

**KING AND QUEEN COUNTY
SHERIFF'S OFFICE**



POLICY AND PROCEDURE

SUBJECT: Animal Control Officer	NUMBER: 245
EFFECTIVE DATE: March 1, 2023	REVIEW DATE: As needed or January 1, 2027
AMENDS/SUPERSEDES: 245-Animal Control Policy-March 1, 2023	APPROVED:  Sheriff W.R. "Rob" Balderson
VLEPSC STANDARDS: OPR.01.08a-c	

I. PURPOSE

To establish procedures which will ensure that the residents of the County are aware of existing laws and regulations and that they are being enforced to help control violations that occur by on sight inspection of residential, agricultural, and/or business areas. In maintaining regular unscheduled patrols deputies assigned to animal control can keep abreast of situations occurring and possibly avert problems prior to them happening.

II. Patrolling Procedures

Patrolling is the act of visually observing areas. Patrol is directed toward the prevention of violations of the animal laws, maintenance of community awareness of animal laws, and discovering areas that have or have the obvious potential to be affected by animal control problems (stray dogs, unlicensed dogs, dangerous/vicious dogs and on occasion wild dog packs). If an ACO needs permission to do something, on or off duty, they will make every attempt to contact the shift supervisor.

III. Impounding of Animals

To establish procedures to maintain an animal population in the county that is properly cared for by means of medical care, food, shelter, water. Also, to maintain an animal population that is not a nuisance, properly licensed (for dogs) and in not an immediate threat to public safety in the county.

1. A companion animal will be taken into the Regional Animal Shelter if the following does not apply:
2. No animal shall be picked up from its owner if the owner is taking proper care of the animal as defined by VA State Code 3.2-6503. If owner can be located in a reasonable of time if it is a stray or not on its own property.

3. Animals may be picked up if:
 1. For a dog, does not have a valid, current King & Queen dog license displayed on the dog that is off the owner's property as pursuant to King & Queen Code 6-67.
 2. For an obvious stray animal: for dogs or cats, that are not wearing a collar, or other identification marker and has no known owner, for all other animals, as no known owner.
 3. If caught in a trap set for the purpose of catching animals and the owner is not known.
 4. An animal's health is in question.
 5. Is an animal that has been abandoned pursuant to VA State code 3.2-6504.
 6. The animal control officer feels the animal needs assistance that fall within State and County Law requirements.
 7. Stray animals or animals where the owner is not immediately available that are an immediate physical threat to public safety.
 8. Stray animals or animals where the owner is not immediately available that are creating traffic hazard within any roadway or highway in the county.
 9. Stray animals or animals where the owner is not immediately available that are causing a public disturbance or nuisance.
4. Upon an animal being impounded, that animal shall be taken to the Regional Animal Shelter and all procedures concerning its care shall be followed.
5. If an animal that has an identification tag is impounded, all possible care shall be taken to determine the animal's owner and to return the animal to its owner. If the owner is known, the owner shall be contacted as soon as feasibly possible. The owner shall be responsible for all fees incurred for impound, board and care of their animal.

IV. Quarantined Animals

To establish procedures to maintain an animal in an environment where it is away from human contact due to it having bitten/scratch a person or it is suspected of being ill in accordance with Virginia Department of Health requirements. King & Queen County Sheriff's Office does not quarantine animals owned by anyone unless specifically directed to do so by the Health Department, at the advice of the ACO, or the Sheriff or his designee when one believes the owner is not capable of doing so. The Regional Animal Shelter is not a boarding facility for any animal that is legally owned (whether a county resident or not).

V. Animal Laws

State and County government have a set of laws to guide the Animal Control Officer in his/her duties. It shall be the responsibility of the individual officer to

have knowledge of these laws and to be familiar with their content. As Animal Control is a working arm of the judicial systems there may be questions in reference to the content of and meaning of certain sections. In these cases, it is the responsibility of the officer to seek clarification of those laws by way of the Commonwealth Attorney or his/her designee.

