 <b>Kinston Police Department</b>	<b><u>POLICY: Animal Control Officer and Enforcement</u></b>						<b><u>POLICY #:</u></b>  <b>900-3</b>
	<b><u>NCLEA Standards:</u></b>						
	<b><u>NCLM Standards:</u></b>						<b><u>Effective Date:</u></b>
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Approval: Chief of Police							

## I. PURPOSE


The purpose of the policy is to establish Department policy governing the Animal Control Officer as well as establish an internal set of standard policy and procedures related to animal control enforcement.

## II. DEFINITIONS

- A. Animal Control Officer: The Animal Control Officer is sworn officer or civilian personnel that has authority to use and maintain weapons and firearms deemed necessary and authorized by the Department to perform his/her duties.

## III. POLICY


- A. It will be the policy of the Kinston Police Animal Control and Enforcement Squad to control the threat of Rabies in humans; to promote and enforce the humane treatment of animals; to protect the public and its property by enforcing North Carolina Laws, and City of Kinston Local Ordinances; and to educate the public on its rights and responsibilities regarding animals.
- B. The Kinston Police Department will assist private organizations that sponsor cat colonies to the fullest extent possible. If an ACO traps a cat from a cat colony, the ACO will contact will contact a representative from the cat colony.
- C. The safety of the Animal Control Officer as well as the citizens of Kinston is of paramount concern with the Department. Therefore, a means of protection for humans as well as humane destruction of animals suspected of rabies is necessary. To accomplish this objective the Animal Control Officer shall have the ability to carry and use various weapons in the course of his/her duties.
- D. The following is a list of firearms and weapons that are authorized for use by the Animal Control Officer: Department Service Weapon, Tranquilizing firearm, and Shotgun.
- E. The use of firearms shall **not be authorized** merely to prevent the escape of an animal. However, exceptions may include cases where capture by trapping, tranquilizing or other means of eliminating/solving the problem of an imminent threat to citizens of a dangerous animal or the animal is suspected of rabies, the Animal Control Officer or any sworn officer may use his/her firearm to dispatch the animal.

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- F. It is the responsibility of the Animal Control Officer to maintain his/her discipline at all times in the use and maintenance of all weapons authorized by the Department.
- G. Prior to discharge of any weapon, officers will assess his/her target and determine its proximity to any human or private property. No weapon shall be used in any capacity which minimizes the safety of citizens or inflicts damage to private property.
- H. Weapons may be used by officers in the following situations: The humane disposal of suspected rabid animals, euthanization of animals/wildlife in obvious distress when all other humane alternatives have been exhausted, protection of citizens and the officer.
- I. The Animal Control Officer shall receive annual training on the Department's Use of Force Policy, Animal Control Officer and Enforcement Policy, and qualify with all weapons assigned to him/her for his/her use. This training shall be conducted by a certified departmental firearms instructor. The qualification course fired by the Animal Control Officer and all other training attended shall be recorded with the Training Officer.
- J. If the Animal Control Officer fails to qualify with his/her firearm, the non-qualification procedure outlined by the Department shall be followed.
- K. All weapons and ammunition issued to the Animal Control Officer shall be kept secure in the Animal Control Vehicle. Weapons and ammunition shall be subject to inventory and inspection by any department supervisor at any time. Weapons stored in the Animal Control Vehicle shall be stored and secured out of plain view of any citizen.
- L. It is the responsibility of the Animal Control Officer to ensure that no weapon is left unattended at any time. Weapons must be carried by the Animal Control Officer or appropriately stored and secured in the Animal Control Vehicle. When weapons are left unattended in the Animal Control Vehicle, the vehicle must be locked and the weapons stored out of sight at all times.
- M. No weapon will have a round chambered at any time, except for the Animal Control Officer's assigned service weapon. Weapons shall not be stored with rounds chambered in the weapon.
- N. If an Animal Control Officer discharges a weapon, he/she shall follow the Use of Force Policy outlined by the Department.

#### **IV. GENERAL RULES & REGULATIONS**

- A. Being an Animal Control Officer is a professional career choice. The role of the Animal Control Officer is now recognized as a profession compared to just a job. This change in attitude is directly linked to the individuals employed by the Kinston Police Department and the


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Officer presents to the public they serve. Professional respect must be continuously earned through professional image and demeanor.

