

**Craig County Sheriffs Office
Standard Operating Procedure
Animal Control**

Subject: Intake Policy Procedure

Number: General Order 14

Reference:

Total Pages: 4

Revised Date:

Authorized By: Master Deputy GL Nichols **Date:**

I. PURPOSE

The purpose of this procedure is to establish guidelines for impounding animals taken into custody by Animal Control Officers (A.C.O.'s) while on patrol duty.

II. POLICY

It is the policy of the Craig County Sheriffs Office (CCSO) that A.C.O.'s and other staff members follow established procedures for the transportation, unloading, and sheltering of animals taken into custody during patrol duty. Such procedures are designed to provide for the lawful impoundment of animals, as well as the safety and well-being of the animals, the public, and CCSO personnel.

III. PROCEDURE

A. Transportation of Animals

1. After an animal has been placed in an A.C.O.'s vehicle, the compartment shall be locked so as to prevent the escape, release, or theft of the animal.
2. Caution shall be used while driving to ensure the safety of the animals.
3. The A.C.O. should periodically check the condition of animals being held in any vehicle.
4. No animal shall be left in the vehicle for extended periods during seasons of either extreme heat or cold.
5. No animal that has an apparent medical condition requiring immediate attention shall be left in any vehicle.
6. At the completion of each call, the A.C.O. shall complete a Craig County Animal Control Unit Form (field record) for each animal he/she has picked up. All information required by applicable laws, ordinances and regulations shall be included on this initial record.

B. Unloading of Animals at Shelter

1. The A.C.O. shall unload all animals before completing paperwork, returning phone calls, or attending to other office business.

2. When possible, animals shall be unloaded inside the garage at Salem Animal Shelter (S.A.S.)
3. The A.C.O. shall use caution when unloading any animal. Every animal is to be secured by leash, snare pole, carrier, or trap until being placed in an appropriate cage or run.
4. An A.C.O. unloading any vicious or wild animal shall take additional precautions.
 - a. Such animals must be unloaded inside the garage with the door closed.
 - b. The A.C.O. shall determine if assistance is needed.
 - c. Assistance may consist of physical assistance or the presence of a S.A.S. staff member or police officer to insure the safety of the A.C.O. or S.A.S. staff.
 - d. If the A.C.O. determines that such assistance is needed, he/she shall not attempt to unload the animal until assistance arrives.
 - e. After office hours, or when no other S.A.S. staff member is available, the A.C.O. shall contact the Emergency Dispatch Center to request the presence of a police officer and to explain the safety reasons for the request.
5. After unloading, the A.C.O. shall move his/her vehicle as soon as possible to allow other A.C.O.'s to unload.
6. If any feces, vomit or other body waste is spilled in the garage or parking area while unloading, the A.C.O. shall promptly clean and disinfect the area.

C. Housing of Animals

1. Animals being unloaded shall be placed in appropriate cages or runs according to size and species.
2. Food and water, appropriate for the age and species, shall be provided for all animals unless otherwise indicated due to medical conditions.
3. Although suitable isolation areas are limited in the shelter, every reasonable effort shall be made to isolate animals if necessary.
 - a. If animals suspected of illness the ACO shall notify the S.A.S. of the conditions observed.

- b. The Supervisor or Coordinator may approve other suitable isolation areas.
- 4. When putting dogs in runways, A.C.O.'s shall ensure both front and back gates are closed and secure.

D. Identification of Animals

- 1. All leashes, chains, choke chains, or collars shall be removed from animals and placed on the exterior of the holding cell.
- 2. These shall be labeled with the intake number from the animal control unit form (A.C.U.F.) and placed in the appropriate designated area. Notation is to be made on the A.C.U.F. that the animal had a chain, leash, etc. and its location.
- 2. All collars shall initially be removed by the impounding A.C.O. and inspected for any attachment, compartments, or writing that may provide information about the animal's owner.
- 3. If the animal is wearing tags or other forms of identification, the identification shall be noted on the A.C.U.F.
- 4. The impounding A.C.O. shall attempt, or ensure the attempt by other S.A.S personnel, to trace any identification for the purpose of ascertaining the identity of the animal owner.
- 5. The impounding A.C.O. shall attempt, or ensure the attempt by other S.A.S personnel, to contact any known owner as provided by applicable laws, ordinances and regulations.
- 6. Any attempt to contact an owner or contact of the shelter by an owner shall be noted on a supplement to the A.C.U.F. by the person making or receiving the contact.
- 7. A.C.O.'s, impounding office staff, or caretaking staff shall:
 - a. Employ the microchip scanner on all stray animals for the purpose of locating any possible microchip identification.
 - b. Check dogs for tattoos. Tattoos may be traced by calling the National Dog Registry.

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- c. Invisible fence collars shall be examined for serial numbers. Collars issued by Invisible Fencing Company have a serial number inside the box.

8. If an A.C.O. has any problem tracing any type of identification he/she shall ask for assistance from the Supervisor or Coordinator.

E. Paperwork

1. An A.C.U.F. is to be completed for any animal or portion of an animal taken into custody by an CCSO A.C.O. This includes an animal that the A.C.O. returns to an owner or otherwise releases.
2. A.C.O.'s shall complete all A.C.U.F, summonses, investigation reports, exposure reports, or other paper work and turn in all paperwork by the end of the shift.

- F. A.C.O.'s and other personnel shall check the classified section of the newspaper and posted lost reports with photos each day in order to help identify possible owners of animals that have been impounded.