VI. Court Procedures

State and local law shall dictate which offense is being committed and what the penalties shall be. Our court system shall also dictate when and where court will handle the case brought before it.

VII. Vehicle Operations/Maintenance

To establish procedures to maintain properly running and fully equipped vehicles to be used by Animal Control Officers. (OPR.01.08a)

A. Maintenance Procedures

1. All vehicles will be maintained with current
 - a. Virginia State Tags
 - b. Virginia State Inspection
 - c. County required preventative maintenance
2. The Virginia tags on each vehicle are not renewed during the life of the vehicle.
3. Virginia requires inspection of vehicles one time a year. It is the officer's responsibility, to which the vehicle is assigned to maintain current inspection status.
4. Preventative Maintenance is performed every 5,000 miles on ALL county owned vehicles. This is the responsibility of the person assigned to the vehicle.
5. Personnel must be an employee of the King and Queen County Sheriff's, no additional training is required for the operation of this vehicle.

(OPR.01.08b)

All the above services can be handled by the ACO and can be scheduled after approval from the shift supervisor. It is the responsibility of the person assigned to a vehicle to advise the shift supervisor of repair requirements.

6. The animal holding area of the vehicle shall be cleaned after each animal is released off the vehicle. Cleaning shall include a bleach or sanitizing solution be placed on the surface of all areas in the holding area for at least 5-10 minutes and then rinsed with water. Scrub all areas and remove debris prior to sanitation as needed.
7. Traffic Accidents: All traffic accidents will be reported by the officer driving the vehicle. The accident must be reported to the jurisdiction in which it occurs and to the shift supervisor.

VIII. Standard Operating Procedure Manual for the King & Queen County Animal Protection Unit

To set guidelines for the smoother operation of the unit. The procedures within this unit are mandated not only by the Sheriff but by the state law. The procedures will be followed and adhered to unless specifically noted that such procedure is discretionary. No procedure shall be altered in any way without the written consent of the Sheriff or his designee.

The policies and procedures in this manual are for the use of Animal Control Officers and in no way is it to be used for the purpose of countermanding and/or overriding the Policy & Procedure Manual issued to each member of the Sheriff's Office. This set of guidelines will give specifics, on certain policies that will be followed, and examples of the way other duties may be handled.

1) Definitions

- a. Policy – generally provides flexible guidelines while giving the employee the generally accepted departmental way of acting and a framework within which to make decisions. Defines the duties and responsibilities of individuals or what they must do.
- b. Procedures – are the normally accepted step-by-step way of doing a particular task.
- c. Intent of Words – words such as “will,” “must” and “shall” in any policy and procedures are intended to be directive and to mandate a particular action. Words such as “may”, “can”, “should” and “normally” are less directive and imply a degree of choice.

2) General

- a. Knowledge of Contents
It shall be the responsibility of each member to have knowledge of all policies and procedures contained in this manual. It is the responsibility of each member to seek clarification of any policy and procedure in question.
- b. Application of manual and use of discretion
Every member must understand that these policies, and procedures are not intended to cover every case, which may arise in the discharging of Animal Control deputies. Much must be left to the intelligence, discretion and training of the individual. His/her value to the department will be gauged according to the degree in which he/she exhibits these qualities and their zeal, activity and judgement on all occasions.
- c. Updating the Manual
Members of the department will be responsible for maintaining their manual in an up-to-date manner by making any changes or additions as directed. Upon being issued manual updates, members will sign a dated form indicating that they have

received the updated material. Members of the department are responsible for familiarizing themselves with all changes and additions to the manual.

As revisions or cancellations are made, every effort will be made to revise or cancel complete sections to facilitate updating.

d. Developing Reviewing and Issuing Policy

- 1) The Sheriff or his designee will prepare a first draft copy of any policy and procedure for the purpose of review.
- 2) Any policy having civil or criminal ramification will be submitted to the Commonwealth Attorney's Office for review.
- 3) A final draft will be submitted to the Sheriff for review and approval. All policies must be signed by the Sheriff or his designee, prior to being issued.
- 4) 24 hours after the effective date of any policy, all employees will be assumed to have knowledge of them and shall be bound by them. Those employees not on duty during the 24-hour period will be expected to have knowledge and bound by new policies upon commencement of their next tour of duty after issuance of the directive.

e. Annual Review of Procedure Manual

Each year a review of the manual shall be made. The entire policy shall be reviewed by the Sheriff and his staff to ensure the policies and procedures of up-to-date and necessary.