1. All employees are expected to provide courteous, efficient, and friendly service to all citizens, fellow employees, and supervisors.
2. Integrity and honesty are expected of all employees when dealing with the public, fellow employees, supervisors, members of the other government agencies, and volunteer agencies.
3. All employees are responsible for reading and familiarizing themselves with the City of Kinston and Lenoir County Animal Control Ordinances, State Laws, and Federal Laws that pertain to animal control, animal protection and animal welfare. Requests for clarification, explanation, or interpretation of any portion of the Ordinance, State Law, or Federal Law will be directed to the employee's immediate supervisor.
4. No employee shall sell, barter, trade, or give away any animal procured in the course of their official duties or entrusted to the care of the Kinston Police Department.
5. Any employee who is investigating an incident which has attracted the attention of the news media will advise the officer's immediate supervisor.
6. While on duty or while in uniform off duty, Kinston Police Department will not enter into any establishment where alcohol is being served or sold (with the exception of a restaurant or grocery store) unless in response to a call for a Law Enforcement Officer related problem.
7. No employee shall purchase alcoholic beverages while off duty and still in uniform.
8. Failure to work diligently or with a bearing consistent with the image of a professional employee is prohibited.
9. Abuse and/or inhumane treatment of animals in the care of Kinston Police Department will not be tolerated for any reason. Any employee found in violation of this policy will be subjected to disciplinary action.
10. No deceased animal or animal parts will be salvaged by any employee, unless for approved testing, culturing etc.

## V. MEDICAL TREATMENT FOR ANIMALS

- A. The purpose of this policy is to ensure that all animals received by, surrendered to, apprehended

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by, or otherwise remanded to the custody of the Kinston Police Department Animal control receive immediate medical care for any injury or illness.

- B. This policy will apply to animals when first received by the Animal Control Officer or any Officers of the Kinston Police Department. All employees will be expected to strictly adhere to this policy.
- C. No animal will be subjected to inhumane treatment as a result of being denied medical treatment by any member of this Squad. In the event an animal is injured during capture, while being handled, or for any other reason as a direct or indirect result of an employee, the animal will be treated for its injuries or humanely euthanized by an approved method of euthanasia is in the animal's best interest.
- D. Upon pick-up the ACO or Officers are to examine all animals for injuries, mange, fleas, pregnancy, in heat, etc. Note health problems on Animal pick up form. If the animal needs treatment, proceed to the approved veterinarian and document same.
- E. When an employee has knowledge that an animal is in need of medical attention (including immediate euthanasia) and has not received the necessary care as required by this policy, the employee will notify their immediate supervisor.
- F. When an employee has knowledge that a fellow employee is failing to comply with this policy, the employee will immediately advise their immediate supervisor. Employees that fail to report a violation will be considered in violation of this policy the same as if they had to obtain medical treatment for the animal.
- G. Failure to comply with this policy will result in disciplinary action up to and including termination.


## **VI. REPORT WRITING**

- A. Any incident where an Animal Control Officer or other Officer of the Kinston Police Department responds to a call of a bite. A Kinston Police Department Animal Bite Report will be completed by the responding officer. An Incident Report will be completed by the Animal Control Officer.
  - 1. Any violation or suspected violation of any State Law or City and County Ordinance.
  - 2. Any impoundment of any animal due to violation of any State or Federal laws, and or City or County Ordinances.
  - 3. Any incident deemed worthy of documentation by the officer.

## **VII. BITE REPORTS**

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- A. A Bite Report will be completed in all bite cases reported to Animal Control Officers and all other Officers of the Kinston Police Department wherein the victim, or domestic animal, may possibly have been exposed to rabies.
- B. Rabies exposure is defined in the Rabies Control Statue as; Any known bite, scratch, or other situation in which saliva or central nervous system tissue of a potentially rabid animal enters an open wound or fresh wound, or comes in contact with the mucous membrane of the victim by entering the eye, mouth or nose.
- C. All mammals can contract rabies, however the predominate carriers of the disease (Rabies Vectors) are: raccoons, foxes, bats, skunks and bobcats.
- D. Bite Reports are required when:
  1. A human has been bitten by a animal and blood was drawn.
  2. A human has been scratched by an animal and blood was drawn.
  3. A human has been exposed as a result of contact between mucous membranes of the mouth, eyes or nose with saliva or central nervous tissue of the animal.
  4. A domestic animal has fought with or been exposed to a Rabies Vector animal.
- E. For the purpose of this policy, all exposures or potentials for exposure will be referred to as a "bite."
- F. Bite reports will be maintained on file and will be maintained and updated accordingly. Bite reports will also be maintained in the monthly reports file.
- G. Bite reports will be categorized as one of the following:
  1. Dog to human bites.
  2. Cat to human bites.
  3. Ferret to human bites.
  4. Carnivores/wildlife/bat to human bites.
  5. Carnivores/wildlife/bat to dog/cat/ferret bites.
- H. Officers will use the following definitions from the current Rabies Control Manual:
  1. Carnivore – a carnivore is a fox, skunk, raccoon, bobcat, coyote, wolf, or a mix between a domestic cat or dog and one of the above.
  2. Provoked Attack – an attack is considered "provoked" if a domestic animal is placed in a situation such that an expected reaction would be to bite or attack. This

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would include, but not be limited to, invasion of an animal's territory, attempting to pet or handle an unfamiliar animal, startling an animal, assisting an injured or sick animal, by trying to capture an animal, removing food, water, or other objects in the animal's possession, or animals with litters.


