	ANDOVER POLICE DEPARTMENT GENERAL ORDER		Number: 02405
			Page: 1 of 6
			Distribution: All
Title: ANIMAL CONTROL		Section: Field Situations	
Issued: 01/31/2017		Effective: 02/08/2017	Revised: 09/18/2025
Rescinds: All Previous		Amends: 09/14/2022	
CALEA References:			
KLEAP References:			
State/Federal Statutes:			
Review: Annual		Authority: Chief Buck Buchanan	

I. Purpose

The purpose of this General Order is to establish guidelines for the Andover Police Department's animal control duties.

II. Policy

The Andover Police Department is tasked with providing animal control services to the residents and animals that reside within the City of Andover, while treating all animals humanely and providing the best living conditions possible with available resources. To do so, the members of the Andover Police Department will work with the community members in an effort to enforce animal control laws, assist in the capture of stray animals, return found pets to their homes (when appropriate), maintain peace from barking/nuisance pets, and provide a means for citizens to catch stray animals. It shall be the policy of the Andover Police Department to provide professional animal control services for the residents of Andover.

III. Definitions

- A. **Ranking Officer:** The officer having the highest rank, or seniority within the same rank, or seniority with the department if promoted to the same rank on the same day.


IV. Regulations

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V. Procedures

A. Dogs at Large

1. Officers dispatched to a "dog at large" or a "found dog," or who observe a dog at large will attempt to take the dog into custody. Once a dog is captured and in Police custody, the officer will attempt to identify the dog's owner by either a city license or a microchip.


	<p style="text-align: center;">ANDOVER POLICE DEPARTMENT GENERAL ORDER</p> <p style="text-align: center;">Title: ANIMAL CONTROL</p>	Number: O2405
		Page: 2 of 6
		Section: Field Situations

2. If an owner can be located, the officer will, when appropriate, cite the owner for “Dog at Large”, “No City License”, and/or “Rabies Vaccination Required”.
3. If the dog’s owner cannot be identified through City License or by microchip, the officer will transport the dog to the Wichita Animal Shelter.
 - a. Officers are encouraged to attempt to locate owners prior to taking a dog to the Wichita Animal Service Center. This can include driving the neighborhood where the dog was located and utilizing the department’s social media.

Rev. 09182025

B. Wichita Animal Shelter


1. Officers who take a dog or other animal into custody and transport that animal to the Wichita Animal Shelter will complete the City of Wichita/Animal Control Section “Animal Impound Record” in order for the animal to be accepted.
2. Officers taking dogs/animals during the Wichita Animal Shelter’s normal business hours will enter through the front door. The dog/animal will be dropped off with an Animal Control Officer, and the paperwork left with them.
3. All officers have been given a City of Wichita ID Badge that will give them access to the Wichita Animal Shelter. The badges are active for 30 Days and will need to be reactivated if it has been over 30 days since the badge was last used. In order to activate the ID Badge, officers will need to call the Wichita City Hall Security Desk at (316) 268-4111.
4. Officers responding to the Wichita Animal Shelter after hours with a dog or other animal will call Wichita’s City Hall Security (316) 268-4111 just prior to arriving at the shelter and be prepared to provide the officer’s name and date of birth. Wichita City Hall Security will remotely open the gate (2nd entrance, south gate), disarm the alarm, and allow the officer access.
 - a. The officer should respond directly to the sally-port garage door and make entry into the building through the walk-through door next to the garage door.
 - b. At that point, the officer can either bring the dog or animal into the facility through the walk-through door or open the garage door and bring the patrol vehicle inside the garage.
 - c. Once inside the building, the officer should select an empty kennel, place the dog or animal inside that kennel, and provide water to the dog/animal using the bowl in the cage.
 - d. Officer will complete Wichita paperwork as required, being sure to place the kennel number on the paperwork prior to placing in the bin on the wall.
 - e. Upon leaving the building, the officer will re-contact Wichita’s City Hall Security (316) 268-4111 and advise them that they have exited the building. Wichita’s City Hall Security will then remotely lock the doors and reset the alarm.