IX. Department Structure

Animal Control is a satellite division of the King & Queen County Sheriff's Office. Its personnel consist of an Animal Control Officer. The Animal Control Officer reports through the chain of command to the Sheriff.

X. Department Responsibilities

It will be the responsibility of the ACO to enforce both State and County Codes pertaining to and for the protection of dogs, cats and other animals as stated in Title 3.2, Section 3.2-6555 of the Virginia State Code.

Other responsibilities shall be but not limited to the following; have working knowledge of all State and County Codes pertaining to Animal Control, have a working knowledge of King & Queen County roads and its boundaries and have knowledge of Court Security and Civil Process.

Animal Control Officer (Full-time) – Qualifications and Training

1. Minimum Qualifications
 - a. Must be at least 18 years of age.
 - b. Must possess a valid Virginia Driver's License
 - c. Must submit to a criminal records background check, no convictions of serious misdemeanors and felony convictions, no convictions or arrests involving animal care or welfare violations.
 - d. Must submit to a check of their driving record, with no major convictions.
 - e. Must be at a level of physical fitness that will allow them to perform the required task as an ACO and Deputy Sheriff.
 - f. Must be a high school graduate or equivalent.

2. Training (OPR.01.08b)
 - a. Must successfully complete the prescribed course of training as determined by DCJS and the Commonwealth of Virginia, for this position within 12 months of employment.
 - b. Must attend and successfully complete the required in-service training as prescribed by DCJS, Commonwealth of Virginia and the State Veterinarian.
 - c. Attend and successfully complete Basic Law Enforcement training.
 - d. Attend and successfully complete Basic Animal Control Officer training.
 - e. Attend and successfully complete Chemical Immobilization training.
 - f. Attend and successfully complete a State Veterinarian approved Humane Euthanasia training.

3. Required Knowledge, Skills and Abilities
 - a. Knowledge of laws and ordinances governing animal protection and control.
 - b. Knowledge of the care and characteristics of domestic animals.
 - c. Knowledge of hazards and safety practices involved in animal control and handling.
 - d. Skills in efficient operation of a motor vehicle.
 - e. Ability to think clearly and act quickly in emergency situations.
 - f. Ability to prepare reports and maintain records.
 - g. Ability to maintaining effective working relationships with other employees and the public.

4. Equipment (OPR.01.08c)
 - a. Mobile/Portable radio
 - b. Firearms
 - c. Tranquilizer gun
 - d. Telephone
 - e. Computer/Copier/Scanner/Printer/Fax
 - f. Catch poles and nets of various lengths

- g. Humane traps
- h. Other Safety and/or animal capture equipment as assigned.

Basic Procedures for Animal Control

Procedure for Logging/Handling Animal Control Calls Taken by Phone

Purpose: To establish procedures for the handling of Animal Control calls taken by phone and the dissemination of these calls.

The following procedures shall be followed when taking and handling Animal Control calls:

1. All calls received for Animal Control are recorded to dispatch.
2. All calls that are received during regular working hours will be relayed the Animal Control Officer.
3. All callers that require telephone calls in return are to be informed that the Animal Control Officer will contact them as soon as they are available.
4. All calls requesting in-person contact are to be advised that contact will be made as soon as possible.
5. All calls after hours will be relayed to the on-duty deputy as needed, the Shift Supervisor or on call Supervisor will be notified first. Calls for non-emergency related issues will be held until the next working morning. Copies of these non-emergency calls shall be placed in the ACO box. Emergency calls constitute as a situation involving serious/critical health and safety related risks. It is at the discretion of the dispatcher taking the call as to what constitutes as an emergency.