3. Unprovoked Attack – an “unprovoked” attack or bite occurs when an animal strikes for no apparent reason. The behavior should be unusual for the particular animal. A confirmation of chronic aggressive behavior can often be made by interviewing the animal's owner. This will assist in determining whether the attack was indeed “unprovoked”.
  - I. Animals that a currently immunized against rabies do not preclude the possibility of exposure. All animals must be quarantined according to Health Department Rules and Regulations.
  - J. Bite reports are subject to open records and rules of storage and filing must be followed. Completed reports must be stored in a monthly file, and a copy of the completed bite report packet forwarded to the Director of the Lenoir County Health Department.
    1. A completed Bite report packet consist of the following:
      - a. A completed Lenoir County Health Department cover sheet.
      - b. A completed Kinston Police Department Animal Bite Report.
      - c. A completed Kinston Police Department Incident Report.
      - d. A copy of a Rabies vaccination, Citation, Criminal Summons, Warrants, or proof of valid Rabies Vaccination for animal in question.
      - e. A completed Kinston Police Department Animal Pickup form if said animal is seized and quarantined.

## VIII. MONTHLY REPORTS

- A. The Animal Control Officer will compile all completed Animal Control related reports into one document. This report will be forwarded to the immediate supervisor no later than the first of the following month. Yearly reports will be comprised of these monthly reports, and forwarded to the immediate supervisor no later than the third of the following year.
- B. All paperwork and/or reports will be turned in a timely fashion, and properly stored for future reference.

## IX. GENERAL FIELD OPERATIONS

- A. The purpose of this policy is to ensure compliance with State Laws and Local Ordinances

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concerning animals. Animal Control Officers are responsible for enforcing State and Local Laws and Local Ordinances.

- B. Many situations encountered by Animal Control and Patrol Officers of the Kinston Police Department have no preset solution. The Officer must look at the complaint in its totality when making decisions concerning the welfare of animals. Officers must use discretion and good common sense in addition to applicable laws and policies when attempting to resolve animal related complaints and issues.
- C. Officers shall be knowledgeable about the content of the ordinances and laws pertaining to Animal Control. Officers must be able to speak with complainants and animal owners in a professional manner, relaying to them concise and accurate information.
- D. At no time will Animal Control Officers or officers of the Kinston Police Department intentionally subject any animal to inhumane treatment. Any Officer found to be in violation of this procedure will be subject to disciplinary action up to and including termination.

## **X. RESPONDING TO CALLS**

- A. All complaints regarding an Animal Control problem or animal related situation will be responded to by the Animal Control Officer or if the ACO is not available, to a Patrol Squad Officer who will forward all paperwork to the Animal Control Officer when completed.
- B. Calls / Complaints which the Kinston Police Department Animal Control Officer will respond to include but are not limited to the following:
  - 1. Nuisance animal complaints, i.e. barking dogs, property damage, etc.
  - 2. Animals running loose to include domestic animals, livestock, etc.
  - 3. Vicious animals, potentially dangerous animals, and dangerous animals.
  - 4. Bite calls.
  - 5. Injured animals.
  - 6. Animal cruelty complaints.
  - 7. Abandoned animals.
  - 8. Harboring animals not permitted by the City of Kinston Animal Control Ordinance.
  - 9. Requests from handicapped or elderly residents to relinquish animals to Animal Control. (In Emergency situations only)
  - 10. Request for assistance from Law Enforcement agencies and /or other Public Safety agencies.
  - 11. Citizen requests to pick up confined, stray, abandoned, etc., animals.
  - 12. Owner requests to relinquish animals to Animal Control must be extreme emergency situations (Owner death, etc.)
  - 13. Request to attempt rescue of animals that are victims of unfortunate situations, i.e.




