE,  
STATE OF CALIFORNIA

  
Douglas Cordonez Jr. 5/28/2024

  
Bruce G. Fordon 5/17/2024

  
George Trindle, CHIEF ASST COUNTY COUNSEL 5/20/2024

**MEMORANDUM OF UNDERSTANDING  
BETWEEN  
PLATT COLLEGE LOS ANGELES, LLC  
AND  
COUNTY OF RIVERSIDE**

This Memorandum of Understanding (MOU) is made and entered into by and between the County of Riverside, a political subdivision of the State of California, through its Department of Animal Services, hereinafter referred to as COUNTY, and Platt College Los Angeles, LLC, hereinafter referred to as COLLEGE, collectively hereafter referred to as PARTIES

**WITNESSETH THAT:**

**WHEREAS**, the COLLEGE is accredited by the Accrediting Commission of Career Schools and Colleges ("ACCSC"), and has received initial accreditation by the American Veterinary Medical Association ("AVMA"); and

**WHEREAS**, the COUNTY agrees to have its facilities as designated in Exhibit B, participate with the college in the clinical phase of the Veterinary Technology training program of the College, under the terms defined in the Agreement;

**NOW THEREFORE**, it is agreed by the PARTIES that the COUNTY will participate in the COLLEGE's Veterinary Technology Student Affiliation program under the following general terms and conditions provided on pages 1 through 4, Exhibit A consisting of 2 pages, Exhibit B consisting of 2 pages, Exhibit C consisting of 1 page and Attachment A consisting of 1 page, attached hereto and incorporated herein.

**GENERAL TERMS:**

1. The term of this Agreement shall be effective on March 25, 2024 through March 31, 2030. COLLEGE or COUNTY may terminate by notifying the other in writing of its intent to terminate the Agreement. Both PARTIES consent to provide at least sixty (60) days' written notice of such intent.

Notices should go to the following addresses:

**COLLEGE:**

Platt College Los Angeles, LLC  
Attn: Michael Bradley, CEO  
1400 South. Douglass Rd, Suite 125,  
Anaheim, CA 92806

**COUNTY:**

Riverside County Animal Services  
Attn: Director  
6851 Van Buren Blvd.  
Jurupa Valley, CA 92509



2. Neither the COLLEGE and COUNTY will deny a student clinical training or subject a trainee to different treatment on the basis of race, color, creed, age, national origin, religion or sex, except as provided by Law, nor shall they discriminate because of such handicaps as are covered under Section 504 of the Rehabilitation Act of 1973;
3. Both the COLLEGE and COUNTY shall respect the confidentiality of individual information as provided under the Personal Privacy Act and the ethics of the medical and nursing professions;
4. Students of the College participating in externship training shall serve in a voluntary capacity and shall not be deemed to be employees or agents of COUNTY during the hours of training. Trainees will not receive pay or remuneration of any kind from COUNTY, COUNTY assumes no responsibility for providing students with meals, travel, or other services and/or benefits.
5. COUNTY will be in full command of the trainee at all work times. While participating in the clinical training program, student trainees shall be subject to all regulations, policies, and procedures of COUNTY. Trainees will bear such identification as may be necessary to designate them as trainees of the College.
6. Trainees shall be at the designated COUNTY facility up to twelve hours a day, four days per week, on a mutually agreed schedule. Trainees shall be allowed additional training hours only on approval of both COUNTY and the College.
7. The maximum number of trainees per shift for each class shall be mutually agreed upon in writing prior to the start of the clinical phase of each class.
8. The addition of more trainees after the start of the clinical phase of a class shall be made only upon mutual agreement in writing between the COLLEGE and COUNTY management.
9. COUNTY, its employees, agents, or representatives of COUNTY do not assume liability for any death, injury, or damage resulting from the acts or omissions of the students or faculty members during their presence at the COUNTY facility unless caused by the gross negligence or willful misconduct of an employee, agent or representative of any injuries, claims liabilities, costs and expenses ( including attorneys' fees or any fines or penalties assessed on COUNTY as a direct result of this agreement), sustained by students or faculty with COUNTY's confidentiality policy.

10. The College shall direct students and faculty not to disclose any confidential business or owner information connected with COUNTY, the specific COUNTY facility, or any of its pets. The COLLEGE shall enforce compliance by students and faculty with COUNTY's confidentiality policy.
11. The COLLEGE and COUNTY hereby agree to abide by Exhibit A hereto, which is a list of permissible (and prohibited) student activities.

