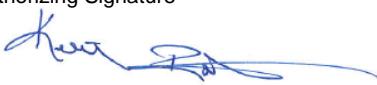




Clayton County Police Department PROCEDURES

| | | | |
|--|--------------------------------|--|--------------------------|
| Subject ANIMAL CONTROL | | Procedure # G6 | |
| Authorizing Signature  | Effective 04/09/2020 | <input type="checkbox"/> New <input checked="" type="checkbox"/> Amended <input type="checkbox"/> Rescinds (see below) | Total Pages 35 |

I. POLICY

The Animal Control Unit of this Department is licensed by the Georgia Department of Agriculture and charged with the responsibility of monitoring and enforcing statutes and ordinances for the care, custody, and control of animals not designated as wildlife, wild and exotic, or nuisance animals by the Georgia Department of Natural Resources, within Clayton County. Animal Control personnel will monitor the treatment of domestic animals to ensure they are treated humanely. At no time will sick or injured animals brought to an Animal Control facility be turned away.

II. DEFINITIONS

Animal Deterrent Spray: An organically-based, aerosol spray compound that disperses particulate into the air and which is designed to incapacitate and/or deter an animal with minimal physical contact between the animal and the officer.

Bite: Any abrasion, puncture, or wound caused by an animal's teeth, where a wound is observable. Because the saliva from an animal contains the rabies virus, a scratch may be considered a "bite" due to the potential for infection coming from the animal's saliva.

Bite Stick: An expandable defense tool to be used to strike, jab, block and aid in keeping an attacking animal at bay.

Code 40 (Door Hanger): A report utilizing a notice as the initial report form that may have other standardized forms attached to demonstrate the course and disposition of a call for service. It may also be used as a release or request to assist a municipal agency.

Cruelty: Every act, omission or neglect whereby unjustifiable pain, suffering, maiming or death may be caused or permitted to any animal.

Dangerous Dog: Any dog that, according to the records of a recognized authority:

- Causes a substantial puncture of a person's skin by teeth without causing serious injury; provided, however, that a nip, scratch, or abrasion shall not be sufficient to classify a dog as dangerous under this definition; or
- Aggressively attacks in a manner that causes a person to reasonably believe that the dog posed an imminent threat of serious injury to such person or another person, although no such injury occurs; that the acts of barking, growling, or showing of teeth by a dog without attacking shall not be sufficient to classify a dog as dangerous under the definition; or
- While off the owner's property, kills a domesticated animal; provided, however, that this definition shall not apply where the death of such domesticated animal is caused by a dog that is working or training as a hunting dog, herding dog, or predator control dog.

Intergovernmental Agreement: A Memorandum of Understanding (MOU) or contract between governments, complying with the statutory requirements of OCGA §4-8-22, to provide the County with jurisdiction and authority to act within the limits of the individual municipalities. This includes the housing and care of animals confiscated by Forest Park Animal Control, which is the only other designated animal control governmental entity within Clayton County.

Kennel Card: is obtained from the computer maintained data base. The Kennel card will have a picture of the animal, Intake Number, Kennel location, case number, name of the animal, color of the animal, breed of the animal, sex of the animal, age of the animal, intake date, review date, intake type, the location where obtained and additional comments.

Nuisance: An animal may be considered a nuisance, if it:

- Damages, soils, defiles or defecates on private property (other than the property of the owner where the animal resides), or public property and recreational areas;
- Causes unsanitary, dangerous or offensive conditions;
- Causes a disturbance by excessive barking or other noise;
- Molests, attacks or interferes with persons on public or private property, unless the animal is a guard dog actively performing its duties while confined to the property of the owner or responsible person;
- Chases vehicles or attacks other domesticated animals.

On-Call Officer: The Animal Control Officer (ACO) designated by the Unit Commander, or designated supervisor, to handle calls after hours or when no ACO's are on duty, or to respond to requests for Animal Control services of a priority nature.

Transfer Agreement: This is an agreement between Clayton County Animal Control and Georgia Licensed Recues. It releases Clayton County Police department, Clayton County Animal Control from the obligation of spay/neuter, and rabies of a particular animal that is transferred to the custody of a rescue group that has this Transfer Agreement of file.

Vicious Dog: A dog that inflicts serious injury on a person, or causes serious injury to a person resulting from reasonable attempts to escape from the dog's attack.

Wild and Exotic Animals: Any monkey or other nonhuman primate, raccoon, skunk, wolf, squirrel, fox, leopard, panther, tiger, lion, lynx, ferret, bat, bear, wild rabbit, wild rodent and reptiles, including, but not limited to, crocodiles, alligators, snakes, caiman and gavials, as well as coyote, deer, and opossum.

III. GENERAL OPERATIONS

A. Business hours:

1. Hours are determined by the Animal Control Commander and may change due to manpower, operational considerations and seasons. The times will be posted on the door. The kennel may also be closed due to maintenance, training, and disease concerns.
2. Animal Control Facility may open on some Sundays, as designated by Unit Commander for initiatives involving the community and rescue groups.
3. The kennel will be closed on Wednesdays for deep cleaning; however, the office will remain open.

B. Unit Command Authority

1. The Unit Commander (Captain), is a sworn officer who is in charge of the unit operations. **INPUT ADDITIONAL RESPONSIBILITIES.**
2. The **Lieutenant** is a sworn officer who will assume command of unit operations in the absence of the Unit Commander. He/she is responsible for assisting the Commander with the management of all Animal Control staff, specifically with shift assignments, protecting the public and animals, enforcing the animal control laws and ordinances through citation or other appropriate means, and ensuring that the duties in the field, kennel, office, or other duties related to Animal Control, are performed.

3. The **Facility Coordinator**, who may or may not be a sworn officer, will assume command of unit operations in the absence of the Unit Commander and Executive Officer. The Facility Coordinator may be responsible for overseeing an Animal Control facility, as designated by the Unit Commander. Generally, the Facility Coordinator will assist the Unit Commander with the supervision of non-sworn Animal Control staff, specifically with shift assignments, protecting the public and animals, enforcing the animal control laws and ordinances through citation or other appropriate means, and ensuring that the duties in the field, kennel, office, or other duties related to Animal Control, are performed.

C. Veterinarian

The Department may employ or utilize a Veterinarian to manage a full-spectrum animal health and welfare program for the optimum health of animals housed at the animal control facility, to include performing health assessments of incoming animals to limit the exposure of contagious diseases and parasites, performing preventative medical procedures, providing in-house medical care, as needed, and overseeing the management and security of all controlled medications used for animal care and euthanasia. The veterinarian, as directed by the Chief of Police, may also be responsible for the care and treatment of all departmental Police Service Dogs (PSD), as defined by standard operating procedure *D34: Canine Operations*.

D. Veterinarian Technician

A Veterinarian Technician (Vet Tech) is a credentialed professional whose job involves helping all types of animals' live healthy and happy lives. Vet Techs use medical knowledge and clinical skills to provide routine and emergency nursing care under the direction of a veterinarian. Whether it is facilitating well-check exams, administering laboratory tests, or assisting during surgery, vet techs support veterinarians in meeting the diagnostic and treatment needs of sick and healthy animals.