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- trapped in drainpipes, recovering injured animals that have left the scene, etc.
14. Nuisance wildlife complaints inside residences including snakes, raccoons, possums, foxes, etc.
- C. Animal Control Officers will respond to calls based on their priority. There are three categories of Priority Calls: Low, Standard, High emergency.
1. Emergency High Priority Calls
    - a. Possible rabid animal
    - b. Injured animal
    - c. Bite case: need report
    - d. Rescue
    - e. School call
    - f. Potentially dangerous animal call
    - g. Dangerous animal call
    - h. Cruelty investigation

## **XI. RESPONDING TO CALLS/MEETING WITH OWNER/COMPLAINANT**

- A. Animal Control Officers and Officers of the Kinston Police Department will respond to citizen complaints as soon as reasonably possible and based on the priority status of each call.
- B. Unless otherwise directed by the dispatcher, the Officers will make contact with the complainant at the complainant's residence.
  1. If the complainant prefers not to meet the Officer, the Officer will comply with this request.
  2. The Officer will respond to the call based on the information provided by the complainant and will attempt to resolve the situation or problem.
- C. When the Officer meets with a complainant, the Officer will display a polite and courteous demeanor.
  1. The officer will ascertain from the complainant the exact nature of the problem.
  2. The Officer will inform the complainant how the situation may be dealt with and what the Officer is authorized to do.
  3. The officer will capture and restrain animals humanely.




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4. Calls that require more detailed documentation will necessitate completion of an Incident Report.
- D. If the Officer sees a violation, a warning (written or verbal), citation, or arrest will be issued to the owner of the animal.
1. The violation of the Animal Control Ordinance, or City Code will be explained to the owner of the animal.
  2. If the Officer deems it necessary to issue a 48 Hour Notice to correct the violation(s) seen, the owner will then be given, in writing, what they are to do and on what date an Officer will return to verify their compliance.
  3. The Officer shall request to see a current driver's license. The owner's name, and phone number as well as the driver's license number, and date of birth will be obtained by the Officer. In the event the violator's address is different from the address on the driver's license. Use the correct address when writing the citation.
  4. The Officer will take a photo of the owner/custodian/caretaker driver's license for court purposes.
- E. The Officer will verbally advise the owner of the court date. The court date will be printed on the citation.
1. The owner will be advised of the penalty for failure to appear in court.
  2. The Officer shall answer all questions pertaining to the citation.
  3. If the owner refuses to produce identification, the Officer will deal with the same in a professional manner.


## **XII. RESPONSE TO BITE CALLS**

- A. A bite investigation will be initiated when a citizen files a complaint with Animal Control that a bite has occurred.
1. The bite victim, vet or animal hospital may contact Animal Control by phone, or fax.
  2. Initial bite reports will be completed by an Animal Control Officer or Patrol Officer.
  3. In all cases, the reporting Officer must personally observe the bite wound or be advised by medical personnel. In the event the bite wound is on a "private" area of the body, the photographs of the wounds will be taken as discretely as possible.
- B. The Animal Control Officer will have photographs taken of the bite wound to document adequately the severity of the wound if necessary.

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1. Determine the severity of the bite.
- C. The call taker will determine the current location of the victim. The Bite must have occurred in the City of Kinston for a report to be taken. If the bite occurred in Lenoir County the citizen is to be directed to that agency.
  - D. If the injury is serious or life threatening, the first concern will be obtaining immediate medical care for the victim. The call taker will ascertain from the caller whether or not the EMS system has been activated. If the caller has not summoned EMS personnel the Dispatcher will assist the caller by contacting 911 and forwarding the information.
  - E. The call taker will get the following information from the victim or complainant:
    1. Victim's name, age, address, city, phone numbers, wound location
    2. Animal description and location
    3. Owner's information, if known
    4. Narrative of how bite occurred
  - F. Unless the call is received from a doctor or medical facility the Officer must determine if the bite broke the skin.
    1. If the bite does not break the skin, a bite is not required.
    2. The skin is considered "broken" when blood is drawn or a competent medical physician deems an exposure took place.
    3. If the Officer is in doubt as to whether or not an actual "bite" occurred, the Officer will contact their supervisor for assistance.
  - G. The Officer must determine the location of the animal and if the animal is at large or unrestrained.
    1. If the animal is at large or unrestrained the Officer will make efforts to locate, and catch said animal for quarantine or testing.
  - H. If the caller demands that a bite report be completed even though blood was not drawn, the Officer will complete the report with the notation of no exposure or broken skin.
  - I. The call taker will determine if the bite is "animal to human" or "animal to animal" prior to giving the call to the dispatcher.