**SPECIFICALLY**, the COUNTY agrees to:

12. Permit any trainees who, for reasons deemed valid by the COLLEGE, have not completed the required number of hours at the COUNTY facility, to make up such lost time on a mutually agreed written schedule;
13. Assign to the COLLEGE the right to mention the COUNTY and /or the COUNTY facility's name as a clinical affiliate of the College for the purpose of training;
14. Make available, whenever possible, emergency health care for the students assigned to the training program;
15. Appoint a liaison person to represent the COUNTY facility in its day-to-day operations with the College;
16. Promptly advise the COLLEGE regarding any change(s) in its policies, operations, and personnel, as they may affect the clinical experience which the students came to obtain;
17. Allow the trainees to use the COUNTY facility's library, classrooms, audio-visual equipment, software and programs and programs at COUNTY's discretion and with prior written permission as they may exist, as agreed between the PARTIES hereto;
18. Make available to the College an on-site adequate, appropriately furnished room for post-training sessions as needed;
19. Provide the assigned College's Instructor and trainees with copies of the COUNTY's rules and regulations as are available and to be compiled with by instructors and trainees;
20. The COUNTY facility retains the right to deny access to its facilities to any instructor(s) and/or trainee(s) whose performance and/or conduct are deemed to be detrimental to COUNTY's pet or staff, or whom, COUNTY considers to be failing to meet its professional standards.

21. COUNTY assumes no liability for injury incurred by the students of the College as a result of their participation in the program.

**SPECIFICALLY**, the COLLEGE agrees to:

22. Provide a qualified Clinical Instructor to visit the COUNTY facility at regular scheduled times for the purposes of coordinating clinical training, and of ensuring that trainees conduct themselves in accordance with the rules and regulations of both COUNTY and COLLEGE;
23. Carry the following insurance coverage during the term of this Agreement and any extensions thereof:
  - a) **Commercial General Liability:** Commercial General Liability insurance coverage, including but not limited to, premises liability, unmodified contractual liability, products and completed operations liability, personal and advertising injury, and cross liability coverage, covering claims which may arise from or out of COLLEGE'S performance of its obligations hereunder. Policy shall name the COUNTY as Additional Insured. Policy's limit of liability shall not be less than \$2,000,000 per occurrence combined single limit. If such insurance contains a general aggregate limit, it shall apply separately to this agreement or be no less than two (2) times the occurrence limit. Policy shall name the COUNTY as Additional Insureds.
  - b) **Vehicle Liability:** If vehicles or mobile equipment are used in the performance of the obligations under this Agreement, then COLLEGE shall maintain liability insurance for all owned, non-owned or hired vehicles so used in an amount not less than \$1,000,000 per occurrence combined single limit. If such insurance contains a general aggregate limit, it shall apply separately to this agreement or be no less than two (2) times the occurrence limit. Policy shall name the COUNTY as Additional Insureds.
  - c) **Professional Liability:** COLLEGE shall maintain Professional Liability Insurance providing coverage for the COLLEGE's performance of work included within this Agreement, with a limit of liability of not less than \$1,000,000 per occurrence and \$2,000,000 annual aggregate. If COLLEGE's Professional Liability Insurance is written on a claims made basis rather than an occurrence basis, such insurance shall continue through the term of this Agreement and COLLEGE shall purchase at his sole expense either 1) an Extended Reporting Endorsement (also, known as Tail Coverage); or 2) Prior Dates Coverage from new insurer with a retroactive date back to the date of, or prior to, the inception of this Agreement; or 3) demonstrate through Certificates of Insurance that COLLEGE has Maintained continuous coverage with the same

or original insurer. Coverage provided under items; 1), 2), or 3) will continue as long as the law allows. Policy shall name the COUNTY as Additional Insureds.

