

**CITY OF JACKSON, TENNESSEE
ANIMAL CARE CENTER
POLICIES, PROCEDURE AND
OPERATIONS MANUAL**

WRITTEN 6/20- WHITNEY OWEN

<u>1. General Policies</u>	<u>Pg. 3-4</u>
<u>2. Intake of Animals Due to Owner Surrender</u>	<u>Pg. 5-6</u>
<u>3. Intake of Stray Animals</u>	<u>Pg. 7-8</u>
<u>4. Reclamation of Privately Owned Animals</u>	<u>Pg. 9</u>
<u>5. Medical Care of Animals</u>	<u>Pg. 10-11</u>
<u>6. Cleaning Dog Kennels</u>	<u>Pg. 12-13</u>
<u>7. Cleaning Puppy Isolation</u>	<u>Pg. 14</u>
<u>8. Cleaning Cat Isolation</u>	<u>Pg. 15-16</u>
<u>9. Quarantines and/or Dangerous Animals</u>	<u>Pg. 17</u>
<u>10. Euthanasia</u>	<u>Pg. 18</u>
<u>11. Volunteers</u>	<u>Pg. 19-20</u>
<u>12. Approved Adoption Agencies</u>	<u>Pg. 21-22</u>
<u>13. Animal Adoption</u>	<u>Pg.23</u>

GENERAL POLICIES

6. Humane Handling:

Animals shall be handled in a humane manner at all times. They shall not be subjected to physical force other than as may be required in restraining the animal for safety of humans and/or animals.

2. Housing of Animals:

a. Always when possible, animals shall be separated as follows:

- I. Puppies from adult animals;
- II. Males from females, unless part of a litter;
- III. Aggressive animals from all others;
- IV. Nursing mothers and their litters from all others;
- V. Puppies of different litters; and
- VI. Ill animals from all others.

b. Animals under quarantine for dangerous and/or zoonotic disease must be kept separate, without contact, from all other animals and clearly marked as such inside and outside the shelter building.

c. Persons in charge of caring for housed animals shall see that all food and watering containers are kept clean, food is available at all times to puppies under six (6) months of age and that fresh water is available to every animal at all times. Puppies under six (6) weeks shall be provided with soft food. All animals shall be fed at least once daily, first thing upon employee arrival in the morning.

d. No person shall allow an animal to come into contact with chemicals, cleaning agents, or other potentially toxic or dangerous substance.

3. Sick or Injured Animals:

When a sick or injured animal is picked up, every precaution will be taken when moving or transporting the animal not to compound its condition. A veterinarian or JACC staff member should check every potentially ill or injured animal to determine their condition and if they are a risk to other animals.

4. Confidential Information:

No one shall reveal personal or other sensitive information to any unauthorized person.

5. Paperwork and Information Recording:

All animals in the facility will have an active medical and behavioral file while they are on the premises and their final disposition will be denoted in the file and in the computer system via spreadsheet.

All canine files will include a minimum of:

- Stray Intake or Owner Surrender form
- Intake examination sheet
- Vaccination record sheet
- Heartworm test record sheet
- Medical history sheet

All feline files will include a minimum of:

- Stray Intake or Owner Surrender form
- Intake examination sheet
- Vaccination record sheet
- FIV/FLeuk test record sheet
- Medical history sheet

***ALL INCOMING ANIMALS WILL BE ASSIGNED A FILE IMMEDIATELY UPON INTAKE AND ALL PERTINENT PAPERWORK SHALL BE INCLUDED BEFORE CLOSE OF BUSINESS ON THE DAY OF INTAKE.**

6. Mandatory Animal Hold Times:

According to Tennessee state law, all shelters must hold animals for a predetermined amount of time depending upon the circumstance of their intake.

- A. Owner surrenders are immediately available for appropriate disposition.
- B. Stray animals with no known owner must be held for a minimum of 3 days (not counting Sundays since the facility is closed) before they can be permanently altered, adopted out, or euthanized. The only time this can be ignored is if the animal is grievously injured or ill.
- C. Stray animals with a known owner must be held for a minimum of 5 days (not counting Sundays). The same exclusions apply.

INTAKE OF ANIMALS DUE TO OWNER SURRENDER

Accurate and consistent record keeping and tracking of all animals housed at the Jackson Animal Care Center are essential for overall control, evaluation and management. In addition to the required actions for intake of all animals, the following are to apply in situations when animals are surrendered by their owners.

Owner Surrenders:

Animals surrendered by their owners are accepted, with or without reason, during regular operating hours of the shelter. It is not deemed an emergency call and is therefore not authorized as an after-hours necessity.

6. Owner Surrender Form:

Every individual surrendering an animal must sign a statement that they are the rightful owner of the animal and that ownership of the animal is relinquished to the City of Jackson. In every case, staff must ask the person to sign the form. The Surrender Form also attests to the knowledge of the individual as to whether the animal has bitten a human or other animal within ten (10) days of surrender.

Individuals surrendering their animals must attest, by signing the Owner Surrender Form that they understand relinquishment is final and the animal will not be returned to them. Owners shall be informed that the animal will be eligible for transfer to an approved adoption or rescue agency immediately after surrender. Owner should also be notified that if the animal is aggressive it will be euthanized.

2. Surrender Donation/Fee:

Donations are not required to surrender an animal but are always accepted and appreciated.

3. Vaccination/Health Information:

If the individual surrendering the animal has vaccination and/or health information, that information is made available to the City at the time of the animal's acceptance and entry to the shelter, and placed in the animal's file. If no health and/or vaccination information is available, the surrendered animal, upon arrival, receives the standard vaccinations and preventative care, as set forth in these policies and deemed appropriate by the Animal Care Center staff or a consulting veterinarian.

4. Kennel:

Place the animal in an appropriate kennel with a bowl of fresh water.

Nursing mothers and their young are housed together. Puppies/kittens from the same litter may be housed together, at the discretion of the staff.

5. Shelter Identification:

Each animal is assigned an intake number. The intake number is recorded on all applicable documentation (Intake Exam Form, Medical file, Kennel Card, etc.).

6. Processing Paperwork:

Make sure that all information is recorded appropriately as follows:

A. Intake Spread Sheet:

Every animal that is surrendered shall be entered onto the intake spreadsheet located in the office computer.

B. Intake Exam Form:

The intake of all animals is handled on the Intake Exam Form and all pertinent information is recorded there. It is then placed in a folder marked with the animal's name and intake number and the intake date.

C. Kennel Cards:

All animals will be provided with a kennel card that plainly shows their intake date and basic information.

INTAKE OF STRAY ANIMALS

Accurate and consistent record keeping and tracking of all stray animals housed at the Jackson Animal Care Center are essential for overall control, evaluation and management of animals and possible identification by owners. In addition to the required actions for intake of all animals, the following apply in situations when an animal is designated a stray. Strays are accepted at the shelter during normal operating hours.

1. Secure Animal:

Immediately secure the animal in a cage, kennel or on a leash prior to initial inspection, and follow handling procedures specific to dangerous or injured animals when applicable. Place the animal in an appropriate kennel with a bowl of fresh water. Nursing mothers and their young are housed together. Puppies/kittens from the same litter may be housed together, at the discretion of the Animal Care Center staff.

2. Check for Identification:

Check for any identification, such as license, ID tag, or Rabies tag. Check the animal for branding, and inspect ears/inner thighs for tattoos. Check for a microchip using the scanner. Remove the collar, if applicable, and check for identification information on its underside. Check the Lost and Found Board to determine if the animal was reported missing. If there is a match, follow the policies under the Lost and Found.

3. Document Information:

Document all information found on the animal, including the date and where found, breed, color, type, sex, tag and/or microchip number, and color of collar, on the Stray Animal Form.

4. Initial Observations and Evaluation:

An initial observation and evaluation is performed on the animal by Animal Care Center staff to assess for temperament and recorded on the Intake Exam Form.

Physically inspect the animal, and document the physical description in the appropriate areas on the Intake Exam Form. Any injuries or symptoms of illness are to be documented. Additionally, document any behavior problems or observations relayed by any citizens or officials, if applicable. Note any observable behavior that requires special handling on the Kennel Card. If extreme illness or injury is noted, the animal must be examined by a veterinarian.

5. Shelter Identification:

Each animal is assigned an intake number. The intake number is recorded on all applicable documentation (Intake Exam Form, Kennel Card, etc.).

6. Processing Paperwork:

Make sure that all information is recorded appropriately on the Intake Exam Form, Kennel Card and animal's medical folder.

a. Intake Spreadsheet:

Every animal that is surrendered shall be entered onto the intake spreadsheet located on the front office computer.

b. **Kennel Cards:**

Kennel Cards are filled out and attached to the front of each kennel.

RECLAMATION OF PRIVATELY OWNED ANIMALS

Stray animals will be held the legally required amount of time before being adopted out, transferred to rescue, etc. During that time period the owner can claim that animal. To do so, the owner must provide proof of ownership (vet records, photographs, additional documentation) and proof of current rabies vaccination. If proof of rabies vaccination cannot be provided, then a rabies voucher must be purchased from the shelter in addition to the reclamation fees. The reclamation fees are posted on the facility website and in the lobby of the shelter. They are as follows:

- Officer pick-up fee- \$15
- Daily boarding fee- \$10
- Rabies Voucher- \$15

Any animal not claimed after five (5) business days will be vaccinated, spayed/neutered, etc. and full adoption fee must be paid after that point.

MEDICAL CARE OF ANIMALS

In order to prevent the spread of disease and to provide dogs with the proper medical care while in the custody of Jackson Animal Care and Control, animals are inoculated against certain diseases upon entry into the shelter. They are also provided medical treatment as deemed reasonable and necessary on a case-by-case basis.

1. Medical Record:

Beginning with entry into the shelter, a medical record is maintained for all animals, including information on inoculations and de-worming. This information serves as a complete record of the medical history of the animal while housed at the shelter.

The medical record is kept in the animal's file and is made available to approved adoption or rescue organizations, or regulatory agencies. It stays with the animal, whether it's returned to the owner or transferred to the custody of an approved adopter or rescue organization. The shelter is to keep a copy of the animal's record for a period of two years.

2. Medication Card:

A brightly colored note on the Kennel Card identifies animals receiving medical treatment at the shelter. Should include what medication is being given, dosage and reason for meds. Card should be initialed each time the medication is given so there is record that the animal received it.

3. Vaccinations Within 48 hours of Entry:

All healthy dogs over six (6) weeks of age are vaccinated within twenty-four (24) hours of their entry to the shelter with the following:

Distemper, Parvo virus, para influenza, and adenovirus (DA2PPV)

All healthy cats over 6 weeks of age will be tested for FIV/Fleuk within twenty-four (24) hours of intake. If there is a positive result then the cat shall be euthanized due to the contagious and incurable nature of the diseases. If the result is negative then the cat is to be immediately vaccinated with the following:

Feline Rhinotracheitis-Calici- Panleukopenia-Chlamydia Psittaci (Fellocell)

4. Change in Medications:

Any switch or change in medications for any animal requires the prior approval of the Program Director, Assistant Director or a consulted veterinarian.