Animal to human:

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1. If the bite is animal to human, an Officer will be dispatched to respond without delay (High Priority Call).
2. The Officer will contact the bite victim and obtain all items of information required to properly complete the bite report and impound bite case animal accordingly for quarantine. The Officer also may determine if the animal in question can be quarantined at the owner's residence, if the Officer believes conditions of quarantine will be met by the owner.
3. When the bite victim is a minor, the Officer will obtain the necessary information from the minor's parent(s) or legal guardian(s). the Officer should also obtain a statement from the minor child in the presence of the parent(s) or guardian(s).
4. The Officer must obtain the names, addresses, and phone numbers of any witnesses to the incident.
5. The Officer must identify the owner of the animal if the owner is known. Owner information will include name, complete address, home and work telephone numbers. All pertinent information about the animal and its quarantine location will be obtained by the Officer.
6. The Officer will evaluate the situation and determine if a violation of the City of Kinston animal Control Ordinance has occurred.
  - a. When a violation is noted, a 48-hour notice of City Code Violation, citation, criminal summons, or warrant may be issued at the discretion of the Officer.
  - b. The citation number and court date will be annotated on the bite report.
  - c. The investigating Officer will complete an incident report to document the incident.
- J. Upon completion of the Bite report, a copy will be forwarded to the Director of the Lenoir County Health Department.

**Animal to animal (wildlife exposure)**

1. If this is a wildlife exposure and the wildlife is still at the location, the officer will respond without delay. (High Priority Call)
2. The Officer will meet with the pet owner to obtain information to the location of the wildlife.

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3. After the wildlife is captured or if it is no longer present, the Officer will meet with the pet owner and obtain all information required to properly complete the bite report
4. When the complainant is a minor, the Officer will obtain the necessary information from the minor's parent(s) or legal guardian(s). the Officer should also obtain a statement from the minor child in the presence of the parent(s) or guardian(s).
5. The Officer must obtain the names, addresses, and phone numbers of any witnesses to the incident. If any other domestic animals, or humans, had contact with the wildlife that information must be included in the report.
  - a. The officer must identify the owner of the domestic animal, if there are additional animals involved. Owner information will include name, complete address, home and work phone telephone numbers.
  - b. All pertinent information about the animal and its quarantine location will be obtained by the Officer.
  - c. When a violation is noted, a 48 Hour Notice of City Code Violation, citation, warrant, or criminal summons, will be issued to the animal owner to appear in court. A citation will be issued for each violation found to have occurred related to the incident.
6. The Officer will evaluate the situation and determine if additional action is needed.
  - a. If the wildlife is not apprehended a trap may be set at the location.
  - b. If the wildlife is apprehended a specimen must be prepared and sent to the State Lab.
  - c. The officer will complete a detailed incident report documenting the incident.
  - d. The Director of the Lenoir County Health Department will be notified of the I incident as soon as possible.
7. The Officer will review the bite report to ensure that it is properly and completely filled out.
  - a. If the Report is complete the Officer will forward same to the Director of the Lenoir County Health Department.


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### **XIII. EMERGENCY POLICE ASSISTANCE RESPONSE**

- A. Emergency Police Assistance calls are those calls in which Police Officers have responded to a call and have determined that Animal Control is needed.
1. Calls received for assistance from Kinston Police Department Patrol or Investigative Division will be directed through the Officer's supervisor.
  2. Calls for assistance made by the Lenoir County Animal Control Officers within Lenoir County will be responded to in a prompt manner. These calls will take priority over non-emergency calls received from the public. The Animal Control Officer will advise his immediate Supervisor and Patrol Supervisor of the request.

### **XIV. FIELD EQUIPMENT PROPER USE**

- B. Animal Control and other Officers will use only that force necessary in the capture and impoundment of animals.
- B. Officers will attempt to capture animals in the most humane method available, using equipment that has been provided for this purpose.
1. Leashes
    - a. Leashes will be used whenever possible as a means of capturing or restraining and animal.
    - b. Officers will not drag animals nor lift animals with the leash.
    - c. If the animal will not walk on the leash, the Officer will muzzle the animal with the leash and then carry the animal to the vehicle.
    - d. If the Officer cannot carry the animal, the Officer will request assistance to move and load the animal, if available.
  2. Control Poles
    - a. Control poles will only be used when the Animal Control Officer feels that handling the animal would result in injury to them self.
    - b. Control poles will not be used as clubs or bats unless the animal is attacking the Officer.

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3. Cat tongs

- a. Unruly or wild cats should be captured with cat tongs to prevent injury to the Officer.
- b. A carrier should be immediately available to confine the cat to avoid injury to the cat.
- c. If cat tongs are not available, the Officer should grasp the cat behind the neck with one hand; grasp the hind legs with the other hand, then stretch the cat slightly. This will reduce the chance that the Officer will be bitten or scratched.

4. Gloves

- a. Leather gloves should be used by the Officer in an effort to avoid injuries.

5. Department issued firearms

- a. Firearms will be used in accordance with the Policies and Procedures set by the Kinston Police department.

6. Tranquilizer Weapons

- a. The Animal Control Officer will only use issued tranquilizer weapons after receiving certification to use same.