When on duty, the Animal Control Officer will have mobile and portable radios. The On-Call ACO will be available by telephone during the on-call hours.

Procedure for Record Keeping

- 1) Regional Animal Shelter Intake Forms/King & Queen Animal Intake Form:

All animals, dead or alive, placed on the animal control vehicle MUST be accounted for:

For all animals taken to the Regional Animal Shelter: A Regional Animal Shelter Animal Fact Form must be completed in its entirety. The original is given to the animal shelter and a copy is placed in the King & Queen Animal Intake Folder according to the proper month and year.

For animals not taken to the Regional Animal Shelter: A King & Queen Animal Custody Record must be completed in its entirety. This form is then placed in the King & Queen Animal Intake Folder according to the proper month and year. The animal is then returned to the owner.

- 2) Regional Animal Shelter Veterinary Services Form: A Regional Animal Shelter Veterinary Services Form must be submitted to the Veterinary Clinic anytime Veterinary Services are needed for an animal that will be or is from the Regional Animal Shelter. There are three Veterinary Clinics that participate in Veterinary Services for the Regional Animal Shelter: Tri-County Animal Hospital, King William Veterinary Clinic, and Aylett Animal Hospital. The top copy is to go to the shelter and the yellow copy remains with the Veterinary Clinic.
- 3) KQSO-188 Weekly Call Log: This record is kept on the computer as a Microsoft Excel Spreadsheet. This data's accuracy and daily updating is crucial in keeping and maintaining information required by the State Veterinarian and King & Queen County. The following data is recorded on a daily basis: All calls for service, follow-up calls, bite/scratch cases, summons issued, animals processed, animals turned over to the shelter, animals impounded, animals seized, owner surrendered, animals returned by ACO, animals euthanized, animals DOA, other, dogs picked up, cats picked up, wildlife picked up, other picked up.

All Calls for Service are recorded the day they come in, NOT the day the ACO responds to the call.

Follow-ups: Any phone contact, personal contact, property check, etc. that originated from an original call or service. Any dealings with an incident or request after the original call for service has been handled (i.e. Checking a trap after it was originally placed would count as a follow-up, each time the trap is checked that day it would be recorded each time as a follow-up).

Animals impounded would be any live animal picked up by the ACO that was not seized or involved in a seizure for a court case (i.e. impounding of a stray dog or cat running loose would be an impound NOT seizure).

- 4) KQSO-187 Trap Log: All traps that are placed in King & Queen County shall be recorded. This log is to ensure all traps are always accounted for. The trap number, address of traps location, location on property, when delivered, when picked up must be recorded and updated as needed.
- 5) KQSO-189 Follow-Up Log: May be completed by each Animal Control Officer as is designated to keep a record for the officer to keep track of warnings (verbal or written) issued so follow-ups can be conducted and, if needed, summons may be issued. These Follow-ups need to be recorded in the CAD calls.
- 6) 140A TRHD Animal Bite/Scratch Report: This form shall be filled out for all bites and scratched to a human caused by any mammal or marsupial. A copy of this form is to be

placed in the “Animal Bites/Scratch Report” folder for the appropriate year and the original is to go to the Health Department. A narrative may be recorded and attached as the ACO deems necessary.

- 7) Lost/Found Animal Log: A list of all reported lost animals and found animals shall be recorded and kept on file in the CAD system. Found animals shall be any animal found by a citizen that they wish to hold onto in lieu of turning over to King & Queen County or the Regional Animal Shelter. Periodic checks with the callers, at the ACO’s convenience shall be made to keep the book accurate and up-to-date.
- 8) Warnings: All warnings given to citizens will be recorded and logged into the Records Management System (RMS).

Procedure for Animal Bite/Scratched to People:

The on-duty or on-call ACO will contact the victim and the animal’s owner. If known, to obtain pertinent information. This information is to be recorded on the “Animal Bites” form available in each Animal Control vehicle. Detailed accounts of the incident by the victim and witness shall be obtained and recorded as necessary about the incident. The Health Department shall be notified first thing the next business day. The Health Department may be contacted in emergency situations via their on-call service, as deemed necessary by the ACO and an email shall be sent to the ACO Supervisor.