5. Administration of Medications:

Medication may be administered in pill, injectable or liquid form, with proper training of administration of such medications.

6. Illness:

Animals shall be monitored for signs and symptoms of acute or chronic illness requiring additional medical treatment including but not limited to vaccinations and parasite control. Medical treatment

can be administered at the discretion of the Director, Assistant Director or consulting veterinarian. If it is not possible to administer either required or recommended medical treatment without harm to human or animal, staff shall contact the consulting veterinarian for evaluation, assistance and guidance.

CLEANING DOG KENNELS

Not only does a thorough and effective cleaning of the Shelter prevent the spread of communicable diseases, but it creates a better environment for animals, staff, and visitors. Animals enter the Shelter from different locations with unknown medical histories and varied past exposure to disease. Cleaning dog kennels correctly ensures a healthy, less stressful stay.

The kennels and/or cages must be cleaned and disinfected at least daily, preferably in the morning, or more frequently, as needed. The products used in cleaning shall be determined by the Animal Control Officer and explained to all employees or volunteers participating in the cleaning.

No one shall allow an animal to be hosed down either directly or indirectly, except as prescribed as treatment.

1. Remove Dog from Inside Kennel:

Place dog in outdoor run or tether them in a secure indoor location

2. Remove all Blankets and Toys:

Place soiled blankets in a laundry basket and place all toys by the tub to be washed and disinfected, if applicable. Blankets that are only slightly “used” may be reused by the same dog.

3. Remove all Food and Water Dishes:

Remove and clean all food and water dishes.

4. Remove Solid Waste:

Rid the kennel of all solid waste, such as feces, clumps of hair, and dry food on the floor, and use the provided scoop to transfer that material to the outdoor dumpster.

5. Spray the Kennel with Water:

Thoroughly spray the entire kennel with plain water including the walls, floors, kennel beds- including the doors, hinges and latches in order to remove any remaining urine or feces.

6. Clean the Kennel with Disinfectant:

Thoroughly spray the entire kennel area with the disinfectant, including the walls, floors, kennel beds, including the doors, hinges and latches. The disinfectant must remain on all surfaces for 10-15 minutes.

Scrub the floors, walls, dog beds and front gates of each pen with a stiff brush after the disinfectant has set a minimum of 10 minutes.

Thoroughly rinse the entire kennel with water to remove any remaining disinfectant. Dry the floor as much as possible using a large squeegee.

7. Wash Dishes and Toys:

Wash the dishes and any toys using the small scrub brush separately designated for dishes, thoroughly rinse with plain hot water, and place in the dish rack to air dry.

8. Blankets/Pads:

Place a clean blanket or pad on the kennel bed, if available. Beds must be returned to their proper, useable condition after being cleaned. Dogs should always have access to a raised area off of the concrete.

9. Fresh Water:

Place a clean dish of fresh water in the kennel.

10. Food Dishes, Treats, Toys:

Place the food dish in the kennel. For feeding instructions, please refer to the section on feeding dogs in the General Policies.

11. Bring Dog Back In:

After the excess water has been removed from the kennel, allow the dogs inside. Leaving a dog in an excessively wet kennel can cause fungal infections and illness.

CLEANING PUPPY ISOLATION KENNELS

Spot cleaning is generally accepted for the duration of the puppy's stay in isolation so long as the puppy is healthy in appearance and asymptomatic. If the puppy is to be moved to a new cage, then the cage will need to be completely sanitized/disinfected. If the puppy has giardia, ringworm, or Coccidiosis then bedding is not allowed and the kennel will need to be sanitized daily.

Spot cleaning-

1. Use a new pair of gloves or wash your hands with soap and water for each cage
2. Move puppy to holding kennel or crate.
3. Remove bowls and soiled bedding
4. Use cleaning solution and paper towel or rag to wipe any smudges, bodily fluids, etc. from the walls.
5. Refresh drinking water, bedding, and newspaper as needed.

Deep Cleaning- THE THREE-STEP DISINFECTION PROCESS

1. Mechanically remove organic material (feces, urine, blood, respiratory secretions, and dirt).
2. Clean the surface thoroughly with soap or a general cleaner, rinse, and dry. Once the surface is clean and dry, apply the disinfectant and allow it to sit for the required contact time.
3. Rinse away the disinfectant with a damp cloth and dry the area well.

CLEANING CAT ISOLATION AND ADOPTION ROOM

In cage cleaning for cats:

“Spot cleaning” done correctly saves times, reduces disinfection cost and chemical use, lowers potential for staff injury, is less stressful for cats, and reduces fomite transmission from handling during cleaning or transfer to incompletely disinfected cages. This is appropriate for healthy cats, and may also be used for sick cats except those infected with pathogens of significant concern for environmental contamination (e.g. ringworm, panleuk). Suggested procedure:

- Have a carrier or hiding box in cage where possible (even a donut boxes, paper bags, colanders and dish pans have been used in shelters for this purpose)
- Clean gently around cat
- Wipe walls (important to remove snot marks from day to day to permit monitoring); no need to rinse if disinfectant or mild detergent used at correct dilution
- Hard core disinfection not needed
- Do not spray around cat
- Brush out spilled litter
- Replace litter pan (prepare fresh litter and dump soiled litter away from cats if possible)
- Leave bedding with cat unless heavily soiled or cat has serious infection (ok to leave URI cats with bedding, but avoid with ringworm, panleukopenia, coccidia, Giardia)
- Deep clean only between cats or when cage is heavily soiled
- Have a few carriers available for litters of kittens or cats that need to be removed to clean heavily soiled cages
- **Clean carriers between uses**

If single cages are all you’ve got and you must move animals for cleaning, what are the options?

-Spot cleaning is practical for many cats, especially if a hiding place has been provided for the cat to hang out in during cleaning. However, it may not be possible with very active cats or litters of kittens. In these situations, one of the strategies below can be used.

One empty kennel per cage bank, ward or side: If you don’t have enough space to devote a number of runs to temporary holding, you can leave one space empty at one end or the other of a series of kennels and move animals over and clean one at a time:

- Move animal to empty kennel
- Clean just-vacated cage
- Move animal next door into just cleaned cage

- Repeat as necessary

This has the disadvantage that runs must be cleaned one at a time, which is less efficient and creates stress and possible respiratory irritation for animals in the adjoining kennels exposed to cleaning chemicals.

It is almost impossible to guarantee adequate contact time, so there will be some exposure of each animal to the germs from animals housed on either side. However, this is still preferable than using a single holding run.

Once a cat is moved permanently out of the cage then it needs to be completely sanitized before a new cat is put into that cage. A three step sanitation process is needed.

THE THREE-STEP DISINFECTION PROCESS

1. Mechanically remove organic material (feces, urine, blood, respiratory secretions, and dirt).
2. Clean the surface thoroughly with soap or a general cleaner, rinse, and dry. Once the surface is clean and dry, apply the disinfectant and allow it to sit for the required contact time.
3. Rinse away the disinfectant with a damp cloth and dry the area well.

QUARANTINED AND/OR DANGEROUS ANIMALS

To ensure the safety of Shelter volunteers and visitors, personal interaction with animals held in quarantine, or declared dangerous or vicious, is prohibited. In addition, animals declared dangerous or vicious may be immediately euthanized unless being held for minimum legal requirements. If, however, an animal must be quarantined, the protocol in working with these animals follows.

Dangerous Dogs

- a. **General**. Our highest priority is the safety of staff, volunteers and visitors.
- b. **Frightened or Questionable Dogs**. If a dog is considered to be frightened or questionable, it is visibly posted on the Kennel Card. In addition, a “WARNING” sign is placed on the front of the kennel to warn staff, volunteers and visitors to beware.
- c. **Dangerous or Vicious Dogs**. If a dog is declared “dangerous” or “vicious,” it is to be immediately moved to the quarantine room to prevent interaction with the dog by the public, volunteers, or unauthorized staff.
- d. **Euthanasia**. When euthanizing a dog that has been in quarantine or declared dangerous or vicious a pre-euthanasia tranquilizer is always administered to minimize the risk of injury to staff, as well as to minimize stress for the dog.
- e. **Safety Equipment**. Appropriate safety equipment is always available for use, including but not limited to heavy duty leather gloves, a catch pole and safety glasses.
- d. **Animals as Evidence**. In the event that animals may be used as evidence, thorough documentation in writing and photographs and veterinary assessment, where required, shall be obtained as soon as possible after its arrival to the shelter. Owner is responsible for boarding fees during the duration of the impoundment and it will be assessed as restitution in court costs during trial.

EUTHANASIA

Euthanasia is defined as the act of inducing humane (rapid and painless) death.

1. Euthanasia shall be by injection, as recommended by the American Veterinary Medical Association, and shall only be performed by a consulting veterinarian or a licensed euthanasia technician.
2. Owner surrendered animals can be euthanized immediately upon intake if deemed aggressive or unadoptable.
3. Strays deemed aggressive will be euthanized after they have been held the minimum number of days required by law (three days for unknown owner, five days for known owner)
4. Animals who are brought in grievously ill or traumatically injured (to such a degree that it would be inhumane to prolong its suffering) will be euthanized after efforts have been made to contact the owner. In all such instances, facts concerning the animal's physical condition shall be documented in writing.

VOLUNTEERS

Volunteers generally help socialize animals, assist with animal caretaking, interact with adoption and rescue agencies and participate in special fundraising efforts. Their special skills and talent make a positive difference in the lives of shelter animals and their recruitment is essential for good shelter operations.

1. Selection of Volunteers/Age Requirements

Volunteers less than 13 years old are not accepted unless part of an approved organized club, school or group activity. Volunteers less than 16 years old must be accompanied at all times at the shelter by a parent or guardian. Volunteers less than 18 years old must have parental consent form on file with the city. Selection and acceptance of volunteers will be made by the Animal Care and Control staff.

1. Volunteer Application

Individuals wishing to volunteer are asked to complete a Volunteer Application that is submitted to the shelter. The application contains questions designed to help understand why individuals want to volunteer and what they hope to accomplish. Likewise, a person's feelings about euthanasia, spaying and neutering, and other aspects of shelter functions will aid the assessment of how the individual will fit into a shelter work environment. Since most volunteers interact with the public, it is important that their relations with the animals are humane, respectful and kind. Upon completion, the Volunteer Application shall be submitted to the Director, Assistant Director, or Volunteer Coordinator for consideration.