	<p style="text-align: center;">ANDOVER POLICE DEPARTMENT GENERAL ORDER</p> <p style="text-align: center;">Title: ANIMAL CONTROL</p>	Number: O2405
		Page: 3 of 6
		Section: Field Situations

5. An automatic call will be generated by the Communications Center's CAD system once a week, during Wichita Animal Shelter's normal business hours, to dispatch an officer to the Wichita Animal Shelter Center to pick up paperwork from the mail tray located in the front office of the Wichita Animal Shelter.
 - a. The on-duty Communications Officer may call the Wichita Animal Shelter prior to dispatching an officer to verify that paperwork is present to be picked up at the shelter.
6. Whether a dog/animal is returned to the owner or taken to the Wichita Animal Shelter, an Animal Control Report (APD Form 64) will be completed and placed in the appropriate binder under the appropriate month in Communications.
7. When Communication Officers receive a call from the public regarding a lost or missing pet that is not currently in the custody of the Police Department, they should refer the caller to the Wichita Animal Shelter or direct them to their website, 24petwatch.com.

C. Animal Bite

1. When Communications Officers receive a call that a person has been bitten by an animal within the city limits of Andover, they will dispatch an officer to the reporting party's location.
2. Officers contacting a victim of an animal bite will gather information from the victim, obtain an incident number, and complete an incident report outlining the details of the bite incident.
3. The officer will then attempt to contact the animal and the owner of the animal. When an owner is contacted, the following will be requested:
 - a. Owner and animal information for the incident report; and
 - b. Valid shot records for the animal.
4. The officer will determine whether to seize and quarantine the animal at Wichita Animal Shelter or leave the animal with the owner to be quarantined. Things to consider when determining the placement of the animal should be:
 - a. Extremely aggressive;
 - b. Already displaying signs of rabies;
 - c. Owner's willingness to quarantine animal;
 - d. Owner's ability to quarantine animal; and
 - e. In the Officer's opinion, it would be an undue risk to the community to leave the animal in place.
5. If the animal is not seized and quarantined at the Wichita Animal Shelter, the Officer will order the owner to quarantine the animal for ten days. The Officer will provide a copy and review the City Ordinance regarding quarantine responsibilities with the animal's owner.
6. After ten (10) days, if the animal has been determined not to be infected with a contagious disease and not determined to be dangerous or a threat to the community, the animal may be returned to the owner if seized and impounded.

	<p style="text-align: center;">ANDOVER POLICE DEPARTMENT GENERAL ORDER</p> <p style="text-align: center;">Title: ANIMAL CONTROL</p>	Number: O2405
		Page: 4 of 6
		Section: Field Situations

The owner, keeper, or harbinger shall be responsible for the payment of any cost of such confinement and any additional fees relative to the confinement or maintenance of the animal (pursuant to Code Section 2-511). If not seized and impounded, the owner shall be notified that they are no longer required to quarantine the animal.


7. In the event that such animal is found to be incurably infected or remains a threat to the community, a 3-day notice of such shall be furnished to the owner, if known, and thereafter the animal shall be euthanized.
8. When appropriate, the owner will be cited for "Animal at Large", "City License Required", "Rabies Vaccination Required", and/or "Animal Bite Violations".

D. Dangerous Animal

1. Any call involving a dog bite or attack on a human being, or another animal, with or without an injury, the officer shall submit a report prior to the end of their shift and direct copies of the report to the Command Staff.
2. If at the time of the incident, the officer determines an animal to be dangerous (pursuant to Code Section 2-503), the officer will seize the animal (pursuant to Code Section 2-511) and impound the animal at the Wichita Animal Shelter with a dangerous animal hold.
3. The seizing officer will notify a Command Officer that a dangerous animal has been impounded and the reasons for the said impoundment.
4. The Command Officer who receives a notification of a dangerous animal impoundment, after reviewing the facts of the case, may, without a public hearing, declare the animal (pursuant to Code Section 2-503), to be "potentially dangerous" or dangerous levels 1, 2, or 3.
5. If the animal is determined not to be dangerous, the Command Officer will make arrangements to release the animal to its owner.
6. If the animal is determined to be "potentially dangerous" or levels 1, 2, or 3, the Command Officer will notify the owner of such determination (pursuant to Code Section 2-503(f)).
7. The owner of the animal declared to be dangerous may appeal the determination in writing to the City of Andover Municipal Court within 10 business days of receipt or notification (pursuant to Code Section 2-505(b)).