- d) **General Insurance Provisions - All lines:** 1) Any insurance carrier providing insurance coverage hereunder shall be admitted to the State of California and have an A M BEST rating of not less than A: VIII (A:8) unless such requirements are waived, in writing, by the County Risk Manager. If the County's Risk Manager waives a requirement for a particular insurer such waiver is only valid for that specific insurer and only for one policy term. 2) The COLLEGE must declare its insurance self-insured retention for each coverage required herein. If any such self-insured retention exceeds \$500,000 per occurrence each such retention shall have the prior written consent of the County Risk Manager before the commencement of operations under this Agreement. Upon notification of self-insured retention unacceptable to the COUNTY, and at the election of the County's Risk Manager, COLLEGE'S carriers shall either; 1) reduce or eliminate such self-insured retention as respects this Agreement with the COUNTY, or 2) procure a bond which guarantees payment of losses and related investigations, claims administration, and defense costs and expenses. 3) COLLEGE shall cause COLLEGE'S insurance carrier(s) to furnish the County of Riverside with either 1) a properly executed original Certificate(s) of Insurance and certified original copies of Endorsements effecting coverage as required herein, and 2) if requested to do so orally or in writing by the County Risk Manager, provide original Certified copies of policies including all Endorsements and all attachments thereto, showing such insurance is in full force and effect. Further, said Certificate(s) and policies of insurance shall contain the covenant of the insurance carrier(s) that a minimum of thirty (30) days written notice shall be given to the County of Riverside prior to any material modification, cancellation, expiration or reduction in coverage of such insurance. If COLLEGE insurance carrier(s) policies does not meet the minimum notice requirement found herein, COLLEGE shall cause COLLEGE'S insurance carrier(s) to furnish a 30 day Notice of Cancellation Endorsement. 4) In the event of a material modification, cancellation, expiration, or reduction in coverage, this Agreement shall terminate forthwith, unless the County of Riverside receives, prior to such effective date, another properly executed original Certificate of Insurance and original copies of endorsements or certified original policies, including all endorsements and attachments thereto evidencing coverage's set forth herein and the insurance required herein is in full force and effect. COLLEGE shall not commence operations until the COUNTY has been furnished original Certificate (s) of Insurance and certified original copies of endorsements and if requested, certified original policies of insurance including all endorsements and any and all other attachments as required in this Section. An individual authorized by the insurance carrier to do so on its behalf shall sign the original

endorsements for each policy and the Certificate of Insurance. 5) It is understood and agreed to by the parties hereto that the COLLEGE'S insurance shall be construed as primary insurance, and the COUNTY'S insurance and/or deductibles and/or self-insured retention's or self-insured programs shall not be construed as contributory. 6) If, during the term of this Agreement or any extension thereof, there is a material change in the scope of services; or, there is a material change in the equipment to be used in the performance of the scope of work; or, the term of this Agreement, including any extensions thereof, exceeds five (5) years; the COUNTY reserves the right to adjust the types of insurance and the monetary limits of liability required under this Agreement, if in the County Risk Management's reasonable judgment, the amount or type of insurance carried by the COLLEGE has become inadequate. 7) COLLEGE shall pass down the insurance obligations contained herein to all tiers of subcontractors working under this Agreement. 8) The insurance requirements contained in this Agreement may be met with a program(s) of self-insurance acceptable to the COUNTY. 9) COLLEGE agrees to notify COUNTY of any claim by a third party or any incident or event that may give rise to a claim arising from the performance of this Agreement

**Sexual Abuse or Molestation (SAM) Liability:** If the work will include contact with minors, and the Commercial General Liability policy is not endorsed to include affirmative coverage for sexual abuse or molestation, COLLEGE shall obtain and maintain a policy covering Sexual Abuse and Molestation with a limit no less than \$2,000,000 per occurrence or claim.

24. Students and trainees must also have health insurance and be covered by the COLLEGE's student accident insurance policy.
- a) **Workers' Compensation:** If the COLLEGE has employees as defined by the State of California, the COLLEGE shall maintain statutory Workers' Compensation Insurance (Coverage A) as prescribed by the laws of the State of California. Policy shall include Employers' Liability (Coverage B) including Occupational Disease with limits not less than \$1,000,000 per person per accident. The policy shall be endorsed to waive subrogation in favor of The County of Riverside. Policy shall name the COUNTY as Additional Insureds.
25. **Mutual Indemnification:** Each party shall defend, indemnify, and hold the other party, its officials, officers, employees, agents, and volunteers, harmless from and against any and all liability, loss, expenses (including reasonable attorney's fees), or claims for injury or damage arising out of the performance of this agreement, but only in proportion to and to the extent such liability, loss, expenses (including reasonable attorney's fees), or claims for injury or damage are caused by or result from the negligent or intentional acts or omissions of the indemnifying party, its officials, officers, employees, agents, subcontractors, or volunteers..

26. Submit to COUNTY proof of students' physical fitness, including results of Hepatitis B, T.B. test and rubella and rubella titers as requested;
27. Notify COUNTY's liaison person or her/his delegate regarding the names of the Instructor and trainees, together with their academic preparation, professional experience, and eventual licensure(s);
28. Inform instructors and trainees about COUNTY's requirements for acceptance, such as health status, dress code, CPR training, and compliance with COUNTY's rules and regulations as applicable.
29. Inform Students of the requirement to complete the Student Procedure as described on Exhibit A prior to beginning service.

THIS AGREEMENT shall be construed and enforced in accordance with the Laws of the State of California.