3. Acceptance of Volunteers, Orientation and Conduct

- a. Individuals accepted to volunteer are oriented to the shelter operations and procedures via an introductory training class that is required for everyone, regardless of age. This class will be offered one Saturday a month and will be posted on the city website and social media accounts.
- b. Volunteers are required to sign a full release, as designated by the City.
- c. Volunteers are expected to follow the shelter policies and procedures at all times. Volunteers will not interfere with advised medical treatment or procedures, including euthanasia.
- d. Volunteers must log in and out of the shelter on a Volunteer log sheet.
- e. Volunteers are expected to act in conformity with the stated mission of the Shelter.
- f. Volunteers shall adhere to all policies of the Shelter, including those for placement and reclamation of animals.
- g. Volunteers needing verification of hours by a school, civic club, or court system are required to keep up with their own paperwork and verifying signatures on the days the hours were performed. It is not the job of shelter staff to organize, remember, or supply back dated verification. The staff IS NOT ALLOWED to sign back dated paperwork for any reason.

4. Non-Acceptance of Volunteers

Not all potential volunteers are accepted to work at the Shelter. Some possible reasons are that the service offered is not needed, an incompatible availability schedule, they display a disrespectful attitude to staff, or they may have a poor or abusive history with animals.

5. Typical Volunteer Activities

- a. Socialization – Socialization of dogs including bonding, exercise, walking, companionship and reducing stress. Volunteers only work with those animals designated by the Animal Care and Control staff. At no times are dogs permitted to be off of a leash outside of their kennel unless the volunteer has prior approval from a staff member and the dog is in a pre-approved, off leash location.
- b. Kennel – Kennel volunteers may perform a wide variety of tasks ranging from cleaning kennel runs, feeding, assisting with medicating and grooming and general cleaning of the shelter.
- c. Administrative Work – On occasion, assistance may be required of an administrative nature at which time a volunteer’s services may be utilized, with proper training.

6. Termination

Like employees and staff, volunteers can be terminated for a variety of reasons. Poor performance, disruptive behavior, habitual tardiness or absenteeism or falsification of work hours by student volunteers or community service workers, will result in termination. The decision to terminate a volunteer will be made through input of the Animal Care and Control staff and finalized by the Program Director. All decisions are non-negotiable.

APPROVED ADOPTION AGENCIES

In order to maximize adoptions and minimize euthanasia of adoptable animals in the Jackson Animal Care Center, adoptions will be additionally facilitated through Approved Placement Partners.

1. Placement Partner Requirements for Approval

- a. Holds 501 I(3) tax identification status;
- b. Is governed by an elected board of directors and bylaws;
- c. Maintains relationships with legitimate organizations that work in the areas of animal rescue and adoption;
- d. Maintains reliable communication and contact with the Jackson City officials in order to facilitate ongoing knowledge of eligible animals;
- e. Maintains a mandatory spay and neuter program prior to release to adoptive or foster homes, except in cases of rare extenuating circumstances such as a severe illness or injury such that a veterinarian deems the surgery to be unsafe;
- f. Provides the Animal Care Center with copies of all adoption policies and contracts,
- g. Agrees to fully indemnify and hold the City and its representatives harmless from liability for actions or inactions of the Adoption Agency.
- h. Agrees to enter into a written agreement, as designated by the City, for purposes of memorializing an understanding between the parties,
- i. Agrees to abide by all policies and procedures as mandated by the City with regards to the shelter,
- j. Agrees not to circumvent the authority of the JACC, or other designated City employee or officials in charge of the shelter.

2. Acceptance of Adoption Agency

After consideration of the above requirements, and another factors deemed appropriate and relevant, the JACC shall either reject or approve a Placement Partner.

3. Annual Re-evaluation of Approved Placement Partner

The JACC shall review the status of all Approved Placement Partners on an annual basis.

4. Termination of Relationship with Approved Adoption Agency

The JACC or Approved Placement Partner shall have the right to terminate any agreement at any time.

5. Access to Shelter

Designated volunteers and employees of the Approved Placement Partner shall have access to the shelter for purposes of fulfilling adoption goals and objectives with the coordination and approval of the JACC.

Animals relinquished to an Approved Placement Partner shall become the sole responsibility of the Approved Placement Partner.

Animal Adoption

Once an animal has been held past the legal requirement then it becomes property of the JACC and will begin its routine medical care prior to adoption. It will be vaccinated, submit to species specific blood tests, and be spayed or neutered. If an owner wishes to reclaim an animal at this point, then reimbursement must be paid in addition to routine reclamation fees. These reimbursement fees are as follows:

- Heartworm test- \$10
- FIV/FLeuk test- \$10
- Annual Vaccination-\$10

Once an animal is spayed or neutered then the full adoption fee must be paid. The fee can only be paid at the time of pick up, not used as an advance deposit to “hold” an animal. All animals are available on a “first come, first served” basis- provided the adoption application is approved. We are a tax payer funded facility and must conduct ourselves in a fair and equitable way.

All animals are required by law to be spayed or neutered before adoption, this is not negotiable.

A potential adopter must submit an adoption application for approval prior to paying the fee or taking an animal home. Once the application is approved by staff and the animal has completed all required veterinary care, the adoption fee must be paid and medical records will be transferred to the new owners. The adoption fees are non-refundable and are as follows:

- Cat- \$80
- Dog- \$120
- Other- to be determined by director on a case by case basis.

CITY OF JACKSON, TENNESSEE
ANIMAL CONTROL OFFICER
POLICY AND PROCEDURE MANUAL

WRITTEN 6/20- WHITNEY OWEN

TABLE OF CONTENTS

<u>INTRODUCTION</u>	<u>Pg. 3</u>
<u>CHAPTER 1- ANIMAL INTAKE AND DISPOSITION</u>	<u>Pg. 4-5</u>
<u>CHAPTER 2- EQUIPMENT AND VEHICLE USE</u>	<u>Pg. 6-9</u>
<u>CHAPTER 3- ANIMAL/HUMAN BEHAVIOR</u>	<u>Pg. 10-12</u>
<u>CHAPTER 4- COURT CASES AND VIOLATION PROSECUTION</u>	<u>Pg. 13-15</u>
<u>CHAPTER 5- HUMAN/ANIMAL FIRST AID AND SAFETY</u>	<u>Pg. 16-19</u>
<u>CHAPTER 6- WILDLIFE</u>	<u>Pg. 20-21</u>
<u>ADDENDUM- ALL APPLICABLE STATE AND LOCAL ANIMAL LAWS</u>	<u>Pg. 22-36</u>

INTRODUCTION

Objectives of Animal Control

Create animal control programs designed to ensure that animal owners are responsible and empowered to make good decisions regarding the health and safety of their pets. Pets that do not receive proper care can create many problems in a community:

- Spread of injury and disease: bites, rabies, etc.
- Vehicle damage
- Public nuisances: barking, howling, and spreading trash
- Pollution: animal waste
- Property damage: digging in lawns and gardens and injuring or killing livestock, wild animals, and birds

Animal control programs can reduce these problems while making sure that every pet is treated in a humane manner. No living creature deserves to be abused. Animal control programs also educate people about the problems associated with the overpopulation of unwanted pets. There are not enough caring homes for all of the animals born each year. Animal owners need to accept the responsibilities that accompany animal ownership. Effective animal control programs which emphasize public education will result in increased levels of personal, pet, and community health and well-being.

Philosophy of Professionalism

An animal control officer is a professional. All professionals, no matter what their job, have certain characteristics:

- Dependability,
- Credibility,
- Dedication,
- Good judgment,
- Neat appearance,
- Specialized knowledge and skills,
- Ability to deal with other people, and
- A desire to improve themselves through education.

Strive to maintain a positive attitude about your work and to be a professional ACO in speech, actions, attitude, and appearance. Deal with people in a polite but firm manner. A professional ACO enforces laws and ordinances by being respectful, fair, and consistent. Always handle and care for animals in a safe, humane manner. Never vent your frustrations and anger on the animals in your care.

ANIMAL INTAKE AND DISPOSITION

Shelter Facilities

In general, animal shelters house and care for stray, homeless, abandoned (deserted), or unwanted animals.

Impoundment facilities are shelters in which animals are collected or confined by a government entity (such as the city or county) or government contractor because of a state law or local ordinance. Impoundment is the taking or seizing of an animal by an animal control officer (ACO), peace officer, or any person appointed by the local government.

Animal Surrender

Before accepting an animal being surrendered by someone, it would be advisable to obtain a signed release from the person to certify that he/she is the owner of the animal or that it is a stray. The person should also confirm that, to his/her knowledge, the animal has not bitten or scratched anyone within the last 10 days. Additionally, the person should also acknowledge that he/she realizes that there is a strong possibility that the animal will be euthanatized.

Impoundment Period

City and county governments write ordinances or laws that decide how many days a stray animal will be held after it is captured. Animals are usually held for a minimum of 3 working days to give owners a chance to claim their lost pets. At the end of the impoundment period, the animals become the property of the shelter. The local ordinances should contain some provision for immediate euthanasia of extremely sick or injured animals. Many cities and counties have a policy of keeping licensed pets longer than the minimum impoundment period. This encourages residents to participate in the licensing program.

Animal Identification

An Officer should identify every animal they bring to the shelter. Complete a stray intake or surrender sheet for each animal. The shelter will keep a record on each animal that includes, at a minimum, the physical description of the animal, impoundment date, disposition date, and method of disposition.

Separation of Animals

Separate animals during transport to the shelter and do not put too many animals in one cage (try to have only one animal per cage). Litters can be kept together and can be kept with the mother; young animals can be kept together (healthy puppies can be kept together and healthy kittens can be kept together). When space is a problem, house animals by species, sex, and size. Always separate animals that are sick, injured, aggressive, or under rabies quarantine from other animals. If necessary, make multiple trips.

Disposition of Animal

After an animal is impounded, there are a number of ways that the animal can leave the shelter. The action that is taken to end an animal's impoundment (the final outcome) is called the disposition of the animal. A shelter's options for disposition of impounded animals depend on the animal's health, shelter policy, space and budget for housing animals, municipal or county ordinances, and state laws. Three of the most common outcomes of impoundment are:

- having the rightful owner reclaim the animal,
- adopting the animal to a new owner, or
- euthanizing the animal (only in extreme situations for reasons of aggression or illness/injury).

Reclamation

Animal reclamation (the animal is returned to its owner) benefits both the shelter and the owner. The owner gets his or her pet returned, and the shelter has one less animal to place for adoption. The officers need to make every effort to match the animal with the rightful owner when it is reclaimed. Any information toward that goal should be presented to the shelter staff and included in the animal's file.

EQUIPMENT AND VEHICLE

It is important for animal control officers (ACOs) to know that all animals can feel pain. Although animals cannot always express their discomfort and suffering, they can still be hurt. **Professional ACOs are morally, ethically, and legally obligated to minimize the suffering of the animals they handle.** There are multiple options for capture and restraint equipment and it is the Officer's job to know which one is the most appropriate in each scenario.