Some typical Vet Tech responsibilities include, but are not limited to:

1. Animal oversight, providing food, water, and other animal services for impounded animals;
2. Performing diagnostic tests and x-rays;
3. Preparing animals and instruments for surgery;
4. Administering medications, vaccines and treatments;
5. Providing emergency first aid or general nursing care;
6. Observing and reporting on the behavior and condition of animals;
7. Restraining animals for examination or treatment;
8. Administering anesthesia and assisting during medical procedures;
9. Collecting and recording animal case histories;
10. Educating animal owners on home care;

11. Assisting veterinarians and scientists in biomedical research;
12. Provide humane euthanasia of dogs and cats under the supervision of a licensed Veterinarian, and in full compliance with OCGA § 4-11-5.1.

E. Areas of responsibility and assignment for Animal Control Officers (ACO)

1. Animal Control Officers may be assigned to one or more areas of responsibility. They include:
 - a. Road Patrol and responding to calls for service;
 - b. Kennel duties;
 - c. Administrative and clerical duties in the office which include, but are not limited to, interacting with the public, writing “walk-in” complaints, animal releases, enhanced adoption procedures, monitoring the County emails received, and money transfers; and
 - d. Other duties deemed necessary by the Unit Commander or supervisor(s).
2. The Animal Control Officers will also be responsible for giving immunizations to all canines that enter the shelter. The immunizations will consist of DHPP and Bordetella. This requirement does not apply to animals impounded due to biting humans, or animals that are too aggressive to safely control for inoculations.

F. Kennel Master

The Kennel Master is responsible for cleaning and maintaining the kennels, giving pets their food and medications. The Kennel Master may work with the staff veterinarian and veterinary technician, who oversees the animal's health while they are boarding at the facilities. The Kennel Master will assist animal control officers as needed with intakes and calls for service. The Kennel Master will perform general maintenance on the kennels as needed and monitor the daily kennel supply levels that are needed to run the facility on a daily bases.

G. Kennel Technician

The Kennel technician is responsible for cleaning, maintaining the kennels, giving pets their food and medications. The Kennel Tech may work with the staff veterinarian and veterinary technicians, who oversee the animal's health while they are boarding at the facilities.

H. Animal Control Detective

The Animal Control Detective is responsible for conducting criminal investigations involving animal cruelty. Primarily, these cases will be brought before the State and Superior Courts. This does not preclude charges made for violating County ordinances. Additionally, the detective will assist the office staff by following up on spay/neuter compliance, and other administrative duties as assigned by the Unit Commander, or supervisor(s).

I. Rescue Coordinator

The following are the responsibilities of the Coordinator:

1. Contact rescue groups and request assistance in removing dogs from the shelter. The Rescue Coordinator is the primary liaison with rescue groups.
2. Assist rescue organizations and people wishing to adopt animals by obtaining additional information on animals and relaying this back to the rescues.
3. Manage all Clayton County Animal Control social media in a timely manner. Rescue Coordinator will:
 - a. Post, remove, and move pictures on departmental social media;
 - b. Review comments and answer questions made on posts; and/or
 - c. Track the shares, likes and other posts for animals to assist in determining dogs that have a greater potential for adoption, relaying this information to the Unit Commander, or designated supervisor(s).
4. Assist ACO's by photographing animals brought into the shelter. This remains the responsibility of the ACO, but the Rescue Coordinator will assist during high volume days and with those animals that are difficult to photograph.
5. Assist the office staff by interacting with customers, completing paperwork as well as escorting visitors into and throughout the shelter.

J. Priority of Calls

ACO's will respond to calls for service using the following classifications for "Priority" and "Type of Call." In addition, ACO's will consider the time the call was received to determine in what order calls are handled. ACO's will respond, in order of the highest to lowest priority calls. All calls for service will be handled expediently.

| <u>Priority</u> | <u>Type of Call</u> |
|-----------------|---|
| 1 | Animal Bite |
| 1 | Sick, Injured, or Rabid Animal |
| 1 | Vicious Animal |
| 1 | Assisting Police Officer |
| 1 | Cruelty Cases |
| 1 | Abandoned Animal |
| 2 | Animal Pick Up (Contained, not owner release) |
| 2 | Meet with a citizen |
| 3 | Animal (s) at Large (no meeting with citizen) |
| 3 | Dog(s) Barking (no meeting with citizen) |

K. Responding to Calls for Service

1. When a call for service is received by the E911/Communications Center, the call taker will also obtain any special information that may be beneficial to the responding officer, such as a vicious animal, injured animal, animal bite, etc. The call should be dispatched to the ACO assigned to the affected sector as soon as possible. If the designated officer is busy and the incident involves a Priority 1 issue, the call may be dispatched to any available ACO. In the event no ACO's are available to handle a call, the Dispatcher will contact a supervisor, to receive permission to hold the request for the first available unit or to dispatch a police officer.
2. When a call is received by office personnel, the call can be transferred to the E911/Communications Center for dispatch or given to an ACO directly, either in person or via the County radio system.
3. In the event the call involves a mandatory *Incident Report* or a Code 40 (Door Hanger); that information, in addition to listing all other standardized forms and reports involved in a case file, will be transmitted to an E911/Communications Dispatcher. The number for the Code 40 (Door Hanger) will be provided to dispatch, if applicable.
4. In the event the call for service involves an animal contained within a structure, and the animal needs to be impounded, the ACO will contact E911/Communications, advise them of the circumstances and request assistance from a supervisor. Under no circumstances is the ACO to enter the structure without notifying E911/Communications, contacting a Supervisor and/or having a uniformed police officer present.

5. When ACOs are not in service, the On-Call Officer will only respond to Priority 1 calls for service.
6. ACO's responding to calls for service will respond to calls on a priority basis using the above list as a guide. The ACO will respond as soon as possible. Information from the daily activity report will be entered into the Animal Control Computer-Aided Dispatch (CAD) System and the computer log sheet, for aiding record-keeping and periodic statistical review.
7. While on a call involving a stray or at-large animal, the ACO will attempt to identify the owner of the animal, if time and call volume permit, by knocking on a minimum of five (5) residential doors (five-knock rule) in order to attempt to find the owner. If owner is located the ACO will take any appropriate enforcement action if needed.
8. Priority 2 calls require attention and response the same date that they are received. The supervisor will be notified, when there is urgency for handling the Priority 2 call for service.
9. Uncommon and unusual requests for Animal Control should be referred to the Unit Commander, or an on-duty supervisor.
10. During weekend shifts and time between calls for service, ACO's will patrol parks, bus stops, residential areas and public properties for unsecured and potentially dangerous animals. In accordance with the Community-Oriented Policing philosophy of this Department, ACO's should communicate with citizens in order to foster a positive agency-community relationship. Time spent in these activities shall be identified on the ACO's *Daily Logbook* as a Signal 96 and relayed to E911/Communications for Computer-Aided Dispatch (CAD) purposes.
11. Neither Animal Control nor its personnel respond to calls involving the disposal of dead animals, debris, or excrement deposited by animals. Unless the dead animal, debris or excrement constitutes some form of physical evidence of a criminal act or code violation, those calls will be referred to Refuse Control.
12. No calls shall be cleared as a general patrol without supervisory approval.