**[Signature Page on Following Page]**



IN WITNESS WHEREOF, the PARTIES hereto have caused their duly authorized representatives to execute this Agreement.

**COUNTY**

**COLLEGE**

**Department of Animal Services**

**Platt College Los Angeles, LLC**

By \_\_\_\_\_  
Erin Gettis

By \_\_\_\_\_  
*[Signature]*

Director of Animal Services

By Michael Bradley  
Print Name

Date \_\_\_\_\_

Date 4/26/21

**APPROVED AS TO FORM:**

By B Fordon

Bruce Fordon  
Deputy County Counsel

**EXHIBIT A**  
**VETERINARY TECHNOLOGY CLINICAL EXPERIENCE OBJECTIVES**

The clinical experience is an integral part of the College's Veterinary Technology program, providing opportunities to qualified technician students for observation and practice experience in a clinical environment under the supervision of trained professionals.

1. Drug calculations and reconstitutions (under supervision of RVT or DVM), excluding controlled substances
2. Temperature, pulse, respiration, and capillary refill time
3. Subcutaneous injections
4. Intramuscular injections
5. Calculate fluid volume requirements (to be confirmed by RVT or DVM)
6. Venous punctures for blood collection
7. Proper animal restraint
8. Obtaining an EKG reading
9. Clipping and prepping of animals for routine procedures
10. Understanding of various animal diets
11. Facility cleanliness and proper infectious disease management including Isolation Protocols
12. Normal small animal vital signs
13. Administration of oral medications
14. Basic interactions with the public (under the supervision of RVT or DVM)
15. Understand importance of sterility during surgical procedure and in surgery suite
16. Recovery and extubation of surgery patient
17. Place and maintain a peripheral intravenous catheter
18. Obtain O<sub>2</sub> saturation with pulse oximeter
20. Maintenance of proper core body temperature during anesthesia
21. Learn basic surgical pack prep and sterilization techniques
22. Understanding the importance of complete medical documentation
23. Basic understanding of medical charts and/or medical computer software
24. Palpate and expression of urinary bladder if appropriate cases available
25. Accurately prepare and read PCV's using hematocrit tubes
26. Use of a refractometer for measuring total solids and urine specific gravity
27. Prepare samples for reference laboratory shipment (under supervision of RVT Or DVM)
28. Demonstrate proper use of a microscope including cleaning and general care
29. Be familiar with methodology for Parvo, Giardia, FeLV, FIV and Occult Heartworm tests
30. Basic operation and maintenance for available in-house testing

31. Correct basic radiographic positioning for thorax, abdomen, pelvis and extremities
32. Proper development techniques for radiographs or knowledge of Digital Radiology and study submissions to radiologist
33. Radiology safety and prevention of X-ray exposure
34. Identify basic anatomical structures on a radiograph
35. Identify appropriate bandaging materials
36. Obtain animal urine sample as directed by RVT or DVM
37. Properly perform canine and feline ear cleaning
38. Acknowledge the importance of competent and compassionate pet care
39. Clean up after and care for pets as instructed
40. Observe dental cleaning in canine and feline pets, and assist RVT or DVM as instructed

This list of tasks may be amended by the COUNTY Facility Management Team or County Veterinarian at any time after consultation with the College. Any activities not specifically included on this list must be approved in writing by the Facility Management Team. The regulations of state veterinary licensing boards will supersede this list if in conflict.

The following activities are never to be performed by a technician intern or student:

1. Accessing, dispensing, administering or prescribing controlled substances
2. Driving on behalf of COUNTY or a member of the community
3. Diagnosing animal disease or condition or delivering prognosis of an animal
4. Surgery
5. Prescription of drugs, medicines or appliances.

Students may observe, but are not allowed to have primary responsibility for, anesthesia induction by inhalation or intravenous injection, dental extractions, or the suturing of existing skin incisions.

**EXHIBIT B**  
**DESIGNATED FACILITIES LIST**

1. Site Name: **Western Riverside County/City Animal Shelter**  
Site Address: 6851 Van Buren Blvd.  
Jurupa Valley, CA 92509  
(951) 358-7387

**Restrictions on hours that students can train:** No students on Sundays without approval by Supervising RVT. No students before 7:30 a.m. or after 6:30 p.m.

**Maximum number of students on site at any time:** 20 unless pre-approved by Supervising RVT

**Name of key contact at site for the program:** Supervising RVT or Clinic Lead RVT

2. Site Name: **Coachella Valley Animal Campus**  
Site Address: 72-050 Pet Land Place  
Thousand Palms, CA 92276  
(760) 343-3644

**Restrictions on hours that students can train:** Hours to be determined by Supervising RVT. There is limited scheduling available at this time.