Quarantine: A standard procedure for all mammalian and/or marsupial bites/scratches to humans set forth by the Virginia Department of Health. Quarantine is 10 days unless otherwise advised by the Health Department. It is a period of observation in which the confined animal’s health will be monitored to ensure that animal maintains good health and does not exhibit any signs or symptoms indicative of the rabies virus.

The confined animal is not permitted to run loose and must be confined in a way to ensure public safety, ensure adequate care for the confined animal, avoid exposure to humans not routinely around the animal and to avoid exposure of the confined animal to other animals.

Quarantine does not apply to any animal that has bitten/scratched another companion animal, only when the bite/scratch has been inflicted on a human. The bite/scratch must break the skin for a quarantine period to be pursued.

See “Rabies Quarantine Table” to see how to handle all Health Department Exposure Incidents in Appendix A

Appendix A

10 Day Quarantine Procedures

Quarantine for Animal with a Know Owner

- 1) Animal is to be confined at the owner's residence or at a facility of the owner's choosing at the owner's expense.
- 2) If the ACO feels that the owner is unable to properly quarantine the animal for the 10 days, or the animal is a threat to public safety, the ACO may seize the animal to be quarantined at the Regional Animal Shelter or a facility of the ACO's discretion at the owner's expense.
- 3) The Health Department shall be notified of the animal's location or any change in location.
- 4) The ACO may be asked to aid in the quarantine procedure by the Health Department. It will be at the availability of the ACO whether he/she can assist; however, every effort should be made by the ACO to assist as needed.
- 5) On the 11th day, if the quarantined animal is not showing signs of illness/rabies, they may be released from quarantine by the ACO or Health Department. Both the owner of the animal and the victim shall be notified by the Health Department.

Quarantine for Animal with an Unknown Owner

- 1) The animal is to be impounded by the ACO and taken to the Regional Animal Shelter or a facility of the ACO's discretion until an owner is found. At which time, the owner shall take possession of the animal and finish the quarantine period at their residence or at a facility of their choosing at their expense. The owner shall be responsible for any charges incurred for the quarantine period at the Regional Animal Shelter or facility prior to being claimed.
- 2) If no owner is found by the end of the quarantine period, then the animal's final disposition will follow the Virginia State regulation with adoption or disposal of the animal and are pursuant to § 3.2-6546.
- 3) The Health Department shall be notified of the animal's location or any change in location.
- 4) The ACO may be asked to aid in the quarantine procedure by the Health Department. It will be at the availability of the ACO whether he/she can assist; however, every effort should be made by their ACO is assist as needed.

- 5) On the 11th day, if the quarantined animal is not showing signs of illness/rabies, they may be released from quarantine by the ACO or Health Department.

See “Rabies Quarantine Table” to see how to handle all Health Department Exposure Incidents in Appendix

Procedure for Companion/Agricultural Animals Exposure to Wildlife

Any companion/agricultural mammal or marsupial exposed to a wild animal (i.e. skunk, racoon, fox, etc.) needs to be reported to the Health Department immediately. Exposure means that there was known contact or potential contact of saliva through a bite/scratch, open wound, or mucus membranes to the victim animal. For instance, finding wildlife in a dog pen, the ACO is to assume potential contact, try to obtain that wild animal for testing and notify the Health Department to see how they wish to proceed.

Wild Animal Present for Testing

If the wild animal is present, then it shall be captured and euthanized in preparation for Health Department testing. If euthanasia includes a firearm, care should be taken to avoid the head area as it will be needed for testing. All testing must be approved by the Health Department before submitting.

Procedure for Wild Animal Testing

- 1) Get approval by the Health Department for testing of the deceased wild animal and follow their requested procedures.
- 2) Call the participating Veterinarian before taking the deceased animal to make sure they can perform the preparation. There are currently two participating Veterinary Clinics: Tri-County and Aylett Veterinary Hospital.
- 3) The deceased wild animal shall be taken to a participating veterinarian to be prepared for testing (the animal will be decapitated to expose the brain tissue needed for testing). A “Wildlife Health Department Testing Form” (See Appendix) shall be filled out and accompany the animal’s remains throughout the process to ensure proper identification and information.