## **XV. NUISANCE ANIMALS & IMPOUNDS**


A. Dogs are to impounded by an Officer when the following conditions exist:

1. The dog is observed running at-large and a complaint has been received from the area.
2. The dog is observed running at-large and is creating a hazardous situation, i.e:
  - a. The dog is in the roadway in traffic or impeding traffic,
  - b. The dog is a female dog in season.
  - c. The dog is acting aggressive.

B. The dog has bitten and must be confined for quarantine.

1. When the owner is not known.
2. When the Officer is unable to contact the owner.


C. Dogs found to be loose and running at-large may be impounded or returned to the owner at the

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Animal Control Officer and Patrol Officers discretion in the following situations:

1. For a first offense when the Officer can verify no previous complaints, warnings, or citations have been issued to the waiver.
  2. For a violation of obvious accidental nature.
  3. When conditions exist where impoundment would not be in the best interest of the animal or the Lenoir County SPCA i.e. the animal has health problems, requires daily medications, etc.
- D. Dogs observed in violation of the ordinance that should not be impounded under normal circumstances are as follows:
1. Unrestrained animals observed on the owner's property (unless a complaint exists). The Animal Control Officer should first try to make contact with the animal owner and advise them of the violation. If the animal comes off of the owner's property in the presence of the Officer, the animal should be impounded if the owner is not at home.
  2. Animals in violation of vaccine provisions only, when no control violations are noted.
  3. Cats found loose and / or running at-large will be impounded under the following conditions:
    - a. The cat has been confined or trapped by the complainant.
    - b. The cat is observed causing property damage.
    - c. The cat has bitten and should be confined for the quarantine period, and the owner is not known or cannot be located.
- E. Snakes and reptiles may be removed and released back into the wild on properties owned the City of Kinston. Example (City landfill on South Davis St.). This being in accordance with North Carolina Wildlife Commission.
- F. Rabies Vector Animals (raccoons, squirrels, wildcats, etc. May not be transported and released on other properties. They may be released back on the property trapped on, or humanely euthanized and disposed of properly.
- G. Non domestic animals having contact will humans or domestic animals, will be captured and transported to local Riverbank Animal Hospital for testing procedures. The Director of the Lenoir County Health Department will be notified of same immediately. The Officer will transport the package sample to the Lenoir County Health Department to be transported to the State Laboratory in Raleigh NC.



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## **XVI. ANIMALS IN TRAPS**

- A. Dogs in traps are to be removed from the trap and loaded onto the truck. Extreme caution is to be used when removing the dog from the trap. Remove canines with assigned equipment "Control Poles" to avoid injury and animal escaping.
- B. Traps shall not be set for functional purposes during inclement weather, such as rain, snow or during storms.
- C. The Animal Control Officer shall check each animal trap daily. Animal traps should only be placed out when the ACO is working. If an ACO is not working the following day, the animal trap shall not be utilized. In the event a trap is set up for utilization and the ACO is unable to report to work the following day, the ACO supervisor will be responsible for collecting the animal traps or making sure they are not functional. This is to protect any animals the animal trap may catch.

## **XVII. INTAKE PROCEDURES**


- A. All impounded animals will be transported to the Lenoir County SPCA.
- B. Animal Control Officer will assist Lenoir County SPCA clerk, with unloading and vaccination of animals to the best of their abilities.
- C. The Officer will check the animal's health. Examine animal for injuries, mange, fleas, pregnancy, in heat, etc. note health problems on Animal Pickup Form. If animal needs urgent treatment transport to Emergency Vet. Contact the Lenoir County SPCA with information of animal transported to Vet.

## **XVIII. SPECIMEN PROCEDURES**

- A. When an animal is impounded to be euthanized and submitted for rabies testing, the Officer will complete the Bite Report, and lab Report, and a copy of each will be placed in the box with the specimen. Contact the Director of the Lenoir County Health Department. The Officer will transport the packaged specimen to the Lenoir County Health Department and place same in the shipping box at the Lenoir County Health Department.

## **XIX. CHEMICAL CAPTURE**


- A. The Animal Control Officer will only use chemical capture techniques when certified to do so by some State recognized group to do so.

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1. The Certified Animal Control Officer will be issued a tranquilizer gun and dart kit.
2. The Officer will obtain Ketamin solution from Riverbank Animal Hospital, and take the receipt for same to the Chief of Police Administrative Assistant.
3. The Officer will store the solution, and weapon in a locked case in the vehicle at all times.
4. The Officer will keep a log with the solution and weapon of all uses of same.
5. Only officers who are certified on the Capture Model 1300C Pistol Projector will be allowed to use this method of capture.