L. Assisting Police Officers & Other Agencies

1. There are many incidents where personnel in other components of this Department, and officers from other agencies, will call for the assistance of Animal Control with receiving, holding, transporting, housing and maintaining animals. Upon receiving such requests for assistance, ACO's will respond and assist with the requested task(s).

- a. The responding ACO, upon receipt of an animal, will obtain the other agency's case number. In the event of an eviction, the animal is seized, have the requesting officer sign a *Property Receipt* to relinquish control of the animal. This is not required, if the ACO personally captures the animal at large.
- b. When the call involves an agency other than the Clayton County Police Department, the ACO will complete an *Incident Report* titled "Assistance Other Agency."
- c. If the animal was abandoned, it will be labeled as Abandoned Animal/Prohibitive Treatment in the maintained computer database, depending on the circumstances.
- d. If the request for assistance is from a police officer within this Department and a case number was already obtained, the ACO will write a *Supplemental Report* using the police officer's case number.

2. Response within Municipalities Inside the County

Clayton County Government has written agreements with each city within its boundaries to respond to animal calls within the city jurisdictions. Departmental ACO's do not have the authority to enforce County or city ordinances within any city limits. City ACOs and/or city police officers will handle any cases involving any city ordinance violations. Clayton County ACOs will obtain a departmental case number and handle the call as stated previously.

M. Response within Apartment Complexes, Mobile Home Parks, etc.

- a. ACO's may receive calls for service from property managers of apartment complexes requesting assistance to remove animals from the property and/or apartments within their complexes. Under no circumstances is an ACO to enter an apartment with the property manager and/or agent for the purpose of removing an animal. If the property manager and/or agent requests removal of the animal from the premises, the ACO will obtain a written statement from the property manager and/or agent of the property. If the animal is on good condition, a 24-hour Abandonment Notice must be posted prior to the animal being removed. If the Property Manager brings the animal out of the property location, then we take control of the animal, but a written statement must be obtained and the animal signed over on a *Property Receipt*. The ACO will contact his/her supervisor and request assistance from a uniformed police officer. In the event the responding uniformed police officer finds sufficient cause to warrant extrication of the animal from the property, an *Incident Report* shall be written. Once the

animal is removed, the property manager and/or agent must sign a *Property Receipt*, relinquishing authority of the property (animal) being removed.

- b. Requests from residents within apartment complexes, mobile home parks, etc., for the use of live animal trap(s) to capture nuisance animals, will be referred to the property manager and/or agent, who in turn must request and sign for the live animal trap(s) to be placed on private property.
- c. ACO's will respond to calls of cruelty cases and animal bites within apartment complexes, mobile home parks, etc., within the boundaries of Clayton County, at the request of the concerned property management authority or a report of an aggressive animal.

N. On-Call Duty

1. All ACO's assigned to Animal Control will be scheduled, on a rotating basis, to function as an "On-Call Officer." An On-Call Roster will be created by the Unit Commander, or designated supervisor, and cover a minimum of a two-month period. This roster shall be posted within Animal Control, Central Watch Office, and E911/Communications Center. A copy will also be forwarded to the concerned Division Commander. Any requested changes to the On-Call Roster must be submitted to the Unit Commander, or designated supervisor, for consideration.
2. Priority 1 calls (as listed previously) and picking up an animal caught in a trap where severe weather or circumstances would endanger or cause suffering to the animal will require the On-Call Officer to respond to the incident location.
3. The On-Call Officer will be provided with a County cell phone while on call.
4. The On-Call Officer shall adhere to the *County Vehicle & Driver Policy* and standard operating procedure *D33: Vehicle Equipment & Special Purpose Vehicles* regarding the use of County vehicles while working in an on-call status.
5. The On-Call Officer will maintain communications capabilities during the time they are on call. This will include his/her issued County radio and charger, and telephone response capabilities for the Unit Commander, or supervisor(s), and the E911/Communications Center.
6. While on call, the On-Call Officer will remain within a reasonable distance from the County to ensure that they are capable of responding to a call for service within a reasonable period of time. Upon being called, he/she will contact the E911/Communications Center as soon as possible.

7. The On-Call Officer will be expected to respond to Priority 1 calls as expeditiously as possible. If there is some question as to whether an ACO is being dispatched to a Priority 1 incident, the ACO will call a supervisor to obtain clarification. Dispatch will contact the On-Call Supervisor to advise of the call prior to dispatching the call to the On-Call ACO.
8. The On-Call Officer will advise the E911/Communications Center when en route, responding or returning to, arriving at and departing from, and completing calls for service. Upon completion of each call for service, he/she will advise the E911/Communications Dispatcher of the status or disposition of the incident.
9. On-Call Officers will wear the authorized Animal Control uniform when responding to any calls for service.
10. Generally, Animal Control does not respond to calls, where an ACO has no means of capturing the animal. This includes, but is not limited to:
 - a. Stray and feral cats;
 - b. Cats in trees or on roofs;
 - c. Wildlife or nuisance animals (e.g., squirrels and/or bats in attics, etc.);
 - d. Animals or snakes under structures;
 - e. Puppies or kittens in drains or sewers, unless there is available assistance from the Uniform Division, or Clayton County Fire Department, Water Authority, or Department of Transportation.
11. In urgent situations, ACO's may respond to make critical assessments for the purpose of referring a situation to another, more appropriate agency. This includes, but is not limited to, incidents such as police officers having to shoot an animal, and the animal requires veterinary care and/or treatment. ACOs may be required to transport the animal to the veterinarian.

O. Communications

1. Radio:
 - a. Animal Control is an auxiliary component comprised of sworn and civilian personnel. Recognizing that support function and role, it is imperative that ACO's understand that their use of the County radio system is not that of a primary user. When ACO's utilize the County radio system, which is associated with public safety functions (e.g.,

EMS, fire, police, etc.), and the channel or frequency is being utilized for a public safety purpose, they will yield to the public safety radio transmissions and refrain from transmitting any radio traffic. The only exception to this rule is during exigent circumstances involving the safety and well-being of an ACO or third party.

- b. All ACO's will possess, commit to memory and utilize departmental signals and codes, as applicable, while utilizing the County radio system.

Refer to standard operating procedure *D1: Patrol Operations, Appendix A* for the current *Clayton County Police Signals, Status Codes, Service Codes and Priority Codes*.

The use of the County radio system will be as brief and concise as possible. In the event ACO's need to obtain or send lengthy radio transmissions, they will instead utilize some form of telephonic communications device, if available, to call the intended recipient and convey the information through that means, rather than compromising the safety of public safety personnel.

- c. Animal Control has a dedicated talk-around channel that may be utilized to relay information to fellow ACO's or the Animal Control Shelter. It is for official use only. This channel may also be utilized within the shelter itself to obtain and/or relay information.

2. Telephone:

- a. ACO's will utilize telephones installed within the Animal Control Shelter in a courteous manner. They will assist callers by providing objective information to questions and concerns as they arise. ACO's should be aware that all calls within the facility are recorded and may be used to refute or corroborate allegations of wrong doing.
- b. Each ACO will submit and maintain his/her current residential address and telephone number for departmental contact purposes, with the Animal Control Unit secretary. In the event the residence or contact number changes for any reason, it is the responsibility of the ACO to submit any and all changes through the proper method in accordance with standard operating procedures within seventy-two (72) hours of the change.