**Maximum number of students on site at any time:** To be determined by Supervising RVT

**Name of key contact at site for the program:** Supervising RVT or Clinic Lead RVT

3. Site Name: **San Jacinto Valley Animal Campus**  
Site Address: 581 S. Grand Ave  
San Jacinto, CA 92582  
951-358-7387

**Restrictions on hours that students can train:** Hours to be determined by Supervising RVT. There is limited scheduling available at this time.

**Maximum number of students on site at any time:** To be determined by Supervising RVT

**Name of key contact at site for the program:** Supervising RVT or Clinic Lead RVT

**EXHIBIT C**  
**COLLEGE LOCATIONS**

Platt College Southern California Campus Locations:

1.     **Alhambra**  
1000 South Fremont Avenue, Suite A9W  
Alhambra, CA 91803
  
2.     **Anaheim**  
1400 S. Douglass Road, Suite 125  
Anaheim, CA 92806
  
3.     **Ontario**  
3700 Inland Empire Boulevard  
Ontario, CA 91764
  
4.     **Riverside**  
6465 Sycamore Canyon Blvd. Suite 100  
Riverside, CA 92507



## Attachment A STUDENT PROCEDURE

### Step 1:

The Student should fill out a volunteer application online at [www.rcdas.org](http://www.rcdas.org). Please make sure the student types "Platt College" next to their last name when completing the application. The Volunteer Service Coordinator, Josette Poulin will review the application and then she will email an invitation with available dates and time for upcoming Orientations.

### Step 2:

Student will need to reply to the email to let Josette know which Orientation they will be attending. Orientation is an opportunity to learn what opportunities are available to you as a volunteer, as well as any applicable policies and procedures.

### Step 3:

During the Orientation, the Live Scan Fingerprinting will also take place. Student will need to complete the "Request for Live Scan Service" Form and present it along with their valid identification card to the Live Scan Operator.

### Step 4:

After attending Orientation, student will receive an email from Accurate with a link to follow and complete online application. We ask that the students complete this within the 10 days of receiving the email from Accurate because it will expire.

### Step 5:

Upon completion of the Orientation and passing the Background Check, the student will receive a "Welcome Training" email invitation to attend a hands-on training as to how to properly handle our animals and other important information about the shelter.

If you have further questions please email Josette Poulin at [jpoulin@rivco.org](mailto:jpoulin@rivco.org) or call (951) 236-0540.

✓

**Riverside County Board of Supervisors  
Request to Speak**

Submit request to Clerk of Board (right of podium),  
Speakers are entitled to three (3) minutes, subject to  
Board Rules listed on the reverse side of this form.

**SPEAKER'S NAME:** BRAD ANDERSON

**Address:** \_\_\_\_\_  
(only if follow-up mail response requested)

**City:** Powder Mill **Zip:** \_\_\_\_\_

**Phone #:** \_\_\_\_\_

**Date:** 6/4/24 **Agenda #** 3.10

**PLEASE STATE YOUR POSITION BELOW:**

**Position on "Regular" (non-appealed) Agenda Item:**

Support     Oppose     Neutral

**Note:** If you are here for an agenda item that is filed  
for "Appeal", please state separately your position on  
the appeal below:

Support     Oppose     Neutral

**I give my 3 minutes to:** \_\_\_\_\_

**MEMORANDUM OF UNDERSTANDING  
BETWEEN  
PLATT COLLEGE LOS ANGELES, LLC  
AND  
COUNTY OF RIVERSIDE**

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22. Provide a qualified Clinical Instructor to visit the COUNTY facility at regular scheduled times for the purposes of coordinating clinical training, and of ensuring that trainees conduct themselves in accordance with the rules and regulations of both COUNTY and COLLEGE;
23. Carry the following insurance coverage during the term of this Agreement and any extensions thereof:
  - a) **Commercial General Liability:** Commercial General Liability insurance coverage, including but not limited to, premises liability, unmodified contractual liability, products and completed operations liability, personal and advertising injury, and cross liability coverage, covering claims which may arise from or out of COLLEGE'S performance of its obligations hereunder. Policy shall name the COUNTY as Additional Insured. Policy's limit of liability shall not be less than \$2,000,000 per occurrence combined single limit. If such insurance contains a general aggregate limit, it shall apply separately to this agreement or be no less than two (2) times the occurrence limit. Policy shall name the COUNTY as Additional Insureds.
  - b) **Vehicle Liability:** If vehicles or mobile equipment are used in the performance of the obligations under this Agreement, then COLLEGE shall maintain liability insurance for all owned, non-owned or hired vehicles so used in an amount not less than \$1,000,000 per occurrence combined single limit. If such insurance contains a general aggregate limit, it shall apply separately to this agreement or be no less than two (2) times the occurrence limit. Policy shall name the COUNTY as Additional Insureds.
  - c) **Professional Liability:** COLLEGE shall maintain Professional Liability Insurance providing coverage for the COLLEGE's performance of work included within this Agreement, with a limit of liability of not less than \$1,000,000 per occurrence and \$2,000,000 annual aggregate. If COLLEGE's Professional Liability Insurance is written on a claims made basis rather than an occurrence basis, such insurance shall continue through the term of this Agreement and COLLEGE shall purchase at his sole expense either 1) an Extended Reporting Endorsement (also, known as Tail Coverage); or 2) Prior Dates Coverage from new insurer with a retroactive date back to the date of, or prior to, the inception of this Agreement; or 3) demonstrate through Certificates of Insurance that COLLEGE has Maintained continuous coverage with the same



or original insurer. Coverage provided under items; 1), 2), or 3) will continue as long as the law allows. Policy shall name the COUNTY as Additional Insureds.

- d) **General Insurance Provisions - All lines:** 1) Any insurance carrier providing insurance coverage hereunder shall be admitted to the State of California and have an A M BEST rating of not less than A: VIII (A:8) unless such requirements are waived, in writing, by the County Risk Manager. If the County's Risk Manager waives a requirement for a particular insurer such waiver is only valid for that specific insurer and only for one policy term. 2) The COLLEGE must declare its insurance self-insured retention for each coverage required herein. If any such self-insured retention exceeds \$500,000 per occurrence each such retention shall have the prior written consent of the County Risk Manager before the commencement of operations under this Agreement. Upon notification of self-insured retention unacceptable to the COUNTY, and at the election of the County's Risk Manager, COLLEGE'S carriers shall either; 1) reduce or eliminate such self-insured retention as respects this Agreement with the COUNTY, or 2) procure a bond which guarantees payment of losses and related investigations, claims administration, and defense costs and expenses. 3) COLLEGE shall cause COLLEGE'S insurance carrier(s) to furnish the County of Riverside with either 1) a properly executed original Certificate(s) of Insurance and certified original copies of Endorsements effecting coverage as required herein, and 2) if requested to do so orally or in writing by the County Risk Manager, provide original Certified copies of policies including all Endorsements and all attachments thereto, showing such insurance is in full force and effect. Further, said Certificate(s) and policies of insurance shall contain the covenant of the insurance carrier(s) that a minimum of thirty (30) days written notice shall be given to the County of Riverside prior to any material modification, cancellation, expiration or reduction in coverage of such insurance. If COLLEGE insurance carrier(s) policies does not meet the minimum notice requirement found herein, COLLEGE shall cause COLLEGE'S insurance carrier(s) to furnish a 30 day Notice of Cancellation Endorsement. 4) In the event of a material modification, cancellation, expiration, or reduction in coverage, this Agreement shall terminate forthwith, unless the County of Riverside receives, prior to such effective date, another properly executed original Certificate of Insurance and original copies of endorsements or certified original policies, including all endorsements and attachments thereto evidencing coverage's set forth herein and the insurance required herein is in full force and effect. COLLEGE shall not commence operations until the COUNTY has been furnished original Certificate (s) of Insurance and certified original copies of endorsements and if requested, certified original policies of insurance including all endorsements and any and all other attachments as required in this Section. An individual authorized by the insurance carrier to do so on its behalf shall sign the original



endorsements for each policy and the Certificate of Insurance. 5) It is understood and agreed to by the parties hereto that the COLLEGE'S insurance shall be construed as primary insurance, and the COUNTY'S insurance and/or deductibles and/or self-insured retention's or self-insured programs shall not be construed as contributory. 6) If, during the term of this Agreement or any extension thereof, there is a material change in the scope of services; or, there is a material change in the equipment to be used in the performance of the scope of work; or, the term of this Agreement, including any extensions thereof, exceeds five (5) years; the COUNTY reserves the right to adjust the types of insurance and the monetary limits of liability required under this Agreement, if in the County Risk Management's reasonable judgment, the amount or type of insurance carried by the COLLEGE has become inadequate. 7) COLLEGE shall pass down the insurance obligations contained herein to all tiers of subcontractors working under this Agreement. 8) The insurance requirements contained in this Agreement may be met with a program(s) of self-insurance acceptable to the COUNTY. 9) COLLEGE agrees to notify COUNTY of any claim by a third party or any incident or event that may give rise to a claim arising from the performance of this Agreement

**Sexual Abuse or Molestation (SAM) Liability:** If the work will include contact with minors, and the Commercial General Liability policy is not endorsed to include affirmative coverage for sexual abuse or molestation, COLLEGE shall obtain and maintain a policy covering Sexual Abuse and Molestation with a limit no less than \$2,000,000 per occurrence or claim.