Techniques for Using a Catch Pole or Snare:

- One method of using a catch pole is to have the loop enclose both the head and one forelimb of the animal to prevent choking. For other methods of proper usage, refer to the manufacturer's recommendations for the catch pole you are using.
- Slide the catch pole along the ground towards the animal, as this will appear less threatening.
- Once the catch pole has crossed the animal's personal space, gently stroke the animal with the end of the staff and then slowly apply the loop.
- Never use the catch pole to lift any animal! Support the body with your free arm and use the catch pole to control the head.

Gloves

Gloves can sometimes, but not always, protect you from animal bites. Ones that are thick and tough enough for maximum protection can make it difficult to grasp an animal or to feel how hard you are pressing on it. Gloves can also help prevent animal saliva that might contain rabies virus from contacting any breaks in the skin on your hands.

Pepper Spray

Can be used to deter angry or aggressive dogs. CO or CS spray should NEVER be used on a dog for any reason. Pepper spray is to be used sparingly and only to protect the safety of humans or other animals.

Bite Sticks

Bite sticks can be possessed or carried by ACOs specifically to prevent animal bites while performing official duties or while traveling to or from work. The preferred bite stick for an ACO is an expandable baton that can easily be carried on their person. The expandable bite stick can quickly provide a barrier between the ACO and an attacking animal when needed.

A bite stick gives the attacking animal something to bite besides the officer. A bite stick is most effectively used as a distraction to fill the dog's mouth, preventing the animal from biting. It also may be used as a pry tool at the back of a dog's mouth to make the dog release its grip once it has bitten. Bite sticks may be used as a defensive tool to provide an ACO with non-lethal force for dealing with aggressive animals. Bite sticks are not to be used to hit, strike, or otherwise harm an animal or a person. **No ACO should be permitted to carry or use a bite stick without proper animal-related training. Any agency approving the use of bite sticks should have a written policy regarding their use and ensure proper training.**

Blankets

Blankets, large towels, or other heavy cloths can be placed over an animal. Use a blanket that is thick enough so the animal cannot tear it, but thin enough so that you can still grasp the animal.

- Blankets help calm the animal and may protect you from bites because animals are less likely to attack a flat surface.
- Many animals may be calmed by the darkness created by being covered with the blanket.
- A blanket is useful when handling large birds because the wings, talons, and beaks can all be covered.
- Make sure the blankets and towels are washed after each use to prevent disease transmission.

Traps

The American Veterinary Medical Association considers steel jaw leg hold traps to be inhumane. Use words like “box trap,” “humane trap,” or “live trap” when you are talking to the public so they will know that you do not use steel jaw leg hold traps. This will also improve your public relations.

Box-type live traps are good tools for capturing animals. Use traps for capture of animals when a close approach is difficult, as with animals having a large public space or a strong flight response. Also use traps to capture nocturnal animals, such as skunks, raccoons, and opossums.

- Box-type live traps are made of hardware cloth or other kinds of wire mesh and are available in a wide range of sizes from “large dog size” to “small rodent size”.
- Larger live traps are harder to store. Some commercial traps are collapsible, which makes storing them much easier.
- Live traps of any size work in basically the same way. A door is opened and connected to a treadle or a metal plate on the floor of the trap. The animal triggers or releases the door when it enters the cage and steps on the treadle or tries to remove the bait. The door then closes and locks.
- Use bait that will attract the animal you want to catch. For example, canned or dry cat food will attract cats, raccoons, opossums, and skunks.
- Live traps must be carefully examined after each use and kept clean and in good condition.
- Live traps can be made or commercial traps can be purchased. Commercial traps are expensive and are sometimes stolen or vandalized. Requiring a deposit from citizens who want to use the traps on their property will help reduce the financial loss if the traps are damaged or lost.
- When providing traps to the public, ask them not to set the traps unless they can attend to and care for the animal in a timely manner.
- Make sure to use a trap that is the right size for the animal being captured. After setting the trap properly, check it at least once a day. Check the traps more often during the summer because heat can and will cause serious health problems if the animal is caught and left unattended.
- Most animals will quickly learn to recognize the trapping device and will be hard to trap a second time.

Muzzling

Muzzles can prevent an animal from biting you, and they can sometimes make an animal behave better. You can make muzzles yourself, or your agency can purchase commercial muzzles. Homemade muzzles are cheap, comfortable, and easy to make using rope, cloth, nylon stockings, or cotton gauze. Commercial muzzles come in different sizes and are usually made of nylon with buckles or Velcro straps.

Muzzles can be used for both cats and dogs, but you need to be careful; many ACOs have been bitten while putting a muzzle on an animal.

- 1) Make a loop in the center of a four-foot cord or bandage using a surgeon's knot.
- 2) Slip the loop over the nose and draw it snug.
- 3) Bring the ends down under the chin and tie them with an overhand knot. Carry one around each side of the neck and at the nape tie them in a square or reefers knot.
- 4) Note the finished muzzle.

Do not leave a muzzle on an unattended animal. If the animal vomits while wearing a muzzle, it could choke. Also, the animal will not be able to cool itself by panting and may experience heat exhaustion and/or heat stroke.

Vehicle Standards

Animal transportation involves taking the animal you have captured or seized to the impoundment facility. This is usually done in a truck that has cages on the back. Your truck is a reflection of you as an animal control officer (ACO), so both you and your truck need to be neat and clean. The public will be able to recognize you by the use of proper identification patches on your uniform and insignia on the sides of the vehicle. Use a truck that:

- is clean (clean at least once a day or, if necessary, more often).
- has identifying signs and insignia.
- has cages large enough to hold the captured animals.
- has been properly maintained and is in good working condition.

The truck cages must:

- be clean.
 - be made of strong, easily cleaned material.
- *Do not use wood because it cannot be sanitized.
- have cage doors that can be locked.
 - be strong enough to hold the animals.

Vehicle Equipment

Special equipment for the truck includes:

- Lights, including revolving yellow lights for the top of the truck and strobe lights in the head and tail lights.
- Storage space for the equipment.

Loading Procedures

Someone will usually be watching you whenever you handle an animal, so make sure you do it the correct way. People will have more respect for you if you handle an animal carefully and humanely. Careful handling may also help to calm the animal.

To load an animal onto the truck, you need to:

- lead or carry the animal to your truck. Do not drag the animal. Have the truck as close as possible.
- keep the catch pole or leash on the animal while you are loading it.
- lift the animal with your hand and/or arm. Do not lift the animal with just the leash, rope, or catch pole.
- close the door carefully so you do not catch a part of the animal in the closing door.
- Separate healthy, live animals from sick or dead animals. Do not put them in the same cage.

If the animal is in a live trap, put the trap in the truck or in a cage. Do not remove the animal from the trap until you arrive at the shelter. Return to the shelter as soon as possible after the animal(s) have been loaded onto the truck.

Keep animals on the truck for a minimal amount of time, especially on very hot or cold days. Do not let the animals suffer from heat exhaustion in hot weather or hypothermia (low body temperature) in cold weather. Keep the animal dry if there is precipitation. Drive slowly and carefully so that the animals do not get hurt or develop motion sickness.

Unloading Procedures

It may be more difficult to remove the animal from the cage than it was to put it in the cage. The cage may have become the animal's home territory. It may feel safer in the cage and not want to leave it. To unload the animal from the truck, you should:

- have the truck as close as possible to the holding area.
- open the door carefully.
- put a rope, catch pole, or leash on the animal while you are unloading it.
- lift the animal with your hand and/or arm.
- lead or carry the animal to the holding area.

Be careful when loading or unloading animals to avoid back injuries. Try to lift by bending your knees while keeping your back straight. This puts the stress on your legs rather than on your back.

ANIMAL AND HUMAN BEHAVIOR

Pursuit

It is not always a good idea to pursue an animal that is running away from you.

- The animal will probably escape, and it will be even harder to catch the next time.
- Many animals (and ACOs) have been severely hurt during a chase.
- People watching may think that you have lost control of the situation. This can damage your and your agency's image.

Only chase an animal if you think you will capture it quickly or you will be able to follow it home.

Remember: As a professional ACO, you need to "outthink" the animal so that you can capture it before it has a chance to escape.

If an animal does run away, there are other ways to handle the situation without chasing it.

- Follow the animal until you locate where it lives.
- Issue a citation to the owner.
- Try to capture the animal by setting a live trap.

Territory

All animals, even pets, have home ranges and territories in which they travel. When you know those areas, you will have a better chance of capturing the animal. Dogs are very social in their behavior and form packs that tend to travel together. Cats are not as social and seldom have much to do with other adult cats, except when one is in estrus or they are defending their territory.

Fight or Flight

When you are entering an animal's home range, remember that all animals have a "flight reaction distance." This is the closest you can get to that animal before causing a reaction. The animal will either attempt to:

- hide,
- run, or
- fight.

Most animals will try to run and avoid a confrontation instead of fighting when you approach them. This is the "flight" response. If you enter the animal's critical distance, it will usually attack you in an effort to escape.

Animals react to visual (sight), auditory (sound), and olfactory (smell) signals sent by a person, so always act in a calm, quiet manner while being deliberate and methodical in your movements. Avoid gestures the animal may see as threatening, such as a loud voice and flailing arms. An individual that towers over you, which is how you appear to an animal, can be very threatening. The tone of your voice is very

important too; what you say is not nearly as important as how you say it. It is interesting to note that female ACOs may be more successful than male ACOs in capturing unconfined dogs. Soft, soothing tones along with correct body movements can actually reduce the animal's public, social, or personal spaces.

Public Relations

Public relations is the business of creating goodwill and understanding between animal control and the public. The public generally has a negative attitude toward animal control. Therefore, contacts between you and some members of the public could become unpleasant and even violent. As a professional animal control officer (ACO), you can change the public's attitude for the better.

- Maintain a positive attitude.
- Show interest in every citizen, and treat every problem as important.
- Stay in control and avoid unnecessary conflicts.

Citizen Contact

Citizens form a first impression of you based on what they see. You want that impression to be a good one.

- Keep clothing neat, clean, and wrinkle-free, at least as much as the job allows.
- Keep your vehicle clean.
- People may already be nervous about an official visit from an ACO. Try to get them to relax. Your body language and communication skills will help. Display an attitude of calm authority in a pleasant, impartial manner.
- Keep four to six feet between you and the other person at all times. Entering someone's personal space (standing closer than four feet away from them) can increase the tension. This is also a safe distance for you if they become violent.
- Do not enter a person's home (even if invited to do so) unless it is the only way to achieve the objective of your visit and your Director has been made aware of the situation.
- Always maintain control. Do not engage in a shouting match. Losing your temper could result in a loss of respect for you and your agency and may lead to violence.
- Keep your voice low and speak at a normal pace when talking to the other person. Soothing tones can have a calming effect on people, just as they can on animals.
- Identify yourself first. Give your full name and position.
- Explain the specific problem that has resulted in the visit.
- Discuss your duties and responsibilities as an ACO. Make the person aware that you are there for their safety and the safety of their pets.
- Let the person present their side of the story and listen attentively. This shows that you are willing to listen and that you are not just there to blame someone.
- Ask for their help. If you make them feel like they play a part in the solution, they are less likely to cause problems in the future.
- Speak clearly and intelligently. Know your job and the laws, but do not be afraid to say "I do not know."
- Conclude the meeting the way it began with courtesy and understanding. Thank the person for their time, even if they did not cooperate.