3. Animal Control personnel shall adhere to standard operating procedure *B18: Use of Communications Devices* while on duty.

4. Animal Control personnel will check their County e-mail account a minimum of twice each tour of duty.
5. Regarding the use of County computers and data network Animal Control personnel shall adhere to standard operating procedures *B7: Use of County Computers & Data Network*.

IV. ANIMAL IMPOUNDMENT, RELEASE, AND EUTHANIZATION

- A. Generally, owners of animals to be released to Animal Control are responsible for transporting the animal to the Animal Control facility. However, there are circumstances where transporting an animal may not be safe. In those circumstances, ACO's will respond to ensure the safety of citizens and other animals. They include vicious, injured or sick animals and those suspected of being rabid. ACO's may also be dispatched to secure animals from elderly or handicapped citizens. When there is a question as to whether ACO's will respond, it will be determined by the Unit Commander, or supervisor, on a case-by-case basis.
- B. Owner Release/Stray Intake Procedures
 1. Obtain owner's/releaser's ID and Information
 - a. Verify they have a Clayton County Address; or
 - b. Own a business within Clayton County; or
 - c. Verify the location they found the animal was located within Clayton County.
 2. Sign the animal in on the maintained computer database, obtain an intake tag number and print out the Kennel Card.
 3. Complete *Animal Release Form*.
 4. Charge, if for owner release.
 - a. Utilize current price list for owner release;
 - b. Individuals dropping off strays will sign the *Animal Release Form* stating that the animal does not belong to them. The individual will complete a written statement on a Clayton County Police Written Statement Form. The statement will advise how they obtained the animal, where they obtained the animal and verify that the animal does not belong to them.
 - c. Scan the animal to insure if there is a microchip.

5. Obtain pet information, if available.
 - a. Name of animal;
 - b. Veterinary records and name of veterinarian;
 - c. Veterinary information, if above not available.
 - 1) Spayed/Neutered; and/or
 - 2) Shots; and/or
 - 3) Medical condition/medication.
6. Visually inspect the animal for obvious injuries and diseases. If a veterinary technician or veterinarian are available, have them assess the animal.
7. Animal Control personnel will administer standard immunizations (vaccines) prior to the animal being brought into the AC Facility animal housing area. If the personnel are unable to administer vaccines at intake, notations will be notated in the computer maintained database, notify the Kennel Master and supervisor of such via county email.
8. Scan animal for “chip” then document on maintained computer database and the *Incident Report*. The report must indicate the owner information, microchip number and actions taken to locate or make contact with owner
9. Complete Kennel Card

See definitions.
10. Animal release availability dates will be:
 - a. Immediately, when it is released by the owner.
 - b. Three (3) days, when it is a stray without any owner information.
 - c. Seven (7) days, if there is owner information, the owner is suspected, or the animal has an owner-identifying microchip.
 - d. Ten (10) days, when it is a bite animal.
11. Photograph Animal
 - a. Download the photo into the computer maintained database.

- b. Print two (2) Kennel Cards, attach one (1) to the intake paperwork and place the other on the kennel where the animal is located.
 - c. Forward digital photograph to Rescue Coordinator for social media.
12. If the owner is known, an "Owner Notification Letter" will be sent to the owner by certified mail as soon as possible after the animal is impounded.
 13. Ensure animal is placed in a proper kennel/cage and kennel card attached.
 14. Ensure the location (kennel/cage number) is notated on the Kennel Card.
 15. Place intake documentation in the data-entry tray in the front office of the Animal Control Shelter.

C. Animals brought to Animal Control Shelter by ACO's

1. The ACO will ensure a *Code 40 (Door Hanger)* is left in a conspicuous place at the location from where the ACO believes the animal came. This is not required when the animal is picked up in an isolated area away from any residences.
2. If the owner is known, an "Owner Notification Letter" will be sent to the owner by certified mail as soon as possible after the animal is impounded.
3. Animals picked up for bites will also have a letter sent indicating the date the animal may be reclaimed.
4. Once an animal is picked up by an ACO
 - a. Check for owner/rabies tag/microchip, in reference to owner information.
 - b. If necessary, contact AC office for assistance in locating the owner.
 - c. If the owner is located, citations are issued at the ACO's discretion.
 - d. Check the immediate area for possible owner, a minimum of five (5) residences. ACOs are not required to conduct checks after 1930 hours or during hours of darkness.
 - e. Obtain a case number and document the facts of the impoundment in an *Incident Report*. Include the addresses of all residences checked.
5. Inspect animal for injuries and diseases. If a veterinary technician or veterinarian are available, have them check the animal when it is brought

to the shelter. Any animals declared to have a serious medical issue they will be taken to area animal care facilities for treatment. (Refer to Subsections IV.B.6. and 7.)

6. Take the animal to the Animal Control Shelter and process all required paperwork as stated above in IV.B.
7. All animals brought in by ACOs will be brought through the rear mechanical gate. Ensure the gate is closed before unloading any animals.
8. Refer to stray intake procedures (IV,B,11 through IV,B,15)

D. Rescue/Adoption Procedures

1. Animal Rescue Organizations

- a. Animal rescue organizations, duly licensed by the Georgia Department of Agriculture, will be considered when it comes to rescuing an animal from the shelter that may be otherwise unadoptable. This may include:
 - 1) Animals impounded for various reasons, or
 - 2) The animal may be scheduled for euthanasia.
- b. In the event the rescue involves an otherwise unadoptable animal, the rescue organization must sign an Adoption Form or Transfer Agreement and are responsible for complying with state law once they take control of the animal.
- c. Each time a representative from a rescue organization desires to rescue an animal, the employee will verify that the Rescue has a current *Shelter License* on file and the transporter has and *Department of Agriculture Transport Authorization Form*. It is the responsibility of the Rescue Organizations responsibility to provide any updates on transporters. A copy of the transporters Driver's License will be maintained on file with the Rescue Organizations *Shelter License*.
- d. In the event an organization from outside Georgia desires to rescue an animal being contained by this agency, they must have a current Georgia Department of Agriculture *Shelter License*, or be sponsored by a rescue organization licensed by the State of Georgia.
- e. If there is any question, concerning the rescue of an animal, it will be brought to the attention of the Unit Commander, or a supervisor. The rescue of animals otherwise unadoptable will be examined by the Unit Commander, a supervisor or designee, to be approved or denied.

2. When an animal is to be rescued/adopted, the following procedures will be followed:
 - a. Confirm that availability date is correct.
 - b. Licensed rescue organizations and veterinarians may take animals before available date for veterinary care or to ease overcrowding when approved by a supervisor. They must sign a *Rescue Group – Record Keeping Form* from the Georgia Department of Agriculture (GDA) and the *CCPD Animal Control Foster Agreement Form*.
 - c. No more than three (3) potential adopters can be listed on a single Kennel Card and input into the maintained computer database. Any potential adopters listed on the Kennel Card will be considered first and in the order in which they are listed. If any potential adopter listed on a Kennel Card is not present on the date and time of availability, he/she forfeits his/her claim to pursue adoption.

In the event that none of the potential adopters listed on the Kennel Card are present on the date and time of availability, the animal adoptions will be conducted on a first-come, first-serve basis to any new potential adopters. If more than one new potential adopter is present at that time, the adopter will be chosen by random drawing.

