

Animal Control

Standard Operating Guidelines



**County of Campbell
Department of Public Safety
STANDARD OPERATING GUIDELINES**

Subject:	Duty Hours
SOG #:	AC 01
Effective date:	September 3, 2009
Last revision date:	September 3, 2009
Division:	Animal Control

PURPOSE: To establish the duty hours for Animal Control Officers .

POLICY:

Campbell County Animal Control will be available from 0900 to 1700 on Monday thru Friday, except county holidays.

One ACO will be on call for emergencies from 1700 hrs on Wednesday until 0900 the following Wednesday. On call duty will be rotated evenly between all ACOs. The cell phone and home phone number of the on call person will be placed on the on-call board in dispatch. The on call ACO will keep his cell phone turned on for the whole period of duty. The person coming off on call duty will receive the Friday following duty off as compensation. Time will be recorded on E-time when going out on call. A minimum of two hours will be logged for going out. A subsequent call or call that extends duty past 1700 will only be recorded as the exact time extended. Everyone is encouraged to use comp time earned before the end of pay period. ACOs should not have over 20 hours of comp time at the end of pay period unless prior approval from supervisor.

Criteria for calling on-call ACO after hours, weekend or holidays

1. Requested by deputy, police officer, game warden or other law enforcement officer.
2. Report of animal fighting.
3. Dog or cat bite to a person. If animal is at large the ACO will go out. If animal is confined and owner known, complaint may be handled over phone.
4. Possible rabid animal trying to attack person or companion animal.
5. Animal hit by car or severely injured. If there is a deputy in the area it would be helpful to have deputy confirm that animal is there and still alive.
6. Animal cruelty in progress.



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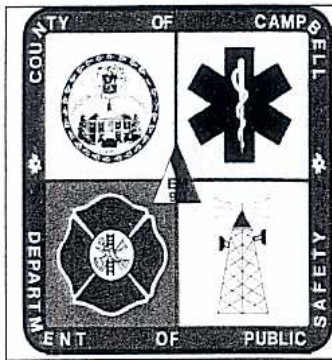
Subject:	Animal Control Facility Hours
SOG #:	AC 02
Effective date:	September 3, 2009
Last revision date:	September 3, 2009
Division:	Animal Control

PURPOSE: To establish the duty hours for the Campbell County Animal Control and Care Facility.

POLICY:

The Campbell County Animal Control and Care Facility will be open to the public from 1200 to 1700 Monday thru Friday and from 1100 to 1600 on Saturday.

The facility will be closed on county holidays and also on the Saturday immediately preceding a Monday holiday or after a Friday holiday.



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Subject:	ACO Uniforms
SOG #:	AC 03
Effective date:	September 3, 2009
Last revision date:	September 3, 2009
Division:	Animal Control

PURPOSE: To establish the uniform to be worn by Campbell County Animal Control Officers.

POLICY: The uniform for Campbell County Animal Control Officers will consist of the following:

- Khaki colored trousers
- Khaki colored shirt (polo type, button up or button up long sleeve)
- Belt
- Dark colored boots

The following equipment will be issued to each officer and may be carried at his/her discretion, at least one communications device and one defensive device should always be with officer when getting out of vehicle on a call.

- Radio
- Cell phone
- Flashlight
- Pepper spray
- Tazer
- Bite stick (ASP baton) with carrier
- Leash
- Catch pole
- Shotgun
- Rifle



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Subject:	Holding Periods
SOG #:	AC 04
Effective date:	September 3, 2009
Last revision date:	September 3, 2009
Division:	Animal Control

PURPOSE: To establish procedures for the holding of animals at the Campbell County Animal Control and Care Facility.

POLICY: Campbell County Animal Control will hold and care for animals in accordance with Virginia Statute § 3.2-6546. Animals will be held at the Campbell County Animal Control and Care Facility for the required holding period as described below:

1. Dogs or cats surrendered by the owner to Campbell County may be disposed of immediately.
2. Dogs and cats that do not have collars or other form of identification will be held for five days, not counting the initial day. Disposition of the animal can not be accomplished until the seventh day from intake.
3. Dogs and cats with collars or identification will be held for an additional five days. The owner must be notified within forty-eight hours that his dog is in custody.
4. Feral animals that pose a danger to staff while feeding or cleaning cage may be disposed of on the third day if a disinterested person signs the intake form attesting to animal being feral and a danger to handle.
5. Unweaned or severely injured animals without ID may be euthanized immediately to prevent further suffering. Any injured or sick animal that the ACO is not sure about the condition of, will be transported to a veterinarian. The veterinarian should be asked if the normal reasonable person in this area would treat the animal or elect for euthanasia.

Animals will be housed at the Campbell County Animal Control and Care Facility, *Except with the following exceptions:*

1. Animals requiring veterinary care may be kept at the Veterinary Hospital and the intake form will be put in the "Veterinary" folder.
2. Animals that require special care may be transferred to the Humane Society for Campbell County, to be held in foster care for the holding period. A picture will be placed with the intake form and the form placed in the "Fostered" file.



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Subject:	Animal Adoption and/or transfer
SOG #:	AC 05
Effective date:	September 3, 2009
Last revision date:	September 3, 2009
Division:	Animal Control

PURPOSE: To establish procedures for the adoption/ transfer of animals from the Campbell County Animal Control Facility.

POLICY: Campbell County Animal Control will hold and care for animals in accordance with Virginia Statute § 3.2-6546. Animals will be held at the Campbell County Animal Control and Care Facility in accordance with SOG 04. The Humane Society for Campbell County (here after referred to as HSCC) will be allowed to work with the confined animals during their holding period.

After the holding requirements have been met, the HSCC can select any animals that have not been reclaimed by owners and the animals will be transferred to them at no charge. The HSCC may put animals in foster homes, transfer them to other agencies, adopt them or return them to Campbell County animal Control.