Remember: If a person becomes threatening, quit talking to them and leave.

- The capture of an animal or the issuance of a citation is not worth an injury to you.
- Most citizens will "calm down" with time. You can talk to them again later if you do not accomplish your goal on the first visit.

Call your agency for assistance if the situation is dangerous. In extreme situations, ask for help from law enforcement.

An attack on an officer on duty must result in civil and/or criminal charges being filed. The ACO's supervisor needs to make sure this process is completed. These situations do not happen often, but it is extremely important that they be taken seriously.

Personnel Relations

Animal control officers and their supervisors need to respect and support each other. Your supervisor needs to explain agency policies to you. You must refer to these policies and your supervisor's decisions. Ask for an explanation if a policy is unclear or you do not understand why a decision was made. Keep your supervisor informed of your activities. Tell your supervisor about problems you had while on duty.

- If a citizen threatens to complain or call a city or county official, be sure you inform your supervisor about it right away.
- Supervisors find it hard to support their staff if they do not know what has happened or if they are surprised by a complaint.

COURTROOM PROCEDURES AND PROSECUTION PROTOCOL

Courtroom Procedures

If you have never prepared for a court case, talk with your city or county attorney and with more experienced officers. Get their advice. Attend some of their court cases. Learn how they prepare the paperwork and review the cases.

The following statements are intended to provide guidance to help you feel more comfortable about giving testimony in court and to make your testimony more effective.

- Write down as much information as you can about the violation when it occurs.
- Write clearly so you and others can read your notes later. Remember that your notes may be subpoenaed, so keep them precise and accurate.
- Legally obtain evidence (videos, photographs, witnesses, repeat offender status, etc.).
- Know the state laws* and local ordinances that will help with your case.
- Review your notes and the evidence with the lawyer representing your side. Be certain that your lawyer knows both the good and bad points of your case.
- Arrive on time for the court hearing.
- Bring all necessary records and evidence for the hearing.
- Dress in a clean, neat uniform, and be personally well-groomed. Your physical appearance will make an impression upon the judge or jury.
- Be truthful with your testimony and the evidence you provide, even when it may hurt your case.
- Listen carefully to all questions and be certain that you understand a question before answering. Do not give more information than needed. Keep answers concise and, if possible, brief. Do not be afraid to say "I do not know."
- Answer questions with certainty. Answers such as "I think so" or "I do not believe so" indicate to the judge or jury that you may not be sure of your own testimony.
- Remain objective and "in control." You are there to present the facts. Do not become so personally involved that you become upset or lose your objectivity. Remember that the lawyer from the opposing side may try to make you lose your temper.
- Be polite and show respect for the court and the lawyers from both sides.
- Do not discuss the case with other persons during a recess.

If you do not win your case, review what happened and try to determine what went wrong. Talk with the judge to learn what you need to change and improve. You may find that the judge does not really understand animal control problems. The judge may be more interested in your cases if you provide him or her with more information. Let the judge know that you have a very important job protecting the health and safety of people and animals.

Cruelty Investigations

Animals are protected by laws at the federal, state, and local level. It is important that animal control officers (ACOs) know these laws and are aware of any changes in them after a legislative session. Some of these changes may be quite noticeable, while others may be very subtle.

It is also important that ACOs continually review their local ordinances, suggesting appropriate updates when possible. Animal control officers need to continue to educate the public, city councils, and local law enforcement about animal abuse to try to prevent it and help prosecute the offenders.

Classifications and Types of Cruelty

Animal cruelty can be divided into two categories:

1. Passive cruelty can include:

- Ignorance, neglect, or economic hardship;
- Failure by an animal owner or custodian to provide sufficient food and water;
- Lack of veterinary attention; and
- Inadequate shelter.

Examples of passive cruelty may be an owner that fails to provide adequate shelter for their animal, believing that it can survive extremes of heat or cold; inadequate food and water, resulting in malnutrition, starvation, or dehydration of the animal; or unsanitary living conditions that expose the animal to parasites, disease, and injury that is not treated by a veterinarian.

2. Active Cruelty can include:

- Actions that are intentional and often premeditated;
- Animal fighting;
- Deliberate infliction of pain; and
- Torture.

Beating an animal or intentionally injuring it for breaking rules, digging in the yard, or just for fun are examples of active cruelty. People who intentionally kill animals (especially with the infliction of extreme pain) fall into this category. This should not be confused with euthanasia, which produces a humane and painless death. People commit acts of cruelty for a variety of reasons, none of which should exempt them from prosecution.

Most complaints of animal cruelty are automatically referred to animal control for investigation; however, cases of intentional cruelty must be investigated by law enforcement officers with the power to arrest violators. Animal control should assist the police or sheriff's officers with the handling and sheltering of the seized animals.

Dealing with Violators

-Education

This is the first option for most passive cruelty cases that are investigated. The owner is often merely uninformed about proper animal care and, once educated, is willing to take corrective action. This option may alleviate cruelty without lengthy, costly, and complicated legal proceedings.

-Prosecution

This is the last option when dealing with passive cruelty cases. This route is taken when the owner is uncooperative and the abuse is unresolved through education efforts. Prosecution is the first option, however, when dealing with active cruelty, as the intentional abuse is often severe and reoccurring. Strong action is necessary to provide a deterrent against future abuses.

Surrendering an Animal

If the owner no longer wants the animal or is unable to provide proper care, you should obtain a signed written statement of surrender to resolve the complaint without seizure or further action. Never threaten or forcefully pressure an owner to surrender an animal.

Confiscation of Animal

If possible, always confiscate the animal if it is a victim of active cruelty. Clearly document the case in both written and photographic or video format to be used at trial later. Always have law enforcement present during the seizure and immediately transport the animals to a veterinarian for evaluation and to serve as a potential expert witness at a trial.

Evidence and Documentation

Animals make terrible evidence because their conditions improve once removed from the abusive situation. This is why it is so important to document the original condition of animals at the time of seizure with photographs and veterinary medical reports.

Safety During Raids

Illegal animal fighting is a multi-million-dollar world-wide industry. Dog fighting is illegal in all fifty states and, along with cockfighting, is a state jail felony in Tennessee. Watching a dog fight is a Class A Misdemeanor. Illegal animal fighting often involves a very dangerous criminal element, including drug traffickers and criminal gang members.

The investigation and prosecution of these crimes may be extremely dangerous. Whenever investigating animal fighters, law enforcement must be involved without exception. Raids on animal fighters often involve SWAT-type entry teams and other police resources, as many of these criminals are armed and have a large financial stake in their activity.

While investigating ordinary cruelty and neglect cases is acceptable for non-police animal control officers, under no circumstances should illegal animal fighters be investigated or raided without a very strong police presence.

HUMAN AND ANIMAL SAFETY AND FIRST AID

Sanitation and Hygiene

Good sanitation and hygiene procedures play an important role in animal control. A clean kennel, a clean truck, and personal cleanliness all play a part in your health and the health of the animals in your care. Dirt and animal wastes are removed by cleaning, but you must also remove disease-causing organisms (bacteria, viruses, fungi, and parasites). The organisms may be found on all contact surfaces (walls, floors, tables, cages, etc.) of an animal housing facility, as well as equipment, utensils, and transport vehicles. These microbes (microorganisms) may be spread to animals or people and cause disease. The use of disinfectants will help to eliminate microbes.

Disease prevention begins with a clean environment. Prevent the animals in your facility from becoming sick by properly cleaning and disinfecting the facility.

Remember: Wash your hands often! Your hands come into contact with disease-causing organisms when you handle animals, use capture and restraint equipment, or work in areas where animals are housed.

Disease Transmission and Prevention

Many animal diseases are contagious (they are passed from animal to animal). Some can be spread between different types of animals; for example, canine distemper can be spread from dogs to foxes and raccoons. There are animal diseases that can be spread to people, such as rabies; these diseases are called zoonotic diseases. Knowing about animal diseases and how they are spread will help you keep the animals in your agency's care as healthy as possible.

- Contagious diseases are caused by organisms that include bacteria, viruses, fungi, and parasites. Most are extremely small and can only be seen with a microscope.
- Microbes usually must enter the animal's body to cause a disease.

Some enter the animal's body through normal openings, such as the mouth, nose, eyes, or reproductive organs. Other microbes can enter through a scratch, cut, or bite.

- Once the microbes are inside the animal, they start to reproduce (multiply). The animal's immune (defense) system normally kills the invading organism. Usually the immune system will win, but if the microbes are numerous or very strong or if the animal is weak, stressed, or injured, the animal may become sick.
- When animals are sick, they usually show clinical signs of disease.

Common clinical signs seen in sick animals include: panting coughing sneezing vomiting diarrhea not eating swelling crying runny nose not drinking depression limping runny eyes listless

- Sometimes the clinical signs will not appear until after the animal has been infected for a period of time. This means that even animals that look healthy may be contagious and be able to spread the disease to other animals.

- Different microorganisms are spread in different ways. Disease-causing microbes may be spread through the infected animal's waste (feces and urine), vomitus, saliva, respiratory droplets from coughing and sneezing (microorganisms become airborne), blood, and other body fluids.

***In response to this information, officers must sanitize their truck, transport box, and any equipment used after transporting a sick or potentially sick animal. Trucks must be kept clean on a regular basis as well, and must not be allowed to accumulate mud, dirt or other waste than can harbor bacteria.**

Animal Injuries and First Aid

Emergencies

Animal control officers will encounter injured animals at the shelter and in the community. The best way to handle emergencies is to be prepared. First aid training and the right equipment are essential. Training is very important, but remember that an ACO is not a veterinarian.

Remember: In an emergency, do not panic! Common sense is as important as training and equipment.

First Aid and Emergency Tips

- Safety first. An injured animal in the street is a hazard to drivers, onlookers, and people who are trying to help. Use the flashing caution lights on the truck or other methods to warn drivers to slow down and drive around the animal. You may have to call for police to help direct the traffic on a busy road.
- Get close to the animal. Move the truck as close to the injured animal as possible if it is to be loaded onto the truck.
- Protect yourself. An injured animal is usually in pain and may bite. You may have to use a heavy blanket, a temporary muzzle, or a catch pole to handle the animal. Remember to remove the muzzle after the animal is loaded onto the truck. If the animal vomits while wearing a muzzle, it may choke and die.

Injury and Heatstroke First Aid

- Injuries are common in animals that run loose in the streets. Many animals are killed instantly, while others are so severely injured that an immediate, humane death may be the best option for them.
- Animals that survive may have fractured (broken) bones. They may be bleeding internally or externally, and this loss of blood and severe pain may cause them to go into shock. Pale gums and a rapid pulse are both clinical signs of shock.
- Keep any injured animal calm and warm. The use of a blanket will help with both.
- Support broken bones to prevent further damage. Wrap the area with a thick towel to keep the bones together and to prevent contamination of exposed wounds.
- An animal stretcher or a blanket may be used to help move an injured animal from the ground to the truck.