Rescue organizations will be allowed to place a 48 hour hold on an animal if it is already available for adoption. If the animal is not available for adoption rescue will be able to place their name as a "Rescue Interest" on the animal. If no one shows on the day the animal is shown as available Rescue can be placed as a 48 hour Rescue Hold after 1200 pm.

3. Obtain intake paperwork and ensure information matches animal information on the maintained computer database.
4. Check the identity of the adopter by:
 - a. Ensuring he/she is at least 18 years of age.
 - b. Adopters will pay the required adoption fee applicable to the type of animal being adopted, at the time the animal is chosen.
 - c. If the animal is not spayed/neutered, the animal will be scheduled for spay or neuter, rabies vaccine given and microchipped, prior to the animal leaving the shelter.

Previous two steps [(b), (c)] are not required for licensed rescue organizations.

- d. Ensure they read and understand the *Animal Adoption Application* prior to signing.
 - e. If a licensed rescue organization is adopting, verify its *Shelter License* is currently on file or attached to the *Animal Adoption Application*.
5. Complete adoption paperwork in the maintained computer database.
 6. Collect money and issue receipt, unless waived by the Unit Commander or a supervisor. Licensed rescue organizations are not required to pay these fees, unless they request the animal to be spayed or neutered utilizing our facilities or resources.
 7. Release animal to adopter.
 8. Attach adoption paperwork and kennel card to intake paperwork for filing.
 9. Procedures for Holding an Animal for a Rescue Group:

When a rescue group request a hold on an animal they intend to rescue, the Rescue Coordinator will authorize the hold for a 48-hour period, if or once the animal is available for rescue.

- a. Documentation of the hold will be noted on the animals kennel card and paperwork.
- b. If the 48-hour hold expires without the rescue group taking control of the animal, the animal will then be available for adoption. If two (2) or more rescue groups have requested the same animal, the subsequent rescue groups that are in sequential order concerning a requested hold will be notified by the Rescue Coordinator and place on the maintained computer database.

E. Owner Reclaim Procedures

1. Verify animal is available for release (Not quarantined, seized for evidence, etc.).
2. Normally, only the owner may reclaim a bite animal, an exception to this is rescue organizations. This decision is made by the Unit Commander.
3. Obtain intake paperwork and ensure information matches animal on card.

4. Verify claimant is owner of the animal.
 - a. Check ID and verify address;
 - b. Check any photographs they may have of the animal; and
 - c. Compare animal and information on kennel card/intake paperwork.
5. Issue any citations, if applicable.
 - a. Check ID and ensure the name and signatures match;
 - b. Complete *Supplemental-Persons Report* with offender information and attach citations.
6. Issue and have owner sign the Clayton County Animal Control Reclaim from the maintained computer database.
7. Collect money for fees (spay/neuter and/or unvaccinated animal) and issue receipt, unless they are waived by the Unit Commander or a supervisor.
8. Release animal to owner.

F. Euthanasia Procedures

1. Euthanasia is one of the most unpleasant, but important, functions of the Animal Control Unit. It requires careful scrutiny and protocol to prevent the euthanasia of the wrong animal(s), protect the dignity of the animals and minimize unnecessary suffering during the procedure. Generally, there are two (2) types of euthanasia, scheduled and emergency.
 - a. Scheduled euthanasia requires the notification of the Animal Control Commander and concerned Division Commander. This requirement does not apply to emergency medical circumstances involving sick or injured animals. Scheduled euthanasia may be performed dependent upon the conditions within the kennel, as determined by Command. Reasons for scheduled euthanasia may include, but are not limited to, aggressive animals beyond their availability date; any other animals, other than canines, still in the shelter beyond their availability date; animals held in the shelter beyond 21 days, if other special circumstances do not exist.
 - b. Emergency euthanasia will be utilized at the discretion of the Veterinarian and requires the notification of the Unit Commander and concerned Division Commander. Reasons for emergency euthanasia

may include, but are not limited to, illness, injury, unnecessary suffering, etc.

2. When euthanasia is conducted, a Unit supervisor will be present to ensure compliance with euthanizing guidelines and procedures.
3. Extra care will be taken prior to the euthanasia of any animals in which the owner's identity is known or suspected.
 - a. Once an animal passes its availability date, the owner will be contacted again to re-claim the animal;
 - b. The date, time, and response of the owner during this contact will be documented on the maintained computer database;
 - c. If only a message was left, this will also be documented on the maintained computer database ;
4. Scheduled Euthanasia Protocol
 - a. Prior to any scheduled euthanasia, intake paperwork will be pulled and matched to the *Kennel Card*. The documentation will be reviewed and verified by the assigned Kennel Master and an on-duty supervisor.
 - b. Each animal identified for scheduled euthanasia will be scanned one final time for an owner-identifying microchip.
 - 1) If an owner-identifying microchip is located, the animal will be removed from the list immediately.
 - 2) The animal will remain off the scheduled euthanasia list until after the microchip information can be checked and the owner given an opportunity to retrieve his/her animal.
 - c. County Refuse Control will be contacted when more than five (5) animals are to be euthanized.
5. The veterinarian will be responsible for each euthanasia and will adhere to OCGA § 4-11-5.1.
6. The animal will be removed from the maintained computer database by a supervisor with the appropriate reason included, and the *Kennel Card* attached. The Unit supervisor observing the euthanasia will initial all related documentation and forward the documents for filing.

G. Veterinary Drug Control Procedures

1. All veterinary drugs will be stored in the lockbox and securely maintained in the main safe located inside the Unit Commander's office.
 - a. When the lockbox is not in the main safe, it will be controlled and secured by the veterinarian or Unit supervisor, except as noted below.
 - b. The main safe combination will be controlled by the Unit Commander and supervisors.
2. Once the lockbox is removed from the main safe, an inventory will be conducted utilizing the *Controlled Drug Log sheet*.
 - a. The inventory will be conducted by the veterinarian and the Unit supervisor.
 - b. The Unit supervisor present will monitor the amount utilized and notated by the veterinarian on the *Euthanasia Controlled Substance Form* from the Georgia Department of Agriculture.
 - c. After euthanasia is complete, the total drug amounts utilized will be notated on the *Controlled Drug Log Sheet*. The veterinarian and Unit supervisor will initial the form.
 - d. The *Controlled Drug Log Sheet* will be maintained with the lockbox in the main safe.
 - e. The lockbox will be secured by the veterinarian, and the Unit supervisor present will secure it in the main safe.
3. Whenever ordered drugs are received by Animal Control Unit, the drugs will be:
 - a. Inventoried by an on-duty Unit supervisor and Animal Control staff member;
 - b. The new veterinary drugs will be placed in the lockbox, the "Used" column on the *Controlled Drug Log Sheet* will be left blank. The person delivering the drugs will initial and a Unit supervisor will initial outside the box.
 - c. Based on the numbers currently utilized on the *Controlled Drug Log Sheet*, each bottle will be labeled as [number] of [number] and secured in the main safe;

- d. The transfer of drugs from the main safe into the lockbox will be noted on the *Controlled Drug Log Sheet*.