24. Students and trainees must also have health insurance and be covered by the COLLEGE's student accident insurance policy.

a) **Workers' Compensation:** If the COLLEGE has employees as defined by the State of California, the COLLEGE shall maintain statutory Workers' Compensation Insurance (Coverage A) as prescribed by the laws of the State of California. Policy shall include Employers' Liability (Coverage B) including Occupational Disease with limits not less than \$1,000,000 per person per accident. The policy shall be endorsed to waive subrogation in favor of The County of Riverside. Policy shall name the COUNTY as Additional Insureds.

25. **Mutual Indemnification:** Each party shall defend, indemnify, and hold the other party, its officials, officers, employees, agents, and volunteers, harmless from and against any and all liability, loss, expenses (including reasonable attorney's fees), or claims for injury or damage arising out of the performance of this agreement, but only in proportion to and to the extent such liability, loss, expenses (including reasonable attorney's fees), or claims for injury or damage are caused by or result from the negligent or intentional acts or omissions of the indemnifying party, its officials, officers, employees, agents, subcontractors, or volunteers..

26. Submit to COUNTY proof of students' physical fitness, including results of Hepatitis B, T.B. test and rubella and rubella titers as requested;
27. Notify COUNTY's liaison person or her/his delegate regarding the names of the Instructor and trainees, together with their academic preparation, professional experience, and eventual licensure(s);
28. Inform instructors and trainees about COUNTY's requirements for acceptance, such as health status, dress code, CPR training, and compliance with COUNTY's rules and regulations as applicable.
29. Inform Students of the requirement to complete the Student Procedure as described on Exhibit A prior to beginning service.

THIS AGREEMENT shall be construed and enforced in accordance with the Laws of the State of California.

**[Signature Page on Following Page]**

IN WITNESS WHEREOF, the PARTIES hereto have caused their duly authorized representatives to execute this Agreement.

**COUNTY**

**COLLEGE**

**Department of Animal Services**

**Platt College Los Angeles, LLC**

By   
Erin Gettis

By 


Director of Animal Services

By Michael Bradley  
Print Name

Date 6/19/24

Date 4/26/24

**APPROVED AS TO FORM:**

By   
Bruce Fordon  
Deputy County Counsel



**EXHIBIT A**  
**VETERINARY TECHNOLOGY CLINICAL EXPERIENCE OBJECTIVES**

The clinical experience is an integral part of the College's Veterinary Technology program, providing opportunities to qualified technician students for observation and practice experience in a clinical environment under the supervision of trained professionals.

1. Drug calculations and reconstitutions (under supervision of RVT or DVM), excluding controlled substances
2. Temperature, pulse, respiration, and capillary refill time
3. Subcutaneous injections
4. Intramuscular injections
5. Calculate fluid volume requirements (to be confirmed by RVT or DVM)
6. Venous punctures for blood collection
7. Proper animal restraint
8. Obtaining an EKG reading
9. Clipping and prepping of animals for routine procedures
10. Understanding of various animal diets
11. Facility cleanliness and proper infectious disease management including Isolation Protocols
12. Normal small animal vital signs
13. Administration of oral medications
14. Basic interactions with the public (under the supervision of RVT or DVM)
15. Understand importance of sterility during surgical procedure and in surgery suite
16. Recovery and extubation of surgery patient
17. Place and maintain a peripheral intravenous catheter
18. Obtain O<sub>2</sub> saturation with pulse oximeter
20. Maintenance of proper core body temperature during anesthesia
21. Learn basic surgical pack prep and sterilization techniques
22. Understanding the importance of complete medical documentation
23. Basic understanding of medical charts and/or medical computer software
24. Palpate and expression of urinary bladder if appropriate cases available
25. Accurately prepare and read PCV's using hematocrit tubes
26. Use of a refractometer for measuring total solids and urine specific gravity
27. Prepare samples for reference laboratory shipment (under supervision of RVT Or DVM)
28. Demonstrate proper use of a microscope including cleaning and general care
29. Be familiar with methodology for Parvo, Giardia, FeLV, FIV and Occult Heartworm tests
30. Basic operation and maintenance for available in-house testing