- Heatstroke is often seen in animals that are left inside a car during warm weather. Dogs suffering from heatstroke will quickly become comatose and die if not treated immediately. The best immediate treatment is to soak the dog in cool water (tap water, not ice water) and then take it to the nearest veterinarian.

*****If the Officer is dispatched to pick up an ill or injured animal then they should notify shelter staff when they are inbound with the animal and what appears to be wrong with the animal so that medical preparations can be made. If it is after hours, then the Director or Assistant Director should be notified so they can meet the officer at the shelter.**

How to Avoid Disease and Injury?

Your duties may expose you to diseases and other health risks. Here is a list of health risks and preventive measures you can take to protect yourself:

Infectious Diseases

- 1) Get the pre-exposure rabies vaccinations.
- 2) Avoid flea and tick bites by using insect repellent.
- 3) Do not crush insects with your bare hands.
- 4) Wash your hands often with soap and water.
- 5) Wear protective gear when needed.
- 6) Dispose of animal waste properly.
- 7) Learn about zoonotic diseases.

Bites and Scratches

- 1) Think and plan before acting.
- 2) Use proper equipment.

Back Injuries

- 1) Wear a back support.
- 2) Keep your back straight when you lift; bend your knees.
- 3) Ask for help if you need it.

Heat Stroke

- 1) Drink plenty of water on hot days.
- 2) Rest if you are tired or dizzy.
- 3) Schedule outside work early or late in the day.

Angry Citizens

- 1) Remain calm and professional.
- 2) Leave and call for help if they become violent.

Vehicle Accidents

- 1) Keep your vehicle in good condition.
- 2) Wear your seat belt.
- 3) Obey the rules of the road and practice defensive driving techniques.
- 4) Use hazard/caution lights when the vehicle is stopped.

You can prevent many injuries and illnesses if you decrease or eliminate the risks involved in your job.

Wildlife

Animal control officers will receive calls from citizens for help with wildlife problems. As our cities grow, there will continue to be problems between humans and wild animals.

Nearly any wild animal can make a home in urban and suburban areas if there are food, water, and shelter. People attract wildlife by leaving their garbage and pet food outside. Wild animals can also make their homes in attics and chimneys, which can cause problems and damage to the building. The only long-term solution for dealing with problem wildlife is to not attract them with food and to "build them out" of areas where they are not wanted.

Discourage people from having contact with wildlife. Wild animals can cause injury through bites and may expose humans or pets to rabies. The Texas Parks and Wildlife Department and many cities have laws pertaining to keeping wild animals as pets. Know the laws regulating wildlife.

Animal control agencies may be required to help citizens with wildlife problems, or they may refer citizens to private pest control companies or wildlife rehabilitators. Your agency should develop a policy to deal with these issues.

Answer all calls for help with animals that are high risk for spreading rabies (skunks, bats, raccoons, foxes, and coyotes). Nocturnal high-risk animals that are active during the daytime may have rabies. It is essential to try to capture or kill (without damaging the brain) a high-risk animal for rabies testing if it had direct contact with a human or domestic animal.

There will be times that you will have to set live traps to capture a wild animal. Think before acting and always consider your safety and the protection of private property. Much of your success will develop through experience. Learn how to identify the problem animal by its signs and tracks. Know what bait to use and where to place the trap. Wear protective gloves to handle traps containing animals.

Releasing, instead of euthanizing, captured wild animals is a very good public relations policy for an animal control agency. The public will appreciate your efforts and your caring attitude. However, relocating and releasing all captured wildlife is not always possible or responsible. Depending on the circumstances, some animals may have to be euthanized. Wild animals in a trap can be injected with a euthanasia solution by using a syringe pole. Syringe poles can be purchased, or you can easily make one yourself.

There are trained wildlife rehabilitators that are permitted by the Texas Parks and Wildlife Department and the U.S. Fish and Wildlife Service to care for and release certain animals. Rehabilitators can also transport these animals if it is not prohibited by an area rabies quarantine. Rehabilitators will probably not be able to take all your wildlife, but it can benefit your agency to establish a working relationship with one or more rehabilitators.

Having a cooperative relationship with rehabilitators is important from a public health standpoint. If your agency's policy is to only euthanize sick, injured, or orphaned wildlife instead of placing them with a rehabilitator, many people who find such animals will decide to personally care for them rather than have them destroyed. These people usually have not been fully educated about the risks of rabies and other zoonotic diseases and have not been trained on bite avoidance techniques; they also probably

have not received pre-exposure rabies vaccinations. Therefore, it is preferable to place wildlife in the hands of responsible, trained rehabilitators whenever possible.

There are many things to consider before relocating and releasing wildlife:

- Is it legal?
- Are water, food, and shelter available?
- Is the animal healthy and old enough to survive on its own?
- Will you be spreading disease?
- Are you doing what is best for the animal?
- Are you relocating a problem to someone else?
- Do you have permission from the owner of the property where the animal is to be released?

Citations

Animal control officers (ACOs) have been given the authority to issue citations to citizens. A citation is an order to appear in court and answer to charges of violations.

Professional Behavior

You must be on your best professional behavior when involved in court cases. This begins with obtaining and organizing all the facts for your case. You must be sure that the case will be worth the court's time. If you make errors in your preparation, you may lose your case. Worse yet, the judge or prosecutor may think you are not a reliable ACO. You want to earn the judge's or prosecutor's respect every time you bring a case to court.

ADDENDUM

TN State laws referencing domesticated animals

https://vetmed.tennessee.edu/outreach/Documents/TN_Animal_Law_Book.pdf

Pertinent and Regularly seen offenses

§ 39-14-201 Definitions for animal offenses

As used in this part, unless the context otherwise requires:

- (1) "Animal" means a domesticated living creature or a wild creature previously captured;
- (2) "Livestock" means all equine as well as animals which are being raised primarily for use as food or fiber for human utilization or consumption including, but not limited to, cattle, sheep, swine, goats, and poultry;
- (3) "Non-livestock animal" means a pet normally maintained in or near the household or households of its owner or owners, other domesticated animal, previously captured wildlife, an exotic animal, or any other pet, including but not limited to, pet rabbits, a pet chick, duck, or potbellied pig that is not classified as "livestock" pursuant to this part; and
- (4) "Torture" means every act, omission, or neglect whereby unreasonable physical pain, suffering, or death is caused or permitted, but nothing in this part shall be construed as prohibiting the shooting of birds or game for the purpose of human food or the use of animate targets by incorporated gun clubs.

§ 39-14-202 Cruelty to animals

(a) A person commits an offense who intentionally or knowingly:

- (1) Tortures, maims or grossly overworks an animal;
- (2) Fails unreasonably to provide necessary food, water, care or shelter for an animal in the person's custody;
- (3) Abandons unreasonably an animal in the person's custody;
- (4) Transports or confines an animal in a cruel manner; or
- (5) Inflicts burns, cuts, lacerations, or other injuries or pain, by any method, including blistering compounds, to the legs or hooves of horses in order to make them sore for any purpose including, but not limited to, competition in horse shows and similar events.

(b) A person commits an offense who knowingly ties, tethers, or restrains a dog in a manner that results in the dog suffering bodily injury as defined in § 39-11-106.

(c) It is a defense to prosecution under this section that the person was engaged in accepted veterinary practices, medical treatment by the owner or with the owner's consent, or bona fide experimentation for scientific research.

(d) Whenever any person is taken into custody by any officer for violation of subdivision

(a)(4), the officer may take charge of the vehicle or conveyance, and its contents, used by the person to transport the animal. The officer shall deposit these items in a safe place for custody. Any necessary expense incurred for taking charge of and sustaining the same shall be a lien thereon, to be paid before the same can lawfully be recovered; or the expenses, or any part thereof, remaining unpaid may be recovered by the person incurring the same of the owners of the animal in an action therefor.

62

(e) In addition to the penalty imposed in subsection (g), the court making the sentencing determination for a person convicted under this section shall order the person convicted to surrender custody and forfeit the animal or animals whose treatment was the basis of the conviction. Custody shall be given to a humane society incorporated under the laws of this state. The court may prohibit the person convicted from having custody of other animals for any period of time the court determines to be reasonable, or impose any other reasonable restrictions on the person's custody of animals as necessary for the protection of the animals.

(f)

(1) Nothing in this section shall be construed as prohibiting the owner of a farm animal or someone acting with the consent of the owner of that animal from engaging in usual and customary practices which are accepted by colleges of agriculture or veterinary medicine with respect to that animal.

(2) It is an offense for a person other than a law enforcement officer acting with probable cause to knowingly interfere with the performance of any agricultural practices permitted by subdivision (f)(1).

(3) An offense under subdivision (f)(2) is a Class B misdemeanor.

(g)

(1) Cruelty to animals is a Class A misdemeanor.

(2) A second or subsequent conviction for cruelty to animals is a Class E felony.

(3) Violation of any prohibition or restriction imposed by the sentencing court pursuant to subsection (e) is a Class A misdemeanor.

§ 39-14-203 Fighting or Baiting Exhibitions

(a) It is unlawful for any person to:

(1) Own, possess, keep, use or train any bull, bear, dog, cock, swine or other animal, for the purpose of fighting, baiting or injuring another such animal, for amusement, sport or gain;

(2) Cause, for amusement, sport or gain, any animal referenced in subdivision (a)(1) to fight, bait or injure another animal, or each other;

(3) Permit any acts stated in subdivisions (a)(1) and (2) to be done on any premises under the person's charge or control, or aid or abet those acts; or

(4) Be knowingly present, as a spectator, at any place or building where preparations are being made for an exhibition for the fighting, baiting or injuring of any animal, with the intent to be present at the exhibition, fighting, baiting or injuring.

(b) It is the legislative intent that this section not apply to the training or use of hunting dogs for sport or to the training or use of dogs for law enforcement purposes.

(c)

(1) Except for any offense involving a cock, an offense under subdivisions (a)(1)-(3) is a Class E felony.

(2) An offense involving a cock under subdivisions (a)(1)-(3) is a Class A misdemeanor.

(d)

(1) An offense under subdivision (a)(4) is a Class B misdemeanor if the person is a spectator at a dog fight.

(2) Any other violation of subdivision (a)(4) is a Class C misdemeanor.

(e) It is not an offense to own, possess or keep cocks, or aid or abet the ownership, possession or keeping of cocks, for the sole purpose of selling or transporting cocks to a location in which possession or keeping of cocks is legal.

§ 39-14-205 Intentional killing of animal

(a)(1)

(A) It is an offense to knowingly and unlawfully kill the animal of another without the owner's effective consent.

(B) A violation of subdivision (a)(1)(A) is theft of property, graded according to the value of the animal, and punished in accordance with § 39-14-105.