V. EQUIPMENT USE

A. Individual Equipment:

1. Each ACO will be issued distinctive Animal Control uniforms or utility overalls. The uniforms are to be worn while performing activities associated with their ACO duties. Each uniform is expected to be neat and presentable in keeping with the image of the Department. The uniform will not be altered and only approved apparel will be worn by an ACO while performing duties. The ACO will not wear any part of the Animal Control Uniform while off duty, except on their way to and from work, or while on call during off-duty hours.

See also standard operating procedure *D2: Dress Code*.

2. Each ACO will be issued a catch pole and County portable radio. Other equipment may be issued, such as work gloves, etc., as needed and/or available.

The ACO will be properly trained in the use of the catch pole by their Field Training Officer (FTO). The catch pole will not be used in an offensive manner or as an impact weapon to stun or otherwise injure an animal, unless it is necessary to protect the officer or others from serious bodily harm.

3. Under no circumstances will an ACO be authorized to carry or use any type of firearm while on duty.
4. An ACO may be authorized to carry a bite stick and/or animal deterrent spray, only after he/she has received and successfully completed the related departmentally approved training. The bite stick and/or animal deterrent spray is only authorized for the use of controlling aggressive animals.

B. Specialized Equipment:

1. Animal capture nets, snake tongs, and other specialized capture equipment may be available from the supervisor, upon request.
2. Live Animal Capture Traps
 - a. As a matter of public safety and public service, Animal Control will deliver dog traps; providing they are available for use. The officer will sign the trap over to the citizen requesting the trap utilizing the *Animal*

Trap Loan Agreement and showing a picture ID. A completed trap form will be returned and filed with all other active (used) *Animal Trap Loan Agreements*. ACO's assigned to the road may be called on to retrieve traps containing captured animals.

- b. ACO's are responsible for all traps in their possession until they have obtained a signature on the *Animal Trap Loan Agreement* from the person receiving the trap. The person signing for and authorizing the use of the trap on private property, must be an agent of the property and able to exercise possessory rights to the property for the care, custody and control of activities conducted on the property.
 - c. Traps are available for one (1) week at a time. This time limit may be extended with the approval of the Unit Commander, or designated supervisor. Prior to any extension, an ACO must have physically verified the current location and condition of the trap.
 - d. The ACO will inform the trap recipient that they will be charged for the loss or damage of the trap.
 - e. When delivering a trap, an *Incident Report* will be completed. Each shift is responsible for checking the trap with specific responsibility assigned to the ACO who issued the trap.
 - 1) Relay information about the trap's location to other Animal Control shifts so it can be physically checked.
 - 2) The ACO issuing and placing a trap is responsible for coordinating and arranging for another ACO from his/her shift to conduct physical checks of the trap while the issuing ACO is not at work during off days, weekends, holidays, etc.
 - 3) Whether or not an animal is captured in the trap, the ACO who retrieves the trap will complete a *Supplemental Report*, documenting the retrieval of the trap and utilizing the original case number. If applicable, the ACO will bring the animal to the shelter for processing.
3. Cat traps may be signed out from an Animal Control facility. The procedure for maintaining the agreements is the same as dog traps, except ACO's will generally not be dispatched to place or retrieve cat traps.
 4. Tranquilizer Dart Gun
 - a. Tranquilizer dart guns will only be utilized after all other reasonable means of capturing an animal have failed. They will only be utilized by sworn personnel and supervisors who have demonstrated proper

safety procedures, marksmanship and proficiency in adjusting the delivery pressures of the dart gun. Training will be conducted by certified personnel from the Georgia Department of Natural Resources (DNR) or other departmentally-approved and certified trainers.

- b. Tranquilizer dart guns and all associated equipment and accessories will be maintained in the Unit Commander's office.
- c. Use of a dart must be approved by the Unit Commander, or designated supervisor.
- d. The animal which has been darted will be monitored and checked by a veterinarian as soon as practical.

C. Animal Control Vehicles:

- 1. All Animal Control personnel shall adhere to standard operating procedure *D33: Vehicle Equipment & Special Purpose Vehicles*, regarding the care, inspection, maintenance, and use of County vehicles. In addition, all personnel shall adhere to the *County Vehicle & Driver Policy*.
- 2. All Animal Control vehicles will be parked within the fenced area at the rear of an Animal Control facility when not in use, unless otherwise directed by the Unit Commander, or supervisor.
- 3. Animal Control vehicles shall not be used as long-term kennels for animals. Personnel are prohibited from housing animals in Animal Control vehicles for prolonged periods of time while the vehicle is at an Animal Control facility or grounds.
- 4. Animal Control Vehicles will have kennels inspected by ACO and supervisor each day prior to shift for cleanliness and assure that no animals were left inside of the vehicle overnight. Each ACO will assure that all kennels and the vehicle is inspected at the end of the shift for cleanliness, assure no animals are left inside and the vehicle is completely locked (to include all compartments).

D. Animal Deterrent Spray :

- 1. A certified instructor will provide officers with instructions of their specific authorized use for animal deterrent spray prior to being authorized to deploy or discharge Department-issued animal deterrent spray.
- 2. Authorized personnel may deploy/discharge only the animal deterrent spray that has been authorized and distributed by the departments Academy, Quartermaster, or Chief of Police.

3. Uniformed personnel shall carry the animal deterrent spray on their duty belt in a Department-issued holder.
4. Animal deterrent spray shall not be stored or kept in a vehicle and avoid exposure to excessive heat.
5. The Department's Quartermaster shall replenish animal deterrent spray, only after an incident report has been completed and submitted to the Quartermaster, via email.
6. Animal deterrent spray may be used as a means of protection from a vicious/dangerous animal.
7. Animal deterrent spray is to be dispensed into the animal's facial area, concentrating on the eyes and nasal area whenever possible.
 - a. Consideration must be given to subsequently apprehend or retreat as soon as possible after the exposure to animal deterrent, as to prevent the animal from further aggressive behavior towards the officers that placed them in such apprehension.
8. Animal deterrent spray should be dispensed in one (1)-second to two (2)-second bursts.
9. Aggressive animals may require additional and/or longer bursts.
10. The unnecessary use of animal deterrent spray against an animal and is not authorized under any circumstance may constitute cruelty to animals.
11. When animal deterrent spray is used, whether on or off duty, it will immediately be reported to an on duty supervisor as soon as possible. The officer will also report the incident to their direct supervisor. An incident report will be completed.

VI. REPORTING INCIDENTS, ORDINANCE AND OCGA VIOLATIONS

- A. In addition to standard operating procedure *D9: Field Reporting*, Animal Control personnel will adhere to the following procedures regarding reporting and documentation.
 1. ACO's will complete reports for the following circumstances:
 - a. All alleged animal bites (including scratches), including animal-on-animal attacks;

- b. All aggressive animal calls, regardless of whether or not they resulted in alleged bites or scratches;
 - c. Any incident involving a rabid animal or suspected rabid animal;
 - d. Anytime action is taken while assisting another agency;
 - e. Cruelty to animal allegations;
 - f. When assisting other departmental personnel, a report will be completed. If the other departmental personnel have generated a case number, the ACO will complete a *Supplemental Report* to the original case number;
 - g. Any use of a departmentally-approved weapon or physical action taken against an animal;
 - h. Placement and retrieval of dog traps, regardless of whether or not an animal was captured;
 - i. Anytime an officer issues an *Animal Control Citation*;
 - j. Any other time a violation is substantiated;
 - k. Anytime an animal is received from a citizen at an Animal Control facility or brought to the facility by another agency.
2. If the incident requires citations to be issued during a follow-up investigation, a *Supplemental-Persons Report* will be completed to identify the suspect/offender (if known).