Wild Animal Not Available for Testing

When no wild animal is available for testing, the Health Department needs to be notified immediately. It is pertinent that the companion/agricultural animal have a current rabies vaccination on file with a Veterinarian.

Animals that have a current rabies vaccination shall be given another rabies booster at the owner’s expense and quarantined by the Health Department for 45 days. Those unvaccinated

animals may be placed into strict isolation by the Health Department for 6 months in a specialized, approved pen or be euthanized at the request of the Health Department.

See “Rabies Quarantine Table” to see how to handle all Health Department Exposure Incidents.

Procedure for Injured Animals

State now requires all strays (i.e. Dogs, cats, etc.) will receive Veterinarian care.

Companion Animals/Agricultural/Poultry Animals with Unknown Owners- Animal Control or the nearest King & Queen Deputy will be contacted to handle the call. King & Queen Sheriff’s Office will not be responsible for medical care of the injured animal. If the animal is badly injured, as determined by the responding Deputy, it will be destroyed according to State and County Code.

Companion Animals/Agricultural/Poultry Animals with Known Owners- The owner, when known, should be contacted immediately. It is the responsibility of the owner to seek medical treatment and/or emergency veterinary care for their animal. If the owner refuses such care or response, then they may be charged accordingly. If unable to contact the owner the responding ACO or King & Queen Deputy may take the injured animal to a Veterinarian at the owner’s expense, if the animal is seriously or critically injured it will be destroyed according to State and County Code.

Non-protected Wildlife (i.e. raccoons, opossums, skunks, fox, deer, etc.) – For injured/sick wildlife Animal Control or the nearest King & Queen Deputy will be contacted to handle the call. If the animal is badly hurt or sick, then the responding Deputy shall euthanize the animal according to State and County Code.

Protected Wildlife (i.e. any migratory bird, Bald Eagle, etc.) – The Game Warden shall be contacted to handle the call.

Procedure for Dead Animal Carcass Removal

If the carcass is located on private property it shall be the property owner’s responsibility to dispose of the carcass. If the carcass is on public/state property, then Highway Department (VDOT) will be notified.

Procedure for Barking Dog or Excessive Noise Due to Animals

There are no animal ordinances or other county ordinances to enforce such a complaint. The Animal Control officer will address the complaint with the animal owner and give a copy of the noise ordinance.

Procedure for Maintaining/Checking Live Animal Traps

Animal traps used by Animal Control are “live traps” and are in no way intended to hurt the animal. Proper maintenance of the traps is needed to insure their smooth operation and increase the life span of the trap. Traps must be clean and free of unnecessary debris. After each use traps shall be soaked in a sanitizing solution for 5-10 minutes and rinsed with water. The traps will be stored at the King & Queen County Sheriff’s Office or on the ACO’s vehicle when not in use and a record kept of the location of the traps when in use.

If at any time Animal Control finds a trap not being cared for, is being used to trap animals for improper reasons, or the trap is needed in another location the trap is to be picked up.

Traps may be picked up at any time based on the discretion of the Animal Control Officer. The ACO is to check the trap at least once or twice a daily. The resident who requested the trap should also be willing to call the Sheriff’s Office to notify the ACO when the trap has an animal in it and needs to be picked up.

Care should be exhibited when the trap is in use to avoid any animal from being inside the trap for an excessive amount of time. If, due to unforeseen circumstances, the animal in the trap is exposed to the elements for a longer length of time, a bowl of water may be placed inside the trap and the trap is to be placed into an area that is dry and shielded from weather elements (i.e. in a shed, on a porch, blanket placed over trap). Discretion should be used when setting a trap in inclement weather and should be avoided in non-emergency situations.

Procedure for Nuisance Wildlife

The King & Queen County Sheriff’s Office and its deputies are not responsible for nuisance wildlife issues. The Animal Control Officer shall advise the resident or property owner to seek help through the aid of a wildlife or pest control service at their own expense.