(2) In determining the value of a police dog, fire dog, search and rescue dog, service animal or police horse under § 39-14-105, the court shall consider the value of the police dog, fire dog, search and rescue dog, service animal or police horse as both the cost of the animal and any specialized training the animal received.

Notwithstanding subdivision (a)(1)(B), a violation of subdivision (a)(1)(A) with respect to a police dog, fire dog, search and rescue dog, or police horse shall be a Class E felony, unless the offense would be a higher classification based on the animal's value, in which case the violation shall be graded pursuant to subdivision (a)(1)(B).

(b) This Act shall be known and may be cited as "Aron's Law."

(c) A person is justified in killing the animal of another if the person acted under a reasonable belief that the animal was creating an imminent danger of death or serious bodily injury to that person or another or an imminent danger of death to an animal owned by that person. A person is not justified in killing the animal of another if at the time of the killing the person is trespassing upon the property of the owner of the animal. The justification for killing the animal of another authorized by this subsection (b) shall not apply to a person who, while engaging in or attempting to escape from criminal conduct, kills a police dog that is acting in its official capacity.

In that case the provisions of subsection (a) shall apply to the person.

§ 39-14-212 Aggravated cruelty to animals – definitions; construction; penalty

(c) A person commits aggravated cruelty to animals when, with aggravated cruelty and with no justifiable purpose, the person intentionally kills or intentionally causes serious physical injury to a companion animal.

(d) For purposes of this section:

(1) "Aggravated cruelty" means conduct which is done or carried out in a depraved and sadistic manner and which tortures or maims an animal, including the failure to provide food and water to a companion animal resulting in a substantial risk of death or death;

67

(2) "Companion animal" means any non-livestock animal as defined in § 39-14-201(3);

(3) "Elderly" means any person sixty-five (65) years of age or older; and

(4) "Minor" means any person under eighteen (18) years of age.

(e) The provisions of subsection (a) are not to be construed to prohibit or interfere with the following endeavors:

(1) The provisions of this section are not to be construed to change, modify, or amend any provision of title 70, involving fish and wildlife;

(2) The provisions of this section do not apply to activities or conduct that are prohibited by § 39-14-203;

(3) The provisions of this section do not apply to equine animals or to animals defined as livestock by the provisions of § 39-14-201;

(4) Dispatching an animal in any manner absent of aggravated cruelty;

(5) Engaging in lawful hunting, trapping, or fishing activities, including activities commonly associated with the hunting of small game as defined in § 70-1-

101(a)(34);

(6) Dispatching rabid or diseased animals;

(7) Dispatching animals posing a clear and immediate threat to human safety;

(8) Performing or conducting bona fide scientific tests, experiments or investigations within or for a bona fide research laboratory, facility or institution;

(9) Performing accepted veterinary medical practices or treatments;

(10) Dispatching animals in accordance with § 44-17-403(e);

(11) Engaging, with the consent of the owner of a farm animal, in usual and customary practices which are accepted by colleges of agriculture or veterinary medicine with respect to that animal;

(12) Dispatching wild or abandoned animals on a farm or residential real property; or

(13) Applying methods and equipment used to train animals.

(f) Aggravated cruelty to animals is a Class E felony.

(g) In addition to the penalty imposed by subsection (d), the sentencing court may order the defendant to surrender custody and forfeit all companion animals as defined in subdivision (b)(2), and may award custody of the animals to the agency presenting the case. The court may prohibit the defendant from having custody of other animals for any period of time the court determines to be reasonable, or impose any other reasonable restrictions on the person's custody of animals as is necessary for the protection of the animals.

(h) In addition to the penalty imposed by subsection (d), the court may require the defendant to undergo psychological evaluation and counseling, the cost to be borne by the defendant. If

the defendant is indigent, the court may, where practicable, direct the defendant to locate and enroll in a counseling or treatment program with an appropriate agency.

(i) If a defendant convicted of a violation of this section resides in a household with minor children or elderly individuals, the court may, within fifteen (15) days, send notification of the conviction to the appropriate protective agencies.

(j) In addition to the penalty imposed by subsection (d), the defendant may be held liable to the impounding officer or agency for all costs of impoundment from the time of seizure to the time of proper disposition of the case.

(k)

(1) In addition to the penalty imposed by subsection (d), the defendant may be held liable to the owner of the animal for damages.

68

(2) If an unlawful act resulted in the death or permanent disability of a person's guide dog, then the value of the guide dog shall include, but shall not necessarily be limited to, both the cost of the guide dog as well as the cost of any specialized training the guide dog received.

(l) If a juvenile is found to be within the court's jurisdiction, for conduct that, if committed by an adult, would be a criminal violation involving cruelty to animals or would be a criminal violation involving arson, then the court may order that the juvenile be evaluated to determine the need for psychiatric or psychological treatment. If the court determines that psychiatric or psychological treatment is appropriate for that juvenile, then the court may order that treatment.

(m) This section does not preclude the court from entering any other order of disposition allowed under this chapter.

TITLE 10

CITY OF JACKSON ANIMAL CONTROL

CHAPTER

- 1. IN GENERAL.**
- 2. LIVESTOCK AND OTHER FARM ANIMALS.**
- 3. VICIOUS DOGS.**

CHAPTER 1

IN GENERAL

SECTION

10-101. Definitions.

10-102. Running at large prohibited.

10-103. Noise prohibited.

10-104. Cruelty to animals.

10-101. Definitions. Whenever in this title the following terms are used, they shall have the meanings respectively ascribed to them in this section.

(1) "Animals and fowls" as specifically named by whatever name they might be called, and includes every age and sex of each of the herein named species of animals and fowls.

(2) "Approval" means approval by the health officer pursuant to power granted to him in this chapter.

(3) "Health officer" is the director of health and sanitation of the city.

(4) "Keeper" refers to any person owning, keeping, having, using or maintaining any of the animals or fowls herein referred to.

(5) "Rodent-proof" is a state or condition not conducive to entry, feeding or harboring of rodents.

(6) "Sanitary" means a condition of good order and cleanliness which precludes the probability of disease transmission. (1995 Code, § 10-101)

10-102. Running at large prohibited. It shall be unlawful for any person raising, owning and/or keeping any dog or other animal to willfully suffer or permit any such creature to run at large upon the public streets, avenues, alleys, parks or other public property of the city, or to willfully

suffer or permit any dog or other animal to run at large or to go upon the premises owned or in possession of or under the control of any other person in the city. (1995 Code,

§ 10-102)

10-103. Noise prohibited. No person shall willfully or knowingly keep or harbor on his premises any dog or other animal that makes or creates loud and obnoxious noises by whatever method created, thereby disturbing the peace of the neighborhood or disturbing the occupant of adjacent premises or people living in the vicinity of such loud and obnoxious noise.

A person shall be deemed to have willfully and knowingly violated the terms of this section if such person shall have been notified by any police officer of such disturbance and shall have refused for a period of twenty-four (24) hours to correct such disturbance and prevent its recurrence. (1995 Code, § 10-103)

10-104. Cruelty to animals. It shall be unlawful for any person to cruelly maltreat any dumb animal in the city; or to willfully and wantonly kill, maim, wound, poison or disfigure any horse, ass, mule, cattle, sheep, goat, swine, dog or other domesticated animal, bird or beast of any kind; or to mutilate, cruelly kill, over-drive, over-ride or over-load, or unnecessarily confine, or in any manner oppress the same; or to unnecessarily fail to provide the same with proper food, drink or shelter; or to drive, work or use the same when such animal is maimed, wounded, sick, lame or otherwise unfit for labor; or to willfully abandon the same to die; or to carry or to cause the same to be carried, hauled or forced along in a cruel or inhumane manner; or to leave any animal tied up or confined anywhere, day or night, for more than six (6) hours at a time without properly feeding, watering and caring for the same. This section shall not be construed to prevent policemen or other persons from destroying dogs or other animals when lawfully entitled to do so. (1995 Code, § 10-104)

CHAPTER 2

LIVESTOCK AND OTHER FARM ANIMALS

SECTION

10-201. Application of chapter.

10-202. Where animals to be kept.

10-203. Approval required by health officer to keep animals.

10-204. Temporary permit for show animals.

10-205. Pen, stables, etc., to be clean.

10-206. Orders and notices by health officer.

10-207. How feed is to be kept.

10-208. General care of animals.

10-209. Right of entry by health officer.

10-210. Failure to comply constitutes nuisance; abatement; misdemeanor.

10-201. Application of chapter. No owner, lessee, tenant, or sub-tenant, of any property, public or private, located within the corporate limits of the city shall keep, maintain, or cause to be kept any horses, mules, donkeys, cattle, swine, chickens, turkeys, ducks, geese, goats, sheep, hares, or similar animals or fowls either domesticated or non-domesticated except under conditions hereinafter set forth in the provisions of this chapter. (1995 Code, § 10-201)

10-202. Where animals to be kept. No animals, fowls or poultry described in § 10-201, shall be kept within a distance of one thousand (1,000) linear feet of any adjacent residence, place of business, industry or establishment within the city, without approval of the health officer. The health officer shall approve the keeping of animals and fowls on public and private premises only when in his opinion the keeping of such animals and fowls will not injuriously affect the public health and welfare. In no case will the health officer approve the keeping of animals or fowls within two hundred fifty (250) linear feet of any residence, place of business, industry or establishment, except that this restriction shall not prohibit approval by the health officer of the keeping of water fowls on public or community development lakes, such as Campbell Lake. This section shall not apply to small animal hospitals under the direct personal supervision of a licensed veterinarian. (1995 Code, § 10-202, as amended by Ord. #2012-012, Sept. 2012)

10-203. Approval required by health officer to keep animals. The health officer is hereby authorized to prohibit the keeping of animals and fowls described in § 10-201 within the corporate limits of the city when it has been determined that the keeping of such animals and fowls is not in compliance with the provisions included in § 10-202, and/or when in his opinion the keeping of such animals and fowls may prove detrimental to the public health by creating or causing situations conducive to the breeding and attractiveness of flies and other injurious and obnoxious insects, the breeding, feeding and harboring of rats, and which may give rise to offensive smells and odors. "Approval" for the maintenance of such animals or fowls may be at the discretion of the health officer. Owners and keepers of such animals and fowls, when specifically notified to dispose of them by the health officer shall comply within twenty (20) days with such notice, or correct all deficiencies in keeping with the standards herein prescribed. (1995 Code, § 10-203)

10-204. Temporary permit for show animals. Persons bringing show animals into the city for the purpose of exhibiting or showing shall apply for a temporary permit to the health officer. The health officer shall have authority to grant such temporary waivers as will, in the opinion of the health officer, not adversely offset the health of the community. No waiver may be granted for more than twenty (20) days. (1995 Code, § 10-204)

10-205. Pen, stables, etc., to be clean. (1) No animals or fowls described in § 10-201 shall be kept in any place in which manure or liquid discharges from such animals or fowls is allowed to collect or accumulate to any degree of offensiveness. Further, all such manure and liquids shall be at once removed to some proper place of disposal and/or effectively stored between periods of removal in closed containers, which shall provide for the maximum practical fly, rodent and order control.