Citations will not be filled out until they are issued. The ACO issuing the citations will complete a *Supplemental-Persons Report* to document the issuance of the citations and clear the investigation by arrest.

3. ACO's do not have the authority to charge a juvenile with any offenses. Should circumstances arise that may warrant charges against a juvenile, the investigation will be turned over to the Animal Control Detective for follow up and completion.

Juvenile information is considered confidential and will be placed on a confidential *Supplemental-Persons Report* using the corresponding case number.

B. Animal Control Citations

1. A citation will be personally served to the offending party via E-Citation, when probable cause exists for any violation(s) of Chapter 14 of the Clayton County Code of Ordinances. The issuing ACO is responsible for articulating probable cause.
2. The ACO will advise the person being cited of the violation(s), court date and time, and courtroom number. In addition, the ACO will advise the person of the Magistrate Court Clerk's office phone number for any questions involving paying a cash bond, paying a fine, requesting a continuance, or other assistance that may be available from the Court.
3. Citation Cases Based on Witness Testimony
 - a. ACO's are often asked by one citizen to cite another citizen for violating the Clayton County Code of Ordinances, where the only information or evidence available is the uncorroborated or unsupported statement of the complaining citizen. This does not meet the requirement of probable cause.
 - b. Absent the complainant having a date and time stamped video or audio recording corroborating his/her complaint, the ACO must have a combination of at least two (2) of the following forms of evidence before issuing a citation;
 - 1) A written statement from the complainant detailing the facts of their complaint, to include locations, dates, times, and duration of violation;
 - 2) A written statement from any witness(es) who corroborate the complainant's allegation(s).
 - 3) For barking dog complaints only, a chronological log of ten (10) or more incidents, listed by date, time and duration.

C. Animal Releases in the field:

1. No ACO will release an animal to anyone other than the owner of the animal without proper authorization from the owner.
2. ACO's will complete an *Incident Report* for each animal picked up and placed in an Animal Control vehicle, when it is released to the owner.
3. If the owner is located before the animal is placed in an Animal Control vehicle, the ACO may exercise discretion to release the animal to the owner without issuing any citation(s).

4. If the owner is located after the animal has been placed in an Animal Control vehicle, the ACO may exercise discretion to release the animal to the owner based on the totality of the circumstances and the approval of an on-duty supervisor. However, under these circumstances the citation(s) will be issued for the related violation(s).

D. Rabies Control

Rabies control applies to all bite animals and suspected rabies cases. All ACO's and Animal Control staff will be familiar with rabies control protocols and adhere to the current *Georgia Rabies Control Manual* published by the Georgia Department of Public Health.

1. Bite Animals

- a. Bite animals are required to be quarantined for a period of ten (10) days from the date of occurrence. Quarantine will be in a designated and marked area within an Animal Control facility.

No visitors are allowed within the "Bite Quarantine" area without permission from the Unit Commander or Supervisor.

- b. A sign will be affixed to the bite animal's kennel. The sign will bear the words "BITE DOG" and have the quarantine dates on the sign. While bite animals are usually only available for reclaim by the owner, the Unit Commander may make exceptions for licensed rescue organizations to claim the animal, if it has been signed over by the owner.
- c. Immediately upon impound of a bite animal, the impounding ACO will mail the owner a certified *Quarantine Notification Letter*, including the date which the animal can be reclaimed.
- d. Wild and exotic animals that have bitten a human being, or are suspected of having rabies while in contact with domestic animals, will be humanely euthanized immediately and a specimen sent to the Georgia Department of Health Laboratory (State Lab) for rabies testing.
- e. The animal may be quarantined at home, if it bites a resident/family member of the owner's household, or at the discretion of a Unit supervisor.
- f. Anytime there is request for police services involving an incident where an animal has bitten or scratched a human, to the point that the skin has been broken, a *Quarantine Sheet* will be filled out. Contact

numbers for the adult(s) responsible for a juvenile involved will be placed on the *Quarantine Sheet*.

- g. If the animal cannot be located, the appropriate block will indicate the animal could not be found and an Animal Control intake tag number will be issued and placed on the *Quarantine Sheet*.

2. Suspected Rabies

- a. A domestic animal having contact with a suspected rabid animal will be impounded for quarantine, or quarantined at a facility approved by the Unit Commander. ACO's may exercise discretion and afford the owners of an animal suspected of having been the victim of a bite the option of quarantine at a veterinary hospital of their choice, and at their expense, as an alternative to quarantine at an Animal Control facility. If arrangements can be made during business hours with a veterinary hospital, the animal can be transferred to the hospital. After business hours, the animal will be brought to an Animal Control facility. The animal can be reclaimed the next business day and transferred to the veterinary hospital. Upon reclaim, the owner must sign the *Transfer of Quarantine to Veterinarian Form* at reclaim.
- b. All animals will be impounded at an Animal Control facility, if their rabies vaccinations are not current.
- c. Any incident of impoundment or report of contact with a possibly rabid animal will be reported to the Unit secretary, who will in turn contact the appropriate State and County officials. In the event an incident occurs after hours, during a weekend or holiday, contact will be made on the next available business day.
- d. Whenever a dog/cat is suspected of having rabies, or has had contact with an animal suspected of rabies, the following will apply:
 - 1) If the animal has never been vaccinated:
 - a) It will be euthanized as soon as possible, this is the recommended course of action; or
 - b) It will be strictly quarantined for a period of up to **six (6)** months at the expense of the owner; at a veterinarian of their choice.
 - 2) Animals overdue for vaccination, will be handled on a case-by-case basis using the following criteria:
 - a) Severity of exposure;

- b) Time lapse since last vaccination;
 - c) Number of prior vaccinations;
 - d) Health of the animal; and
 - e) Local rabies epidemiology.
- g. Currently vaccinated animals (animals who have a current vaccination that was received at least 28 days before the encounter) will be handled using the following guidelines:
- 1) The animal should be revaccinated immediately;
 - 2) May be kept under the owners control;
 - 3) Must be observed for 45 days; and
 - 4) Cannot roam freely.
- h. Any animal that needs to be tested for rabies must be euthanized.
- 1) The animal's head will be removed;
 - 2) **The head shall not be frozen**, it may delay the test;
 - 3) Package the head for transport to the Georgia Department of Health Laboratory;
 - 4) Complete state and county paperwork;
 - 5) Make copies of all paperwork and leave in the primary secretary's box;
 - 6) Ensure a supervisor is notified;
 - 7) The head will be delivered to the lab at the first available time the lab is open.
- i. It is the responsibility of Animal Control to take control and deliver any animal that requires testing for rabies.