#### B. Procedure


1. Standard Dart Calls
  - a. A dog trap has not or will not resolve the problem.
  - b. The situation is aggravated or could become potentially dangerous.
2. Emergency Dart Calls
  - a. Dangerous or potentially dangerous animal cases.
  - b. Wildlife calls involving carnivores or rabies cases.
  - c. Animal rescue calls.
3. Protocol
  - a. The Officer on the scene, who is requesting the Animal Control Officer with dart equipment to meet with him, must keep the animal in sight until the Animal Control Officer arrives.
  - b. When the Officer arrives who will be responsible for darting the animal the Officer will assess the situation and request assistance from Officers to assist in keeping the darted animal in sight until captured.
  - c. The Officer (shooter) prepares the medicine for the dart.
  - d. After the dart is prepared the shooter finds the spotter and shoots the animal.
  - e. When the animal is darted the spotter will assist in the tracking of the animal.

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- f. The shooter must first locate the dart before attempting to capture the animal.
  - g. When the animal is apprehended, it must be transported to the Animal Control Truck causing the least amount of stress to the animal as possible. The animal is to be placed in the truck lying in a natural position. The Officer transporting the darted animal is to come directly to the Lenoir County SPCA, unless the physical condition of the animal warrants transporting it to a veterinarian.
  - h. When the animal is brought to the Lenoir County SPCA it must be left in a natural position. Notify the Lenoir County SPCA staff that a tranquilized animal is in the facility and of its location.
4. Safety
    - a. Always check for a clear line of fire before and during darting.
    - b. Keep the safety on until you are ready to fire.
    - c. Carry all gun barrels pointed down in case of accidental firing.
    - d. Never fire a dart near the corner of a house or near doors or windows.
    - e. Never dart an animal in the head or lungs.
    - f. Whenever possible, recover all spent darts.
    - g. Dart needles must be cleaned after each use.
  5. Dart Officer requirements
    - a. The Animal Control Officer must complete a Chemical Capture Course before using issued chemical capture equipment.

## **XX. ANIMAL CRUELTY CASES**


- A. Kinston Police Department Animal Control and Enforcement Squads primary objective when investigating cruelties is the welfare of each animal affected or involved. The needs of the animal are the foremost concern. Unless determined otherwise by a Judge, any animal seized or impounded for investigative purposes, will remain at the Lenoir County SPCA until the court date or disposition of said case.
  1. High profile cruelties.

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- a. Cruelties involving cases of extreme abuse, i.e., mutilations, shootings, etc., or abuse which results in death of an animal or aggravated injury to an animal.
  - b. Reported dog fighting.
  - c. Cruelties involving extreme cases of neglect.
  - d. Cruelties which have a tendency to generate media interest.
2. Minor cruelties and check condition complaints.
- a. Cruelties involving abuse or neglect as a result of failing to provide adequate shelter, water, food, etc.
  - b. Cruelties that have not yet resulted in injury to an animal but left unaddressed could result in injury or death of an animal, i.e. dogs chained with the ability to jump over a fence, or off a deck that could result in hanging, animals living in conditions that expose them to harmful substances or items, etc.
3. High profile cruelties complaints and will be investigated without delay, and all cruelty complaints will be responded to on the day received.
4. Cruelty complaints will be dispatched or assigned as soon as the complaint is received by Lenoir County Communications.
- a. If the call indicates that an animal is in distress, is in immediate danger, is being subjected to physical abuse, or suffering from extreme neglect (i.e. starvation), the Officer will respond immediately.
  - b. If an Animal Control Officer is not immediately available, then a Patrol Officer will be dispatched to the incident.

**B. Emergency Seizures**


1. When any animal is found to be severely injured or diseased, and the animal's condition appears to be life-threatening, and immediate medical attention is necessary to lessen the animal's suffering, the animal will be immediately impounded and transported to the nearest veterinary clinic without delay for treatment.
2. The emergency seizure of an animal in need of immediate medical treatment will be made if such seizure is necessary to save the animal's life. The Animal Control Officer, and Patrol Officers will always be concerned with what is in the best interest of the animal.

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3. It is imperative that animals impounded as “emergency seizures” be immediately delivered to a veterinary clinic for treatment. These animals will not be brought to the Lenoir County SPCA first and then transported to a veterinary clinic.
4. Once completed a courtesy copy of the paperwork will be forwarded to the Lenoir County SPCA.