(2) Stalls, stables, pens, yards and appurtenances in which such animals and fowls are kept shall at all times be maintained in a clean and wholesome condition, so that no offensive odor shall be allowed to escape therefrom, and no rodent, flies or other insects will be able to breed therein or become attracted thereto.

(3) Buildings, pens, yards, and appurtenances constructed for the purpose of housing and impounding animals and fowls shall be located with adequate drainage and constructed so as to facilitate routine cleaning.

(4) This section shall also apply to dogs. (1995 Code, § 10-205)

10-206. Orders and notices by health officer. It shall be the duty of the health officer or his authorized representative to issue orders requiring the removal of animals and fowls from within the corporate limits of the city when the keeping of such animals and fowls is in violation of this chapter and at all times when the keeping of such animals or fowls may constitute a hazard to the public health. The health officer or his authorized representative may issue orders requiring the owners of animals and fowls, or owners, tenants, and lessees of properties where such animals and fowls are quartered, to routinely clean stalls, stables, pens, and yards and to maintain such appurtenances in a clean and sanitary condition. Failure to maintain premises in a satisfactory condition at any and all times following the receipt of such orders from the health officer will be considered as justification to cause the removal of such animals or fowls from within the corporate limits. (1995 Code, § 10-206)

10-207. How feed is to be kept. Every keeper of such animals and/or fowls shall cause feed provided therefor, to be stored and kept in a rat proof, fly-tight building, box or receptacle. (1995 Code, § 10-207)

10-208. General care of animals. No keeper of any pound, kennel, coop, pen, veterinary hospital, or other such places where animals or fowls maybe kept or impounded shall allow the same, or any animal therein by reason of want of care, food, ventilation, or cleanliness or otherwise, to be or to become dangerous or detrimental to human life, health or welfare. (1995 Code, § 10-208)

10-209. Right of entry by health officer. It shall be the duty and authority of the health officer or his authorized representative to enter onto any premises, public or private, at any reasonable hour of the day to make inspections for the purpose of carrying out the provisions of this chapter. (1995 Code, § 10-209)

10-210. Failure to comply constitutes nuisance; abatement; misdemeanor. Failure to comply with any of the provisions of this chapter or with the lawful orders of the health officer shall constitute a nuisance. The city shall have the authority to order immediate abatement of such nuisance. And failure to comply immediately therewith shall constitute a misdemeanor.

The city shall have authority, after giving due notice, to enter onto the premises of any person allowing such a nuisance to exist on his premises and to remove and correct the nuisance. The cost of such removal or correction shall be charged against the person owning the property and shall constitute a lien on such premises in favor of the city until all such charges are paid. (1995 Code, § 10-210)

CHAPTER 3

VICIOUS DOGS

SECTION

10-301. Definition of terms.

10-302. Hearings panel.

10-303. Declaring a dog vicious.

10-304. Notice of vicious dog declaration.

10-305. Hearing on vicious dog declaration.

10-306. Requirements for keeping a vicious dog.

10-307. Impoundment and destruction.

10-308. Notice of impoundment.

10-309. Hearing on impoundment/destruction.

10-310. Exemption.

10-311. Change of status.

10-312. Dog fighting.

10-313. Change of ownership.

10-314. Penalties.

10-315. Right of entry by health officer.

10-301. Definition of terms. As used in this chapter:

(1) "Owner" means a person, firm or corporation keeping, possessing, harboring or having the care or custody of a dog.

(2) "Vicious dog" means:

(a) Any dog which, "without provocation" has attacked or bitten a human being or domestic animal; or

(b) Any dog owned or harbored primarily or in part for the purpose of dog fighting, or any dog trained for dog fighting. (1995 Code, § 10-301)

10-302. Hearings panel. There is hereby created and established a hearings panel. The panel shall consist of three (3) members: one (1) veterinarian jointly appointed by the county executive and the mayor; one (1) person jointly appointed by the county executive and the mayor to be chosen from either a kennel owner, obedience trainer or an animal rights association; one (1) person from the local humane society, suggested by said society, and approved by both governing bodies. The term of an office of such panel members shall be three (3) years, no person can serve more than two (2) consecutive terms, the three (3) members will be on staggered appointments, one each year.

Members of the panel shall meet on an as-needed basis and shall serve without compensation. (1995 Code, § 10-302)

10-303. Declaring a dog vicious. If the hearings panel has cause to believe that a dog is vicious, the hearings panel may find and declare that dog a vicious dog, subject to the following provisions:

(1) No dog may be declared vicious for injury or damage sustained by a person who was committing a willful trespass, or other tort, upon the premises of the dog's owner.

(2) No dog may be declared vicious for injury or damage sustained by a person who was teasing, tormenting, abusing, or assaulting the dog. (1995 Code, § 10-303)

10-304. Notice of vicious dog declaration. Within ten (10) days of declaring a dog vicious, the hearings panel shall notify the dog's owner in writing of the declaration. The notice shall identify the requirements and conditions for maintaining a vicious dog as set forth in this chapter. If the owner cannot be located, the dog may be immediately impounded and notice shall be posted on the owner's property or sent by certified mail to the owner's last known address. (1995 Code, § 10-304)

10-305. Hearing on vicious dog declaration. (1) The owner of a dog declared vicious shall have the right to file, within ten (10) days after receiving notice, a written request for a hearing to contest the vicious dog declaration.

The hearing shall be held within thirty (30) days after the hearings panel receives the owner's written request.

(2) The hearing shall be informal and strict rules of evidence shall not apply. The owner may be represented by counsel, present oral or written evidence, and cross examine witnesses.

(3) The hearings panel shall issue a decision within ten (10) days after the close of the hearing and shall notify the owner in writing of the decision.

(4) If the hearings panel upholds the vicious dog declaration, the owner shall comply with all the requirements and conditions for maintaining a vicious dog as set forth in this chapter.

(5) The decision of the hearings panel is final. (1995 Code, § 10-305)

10-306. Requirements for keeping a vicious dog. The owner of a vicious dog shall be subject to the following requirements:

(1) Confinement. All vicious dogs shall be securely confined indoors or in an enclosed and locked pen or structure upon the premises of the owner.

The pen or structure must have minimum dimensions of five feet (5') by ten feet

(10') and must have secure sides and a secure top attached to the sides. If no bottom is secured to the sides, the sides must be embedded into the ground no less than two feet (2'). All pens or structures must be adequately lighted and kept clean and sanitary. The enclosure must also protect the dog from the elements.

(2) Leash and muzzle. The owner of a vicious dog shall not allow the dog to go outside its kennel, pen or structure unless the dog is muzzled, restrained by a chain or leash not more than four feet (4') in length, and under the physical control of a person. The muzzle must not cause injury to the dog or interfere with its vision or respiration, but must prevent the dog from biting any human or animal.

(3) Signs. The owner of a vicious dog shall display in a prominent place on the owner's premises a clearly visible warning sign indicating that there is a vicious dog on the premises. The sign must be readable from the public highway or thoroughfare. The owner shall also display a sign with a symbol warning children of the presence of a vicious dog. Similar signs shall be posted on the dog's kennel, pen or structure. All said signs shall be no less than twelve inches (12") by twelve inches (12") in size.

(4) Insurance. The owner of a vicious dog must provide proof to the health department that the owner has procured public liability insurance of at least one hundred thousand dollars (\$100,000.00), insuring the owner for any damage or personal injury which may be caused by his or her vicious dog. In the event said liability insurance is canceled, lapsed, or for any reason becomes non-enforceable, said owner shall be in violation of the provisions of this chapter and subject to the penalties provided herein. (1995 Code, § 10-306)

10-307. Impoundment and destruction. The health officer or his authorized representative may order the impoundment of a dog; and the hearings panel may order the destruction of a dog where:

- (1) The dog has attacked, bitten, or injured a human being or animal;
- (2) The dog is a vicious dog as defined in § 10-301 and the owner has failed to comply with the requirements and conditions for keeping a vicious dog as defined in § 10-306. (1995 Code, § 10-307)

10-308. Notice of impoundment. Within ten (10) days of an impoundment, the health officer or his authorized representative shall notify the dog's owner in writing of the impoundment. (1995 Code, § 10-308)

10-309. Hearing on impoundment/destruction. (1) Request for hearing. The owner of an impounded dog shall have the right to file within ten

(10) Days after receiving notice, a written request for a hearing to contest the impoundment.

(2) Informal hearing. The hearing shall be informal and strict rules of evidence shall not apply. The owner may be represented by counsel, present oral and written evidence and cross-examine witnesses.

(3) Decision. The hearings panel shall issue a decision within ten

(10) Days after the close of the hearing and shall notify the owner in writing of the decision.

(4) Order of destruction or release. After considering all relevant evidence, the hearings panel may order the destruction of the impounded dog, or may release the dog to its owner conditional on the owner complying with the requirements for keeping a vicious dog as set forth in § 10-306, or complying with any other requirements necessary to protect the public health and safety.

(5) Consequence of failure of owner to appear. If the owner of impounded dog fails to appear at a hearing or fails to request a hearing, the dog shall be destroyed.

(6) Expenses of impoundment. Any person who violates this chapter shall pay all expenses, including shelter, food, handling, veterinary care and testimony necessitated by the enforcement of this chapter. (1995 Code, § 10-309)

10-310. Exemption. This chapter shall not apply to dogs used by a police department or law enforcement agency. (1995 Code, § 10-310)

10-311. Change of status. The owner of a vicious dog shall notify the health officer or his authorized representative with twenty-four (24) hours, if the vicious dog is unconfined and on the loose, or has attacked a human being or animal. (1995 Code, § 10-311)

10-312. Dog fighting. No person shall possess, harbor, or maintain care or custody of any dog for the purpose of dog fighting, nor shall any person train, torment, badger, bait, or use any dog for the reason of causing or encouraging the dog to attack human beings or domestic animals. (1995 Code, § 10-312)

10-313. Change of ownership. If the owner of a vicious dog sells, gives away, or otherwise transfers custody of the vicious dog, the owner shall, within three (3) days, provide the health officer or his authorized representative with the name, address, and telephone number of the new owner. The previous owner shall notify the new owner of the dog's designation as a vicious dog and of the requirements and conditions for keeping a vicious dog. (1995 Code, § 10-313)

10-314. Penalties. Whoever violates any provision of this chapter shall be guilty of a misdemeanor and may be punished according to the general penalty provision of this code of ordinances. (1995 Code, § 10-314)

10-315. Right of entry by health officer. It shall be the duty and authority of the health officer or his authorized representative to enter onto any premises, public or private, at any reasonable hour of day to make inspection for the purpose of carrying out the provisions of this chapter. (1995 Code, § 10-315)