31. Correct basic radiographic positioning for thorax, abdomen, pelvis and extremities
32. Proper development techniques for radiographs or knowledge of Digital Radiology and study submissions to radiologist
33. Radiology safety and prevention of X-ray exposure
34. Identify basic anatomical structures on a radiograph
35. Identify appropriate bandaging materials
36. Obtain animal urine sample as directed by RVT or DVM
37. Properly perform canine and feline ear cleaning
38. Acknowledge the importance of competent and compassionate pet care
39. Clean up after and care for pets as instructed
40. Observe dental cleaning in canine and feline pets, and assist RVT or DVM as instructed

This list of tasks may be amended by the COUNTY Facility Management Team or County Veterinarian at any time after consultation with the College. Any activities not specifically included on this list must be approved in writing by the Facility Management Team. The regulations of state veterinary licensing boards will supersede this list if in conflict.

The following activities are never to be performed by a technician intern or student:

1. Accessing, dispensing, administering or prescribing controlled substances
2. Driving on behalf of COUNTY or a member of the community
3. Diagnosing animal disease or condition or delivering prognosis of an animal
4. Surgery
5. Prescription of drugs, medicines or appliances.

Students may observe, but are not allowed to have primary responsibility for, anesthesia induction by inhalation or intravenous injection, dental extractions, or the suturing of existing skin incisions.



**EXHIBIT B**  
**DESIGNATED FACILITIES LIST**

1. Site Name: **Western Riverside County/City Animal Shelter**  
Site Address: 6851 Van Buren Blvd.  
Jurupa Valley, CA 92509  
(951) 358-7387

**Restrictions on hours that students can train:** No students on Sundays without approval by Supervising RVT. No students before 7:30 a.m. or after 6:30 p.m.

**Maximum number of students on site at any time:** 20 unless pre-approved by Supervising RVT

**Name of key contact at site for the program:** Supervising RVT or Clinic Lead RVT

2. Site Name: **Coachella Valley Animal Campus**  
Site Address: 72-050 Pet Land Place  
Thousand Palms, CA 92276  
(760) 343-3644

**Restrictions on hours that students can train:** Hours to be determined by Supervising RVT. There is limited scheduling available at this time.

**Maximum number of students on site at any time:** To be determined by Supervising RVT

**Name of key contact at site for the program:** Supervising RVT or Clinic Lead RVT

3. Site Name: **San Jacinto Valley Animal Campus**  
Site Address: 581 S. Grand Ave  
San Jacinto, CA 92582  
951-358-7387

**Restrictions on hours that students can train:** Hours to be determined by Supervising RVT. There is limited scheduling available at this time.

**Maximum number of students on site at any time:** To be determined by Supervising RVT

**Name of key contact at site for the program:** Supervising RVT or Clinic Lead RVT

**EXHIBIT C**  
**COLLEGE LOCATIONS**

Platt College Southern California Campus Locations:

1.     **Alhambra**  
1000 South Fremont Avenue, Suite A9W  
Alhambra, CA 91803
  
2.     **Anaheim**  
1400 S. Douglass Road, Suite 125  
Anaheim, CA 92806
  
3.     **Ontario**  
3700 Inland Empire Boulevard  
Ontario, CA 91764
  
4.     **Riverside**  
6465 Sycamore Canyon Blvd. Suite 100  
Riverside, CA 92507

## Attachment A

### STUDENT PROCEDURE

#### Step 1:

The Student should fill out a volunteer application online at [www.rcdas.org](http://www.rcdas.org). Please make sure the student types "Platt College" next to their last name when completing the application. The Volunteer Service Coordinator, Josette Poulin will review the application and then she will email an invitation with available dates and time for upcoming Orientations.

#### Step 2:

Student will need to reply to the email to let Josette know which Orientation they will be attending. Orientation is an opportunity to learn what opportunities are available to you as a volunteer, as well as any applicable policies and procedures.

#### Step 3:

During the Orientation, the Live Scan Fingerprinting will also take place. Student will need to complete the "Request for Live Scan Service" Form and present it along with their valid identification card to the Live Scan Operator.

#### Step 4:

After attending Orientation, student will receive an email from Accurate with a link to follow and complete online application. We ask that the students complete this within the 10 days of receiving the email from Accurate because it will expire.

#### Step 5:

Upon completion of the Orientation and passing the Background Check, the student will receive a "Welcome Training" email invitation to attend a hands-on training as to how to properly handle our animals and other important information about the shelter.

If you have further questions please email Josette Poulin at [jpoulin@rivco.org](mailto:jpoulin@rivco.org) or call (951) 236-0540.