E. Animal Disturbance

1. When a Communications Officer receives a call about a barking/nuisance dog, the Communications Officer will ask the reporting party if they want to be contacted. If the caller wishes to be contacted, an officer will be dispatched to the caller's location.

	<p align="center">ANDOVER POLICE DEPARTMENT GENERAL ORDER</p> <p align="center">Title: ANIMAL CONTROL</p>	Number: O2405
		Page: 5 of 6
		Section: Field Situations


2. The responding officer will have the reporting party fill out and sign a Witness Statement (APD Form 16). The Witness Statement will serve as a signed complaint.
3. The officer will then attempt to make contact with the owner of the dog that is causing the nuisance. An Animal Disturbance Notice (APD Form 64a) will be served to the owner.
4. An incident number will be assigned, and the officer will assign themselves as the investigator.
5. After five days, the Officer will contact the reporting party to see if the problem still exists. If the problem still exists, the officer will contact the dog's owner and cite them for "Disturbances by Pets." If the problem has been eliminated, the officer will contact the owner and inform them that no further action will be taken at this time.
6. The original copy of the Animal Disturbance Notice (APD Form 64a), a copy of the Andover Animal Control Report (APD Form 64), and the Witness Statement (APD Form 16) from the reporting party will be attached to the case and submitted.
7. If the reporting party does not wish to be contacted, an officer will be dispatched to the location of the reported nuisance, check for a barking dog, then attempt to contact the dog owner and have them abate the nuisance. A case number will not be assigned if there is no formal complaint from the reporting party.

F. Animal Traps

1. Animal traps are maintained by the Police Department and available to Andover residents for the purpose of catching domestic and wild animals.
2. Andover citizens requesting an animal trap will be required to complete and sign the Animal Trap form (APD Form 73) and provide a deposit of \$40. The deposit will be returned to the citizen upon the return of the animal trap in satisfactory condition.
3. After receiving a completed and signed Animal Trap (APD Form 73) and the \$40 deposit, the on-duty Communications Officer will dispatch an officer to bring an animal trap to the Police Department lobby.
4. Citizens may keep the trap for up to 72 hours. If additional time is needed, the citizen should re-contact the Police Department and ask for an extension of an additional 72 hours.

G. Documentation

1. An Animal Control Report will be filled out in the following situations:
 - a. When a dog at large is taken into custody, whether returned to the owner or taken to Wichita Animal Shelter;

	<p style="text-align: center;">ANDOVER POLICE DEPARTMENT GENERAL ORDER</p> <p style="text-align: center;">Title: ANIMAL CONTROL</p>	Number: O2405
		Page: 6 of 6
		Section: Field Situations

- b. Barking dog complaint, if the dog and/or owner are contacted;
 - c. Dog bite call;
 - d. When an Officer is dispatched to any animal call, domestic or wild, alive or deceased, and the officer has contact with the animal;
 - e. When an officer takes custody of an animal after an arrest of their owner or caregiver, and;
 - f. When an animal has been dispatched by an officer, in addition to the Animal Control Report, a Use of Force (APD Form 9) will also be completed.
2. Animal Control Reports will be filed in the Animal Control binders located in the Communications Center. All reports will be filed according to the month they were initiated.
3. The Chief of Police will designate a sworn member of the Department as the Animal Control Coordinator. The Animal Control Coordinator is responsible for:
 - a. Submitting a monthly report to the office of the Chief of Police that includes animal contacts and dispositions of animal calls taken during the previous month;
 - b. Ensuring Animal Control Reports are submitted from officers taking animal calls;
 - c. Checking CAD calls against Animal Control Reports and will notify officers, through their chain of command, of missing or incomplete Animal Control Reports;
 - d. Reviewing the animal trap inventory and coordinating department efforts to retrieve any traps still outstanding past the 72-hour deadline; and
 - e. Maintaining communications, including all paperwork received from the Wichita Animal Shelter Center.