C. Cruelty investigations will be managed in accordance with the following policies:

1. An Animal Control Officer will respond and assess the situation. If the situation calls for an investigation the Animal Control Officer will handle the case.
  - a. The Animal Control Officer will attempt to get voluntary consent from the owner to enter the property and / or residence.
  - b. If consent is provided, it will be obtained in writing, utilizing the Kinston Police Department “Consent to Search” form.
  - c. If consent is not given, the Animal Control Officer will establish is probable cause exists, and then obtain a search warrant.
2. When conditions warrant the immediate removal of the animal(s) from the scene or environment, the investigator will attempt to gain the cooperation of the owner to relinquish ownership to the Lenoir County SPCA.
  - a. If the owner enters into a consent agreement with the Animal Control Officer to relinquish ownership to the Lenoir County SPCA, said consent will be provided in writing, and will be accomplished by having the owner sign the Owner Surrender section of the Kinston Police Department Animal Pick-Up form.
  - b. If the owner refuses to relinquish the animals, the Animal Control Officer seize the animal at the time.
  - c. When the owner has refused to relinquish the animal(s), a search warrant will be obtained to make entry onto the property and / or residence.
  - d. The Animal Control Officer will ask for assistance from the Kinston Police Department Crime Lab with evidence and photography or video of the scene.
3. Photographic Evidence
  - a. Photographs will be taken in EVERY cruelty case.

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- injuries,  
Kinston  
necropsies.
- b. Photographs will be taken by Kinston Police Department Crime Lab in major cruelty cases involving large numbers of animals and/or in cases involving deplorable living conditions. Kinston Police Department Crime Lab will also be utilized to photograph high profile cruelty cases involving severe mutilations, sick animals, animals that have been starved, etc. Police Department Crime Lab will also be used to photograph
  - c. The Animal Control Officer may take his own pictures of minor cruelties to document inadequate conditions.
  - d. Photographs will be taken of the environment the animal is living in or the situation which constitutes the cruelty, i.e. shelter, water, etc. prior to the animal being removed from the environment.
  - e. Unless the animal is in a life-threatening situation and must be immediately removed to save the animal's life, each animal will be assigned an identification number and photographed in the environment prior to removing the animal.
  - f. Once removed from the environment, the animal will again be photographed with the identifying number while being processed in at the Lenoir County SPCA, or while being examined at the veterinary clinic.
  - g. Any injuries noted on the animal(s) will be photographed. The identifying number will again be used to identify the animal.
  - h. Conditions indicating neglect, i.e. skin conditions, emaciation, etc., will be photographed. The identifying number will be used to identify the animal.
  - i. Before and after photographs will be taken to document animals that have suffered extreme neglect in relation to care, i.e. lack of grooming and extremely matted.
4. Impounded Animals
- a. All impounded animals will be processed into the Lenoir County SPCA in accordance with standard operating procedures.
  - b. Animals that have been left at a veterinary clinic for treatment will be processed in to the Lenoir County SPCA, when released by the veterinary clinic, by the staff of the Lenoir County SPCA.

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- c. The owner of any animal impounded on a cruelty will not be allowed access to the animal for any reason.
- d. Animals being held on cruelty cases will not be photographed by anyone other than Lenoir County SPCA for any reason.
- e. Employees will not be permitted to take personal photographs of any animal impounded on a cruelty or any cruelty scene.

5. Cruelty Case Files


- a. It is imperative that cruelty case files be managed appropriately and include all supporting documentation necessary to successfully prosecute a case.
- b. The Animal Control Officer will immediately complete an incident report on any cruelty case. The initial incident report will contain basic information only.

6. Veterinary Evaluations

- a. Every animal seized as a result of a cruelty investigation will be immediately evaluated by a veterinarian.
- b. Animals that have been physically abused will be treated for their injuries.
  - I. In the event the animal's injuries are so grievous that the animal is suffering needlessly and the humane thing to do would be to euthanize the animal, and the veterinarian has recommended euthanasia.
- c. Animals that were seized due to unsanitary living conditions will be thoroughly evaluated by a veterinarian.
  - I. Diagnostic procedures will be conducted to determine health issues, i.e., parasite infections, flea infestations and / or skin conditions, heartworms, feline leukemia, feline aids, etc., or any other condition(s) that could be life threatening or detrimental to the health of the animal if left untreated.
- d. Any animal that requires additional treatment, further evaluation, or additional observation for any reason, will be housed at the veterinarian's clinic.

7. Deceased Animals



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- a. When an animal is found deceased and cruelty is suspected, the animal will be photographed at the scene, and seized as evidence, and stored at the veterinary clinic.
- b. The deceased animal will be bagged with the case number and the Animal Control Officer's name.
- c. The Animal Control Officer will make arrangements to have a necropsy performed within 24 hours of receipt of the animal.
- d. Deceased animals that do not require a necropsy will be immediately destroyed.
- e. Once the necropsy has been completed, the deceased animal will be destroyed.
- f. Photographs will be taken of necropsies where the suspected cause of death is physical abuse.