Procedure for Snakes Inside Residents or Found on a Property

The King & Queen County Sheriff’s Office and its deputies are not responsible for the removal of snakes on any property or within any dwelling. It shall be the responsibility of the property owner to seek help through the aid of a wildlife or pest control service at their own expense.

Procedure for Agricultural Animals At-Large

King & Queen County does not have a “Leash Law” type ordinance to legally order an agricultural animal to be confined on its own property (similar to dogs, cats and other companion animals) nor is there a “nuisance” law.

King & Queen Ordinance 6-4 Local Fence Law is a civil ordinance stating: “The boundary lines of each lot or tract of land in the county shall be and are hereby declared and established as a lawful fence as to and against animals entering or trespassing, including, but not limited to any horses, mules, cattle, hogs, sheep or goats.” The definition of “Local Fence” can be found in VA State Code § 55-299.

According to the Commonwealth Attorney this act is not criminal in nature but is civil. The property owner may take the animal owner to court to seek monetary retribution to damages done by the trespassing animal pursuant to § 55-306.

Procedure for Companion Animals At-Large

King & Queen County does not have a “leash law” or “nuisance animal” type ordinance to legally order a companion animal be confined on its own property. The current county code, 6-61 Restraint to Prevent Running At-Large, does not define a subdivision; therefore, it cannot be enforced.

Dangerous/Vicious Dog Complaints

Purpose: To establish procedures that allow for the addressing of complaints of dangerous/vicious dogs with the county. This is to provide for the safety of the citizens of the county and the humane handling of these animals. The ACO shall be familiar with the Dangerous/Vicious Dog Code and all its definitions, restrictions and limitations.

Procedure for Handling Complaints

- 1) The ACO or first responding deputy will ensure that the threat is contained.
- 2) Obtain all victim/witness statements.
- 3) Collect any available evidence.
- 4) Make every available effort to locate the animal’s owner.
- 5) If possible, verify current rabies and county dog license for the offending dog.
- 6) Notify the Shift Supervisor of findings and situation.
- 7) Contact the Commonwealth Attorney so a determination can be made if dangerous/vicious dog will be pursued.
- 8) The dog shall be impounded pursuant to 3.2-6540 and transported to the Regional Animal Shelter for the quarantine period and until a court hearing can be heard. Owner will be responsible for fees incurred at the Shelter.
- 9) Provide owner(s) with a “Dangerous Dog Packet” containing information on the Dangerous Dog Law and the Dangerous Dog Registry.
- 10) An Incident Based Report (IBR) shall be completed. Once complete this report shall be reviewed and approved by the Shift Supervisor.
- 11) A bite report shall be completed and submitted to the Health Department.

- 12) Complete the necessary forms including: Dangerous Dog Affidavit, Subpoena and any other additional summons.
- 13) Go before magistrate to apply for dangerous/vicious dog summons and any other summons needed.

The owner shall be responsible for any costs and fees associated with the care and housing of the dog while at the Regional Animal Shelter.

If the dog is deemed dangerous by court findings the owner must comply with all state requirements listed prior to being released to the owner. The Virginia Department of Agriculture and Consumer Services (VDACS) DDR-01 Form and the King & Queen Dangerous Dog Compliance and Understanding form must be signed by the dog's owner(s) and Animal Control Officer once all the requirements are met and the dog is released. Copies of both are to be given to the owner and the originals are to remain on file at the Sheriff's Office. VDACS DDR-01 Form shall also be submitted to the Virginia Department of Agriculture and Consumer Services.

Appendix B
Forms

KQSO-185-Animal Control Yearly Reporting
KQSO-186-Monthly ACO Report
KQSO-187-Trap Log Form
KQSO-188-ACO Weekly Log
KQSO-189-ACO Follow-Up Form
VDACS-DDR-01-Dangerous Dog Verification of Compliance and Registration Form
140A TRHD-Three Rivers Health District Animal Exposure Report
DC395-Dangerous Dog Affidavit