E. Other Quarantine circumstances

1. In the event an animal begins exhibiting signs of illness, in accordance with instructions received from the Georgia Department of Agriculture, the animal contained within the run, pen or cage will be closely monitored for a reasonable period of time. The run, pen or cage will be posted with a "Quarantine" sign. If the observed problem continues or worsens, the Unit Commander, or designee, will consult with the veterinarian to determine whether or not the animal will be euthanized.
2. If it becomes apparent the animal is to be euthanized, the run, pen or cage where the animal had been contained, and all adjacent runs, pens or cages, will be cleansed, sanitized and quarantined for ten (10) days. All runs, pens or cages adjacent to that containment area will be posted with "Quarantine" signs, and will remain so for the same designated amount of time. The length of quarantine will be determined by a disease-specific test. The sign will be marked with the date the quarantine begins and the projected termination date.
3. If the quarantine area involves the "Puppy Room" or "Cat Room," no animals will be placed into or taken from the room during the quarantine time period. The entry door and entire room will be posted with a "Quarantine" sign for ten (10) days.

No visitors are permitted in the Puppy or Cat Rooms during the quarantine period.

4. No quarantined animals are allowed outside the kennel area.

F. Prohibitive Treatment Cases and Violations of Georgia Law

1. All "Prohibitive Treatment" cases will be referred to the Unit Detective for further investigation and possible prosecution under Georgia Law.
 - a. ACOs may request the assistance of the Unit Detective on scene to initiate an investigation.
 - b. ACOs may also call and verbally advise the Unit Detective of the situation and the Unit Detective will be responsible for following up the next day.
2. The Unit Detective is responsible for reviewing all cases that could be prosecuted under Georgia Law and conducting follow up investigations to determine the probability of prosecution under state law.

3. The Unit Detective will obtain the assistance of the veterinarian when available to assist in the investigation of cases.
4. The Unit Detective will complete supplemental reports (Investigative Summaries) to document any follow up and the progress of any cases.
5. The Unit Detective is responsible for briefing the unit commander weekly on the status of all cases they are investigating.

VII. SHELTER OPERATIONS

A. Visitors within the kennel

1. All visitors will be escorted by Animal Control staff while in the kennel.
2. All visitors, including representatives of any animal rescue organization, desiring entry to the kennel facility beyond the front counter will produce picture identification.
3. The visitor will indicate the reason for their visit and sign the *Visitor's Log* upon entry and exit. This is done to identify subjects who may have been in contact with inmates.
4. At no time, will inmates be used to escort citizens into or through the kennel area. Inmates will be supervised by an Animal Control employee at all times.

B. Animal Adoption

1. The following dogs are not available for adoption from Clayton County Animal Control:
 - a. Any dog deemed inappropriate for adoption by the County's designated Dog Control Officer (Animal Control Commander or Assistant Commander).

C. Spay / Neuter:

1. To comply with the Georgia Department of Agriculture and applicable State law, each person who adopts an animal from a Clayton County Animal Control facility shall comply with the Spay/Neuter requirements.
2. The ACO shall have a completed adoption form.
3. The animal will be spayed or neutered prior to leaving the facilities with the new adopter.

D. Kennel Operations:

1. The kennel will be operated with the care of the animals as Animal Control's top priority. The animals will be treated humanely. The animals will be provided with fresh food and water and have their pens cleaned and sterilized daily. This applies to all pens, cages and outdoor kennels located at Animal Control facilities.
2. The animals will be removed from their pens or cages, or transferred to another clean pen or cage, before cleaning. The pens will have the feces and solid matter removed from the pens before the pens are washed down. The pens or cages will be cleaned with disinfectant. The excess water will be removed from the pen or cage before the animal is returned.
3. Wire cages, and any pales, bowls or buckets, will be completely cleaned whenever an animal is reclaimed, adopted, rescued, moved to another kennel/cage, or euthanized.
4. Any other special needs animal will be accommodated on a case-by-case basis.

E. Kennel Duties:

1. The ACO's/Kennel Techs/Kennel Masters assigned to the kennel will be responsible for ensuring that the kennel has adequate supplies for feeding, cleaning, care and maintenance of the kennel and the animals. The Unit Commander may assign specific duties to personnel assigned to the kennel.
2. On a daily basis, ACO's/Kennel Techs/Kennel Masters will assist the veterinarian/veterinarian technician with checking all animals for visible or obvious injuries or illnesses, or with any other duties deemed medically necessary by the veterinarian/veterinarian technician.
3. If supplies are depleted, the ACO's/Kennel Techs/Kennel Masters assigned to the kennel will notify a supervisor to ensure that needed items are ordered and replenished.
4. The personnel assigned to the kennel area will be responsible for the safety and well-being of the animals under their care. They are responsible for ensuring that all of the animals have the correct Kennel Card on each run describing the animal in the pen.
5. The personnel assigned to the kennel will ensure that all kennel runs, cages and pens remain clean throughout their tour of duty.

6. The personnel assigned will clean the facility on a continuous daily schedule, with Wednesdays being the designated enhanced cleaning day, but other days may also need enhanced cleaning based on conditions and issues that may arise that may jeopardize the welfare of the shelter.
7. The personnel assigned to the kennel are responsible for conducting and documenting a kennel count twice each day. Each number count will be copied and given to the Unit Commander, or designee, with the original filed.
8. An ACO assigned to the kennel will be responsible for the care of the animals in quarantine.
9. Any observed signs of disease or abnormal behavior by an animal will be reported immediately to the veterinarian and a supervisor.

VIII. ADMINISTRATIVE PROCEDURES

A. Records

1. Written documentation, records and logs will be maintained on all animals brought to the attention of the Animal Control Unit and those animals with which the Unit has had contact.
2. Regarding the completion and submission of reports, forms and citations, Animal Control personnel will adhere to the requirements of standard operating procedure *D9: Field Reporting*.

B. Roll Call

1. In addition to standard operating procedure *D1: Patrol Operations*, Animal Control will conduct daily, shift Roll Calls. Roll calls will commence at the designated hour Animal Control personnel are required to report for duty.
2. Regarding tardiness and notifications, Animal Control personnel shall adhere to standard operating procedure *C2: Attendance, Leave & Overtime*.

C. Injuries

Anytime an employee is injured while performing tasks related to their assigned duties, the employee will immediately notify a supervisor. The supervisor will then complete required County documentation in accordance with worker's compensation procedures.

D. Safety

Employees are expected to report any safety violations, concerns or conditions that would create a safety problem.

E. Employee Conduct & Adherence to Policy

1. Animal Control personnel shall adhere to the *Clayton County Civil Service Rules & Regulations*, which are available through the County intranet: <http://ecompass.claytoncountyga.gov/>
2. Animal Control personnel shall adhere to all departmental standard operating procedures, which are available through the departmental intranet: <http://172.16.15.146/>

F. Off-Duty & Secondary Employment

Regarding having any off-duty or secondary job in addition to being employed by this Department, Animal Control personnel shall adhere to standard operating procedure *B6: Off-Duty/Secondary Employment*.

G. Cash Fund Accounting

Regarding all cash fund accounting and money received during Animal Control operations, unit personnel shall adhere to standard operating procedure *B16: Cash Fund Accounting*.

IX. CANCELLATIONS

- A. This procedure amends and supersedes the following standard operating procedure:

G6: Animal Control, dated June 26, 2017.

- B. This procedure cancels and supersedes the following general order:

18-004: Addendum to Animal Control SOP G6, dated June 6, 2018.