




City of Manassas Police Department

General Duty Manual



Effective Date: 05-10-2023	GENERAL ORDER	Number: 07-17
Subject: Animal Control/Animal Adoption Center		
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Accreditation Standards: 1.2.1	By Authority Of:  Douglas W. Keen, Chief of Police	Total Pages: 19

PURPOSE:

To establish the Animal Control Division and clarify its functions.

POLICY:

The Animal Control Division should enforce animal control laws and ordinances in an objective, impartial and professional manner. Animal Control Officers help ensure compliance with animal control ordinances found in Chapter 18 of the Code of the City of Manassas and the applicable State Comprehensive Animal Laws, Title 3.2, Chapter 65 of the Code of Virginia. Public education and the initiation of positive public contacts are considered important functions of the Animal Control Division.

DISCUSSION:

For the purpose of this General Order, the following definitions apply:

ANIMAL: means any nonhuman vertebrate species except fish.

ANIMAL CONTROL OFFICER (hereafter referred to as “ACO”): Reports to the Chief Animal Control Officer, a sworn police officer who is cross-trained as animal control officer, responsible primarily for the enforcement of the Virginia Comprehensive Animal Laws or any other law or ordinance relating to the protection of domestic animals, the capture and confinement of stray domestic animals, the regulation of wild or game animals, the investigation of animal-related complaints, and public education on animal control issues. Provides day-to-day patrol activities and other patrol-related activities as assigned in a support role to the Patrol Section.

ANIMAL ADOPTION CENTER (hereafter referred to as “Center”): The Manassas City animal sheltering facility, located at 10039 Dean Dr. Location of the offices of the Animal Control Division. Facility in which lost, abandoned, stray and unwanted domestic animals are housed and where the euthanization of unweaned, sick or ill wildlife is handled. Domestic animals can be either redeemed by their owner, adopted or euthanized pursuant to state regulations.

CHIEF ANIMAL CONTROL OFFICER/SHELTER ADMINISTRATOR (hereafter referred to as “Chief ACO”): reports to the Lieutenant of Special Operations, is a sworn officer who is cross-trained as an animal control officer, directly supervises the Animal Control Division, provides support to the Patrol Section on an as-needed basis, and other patrol-related activities as assigned. Is responsible for the management of the Animal Adoption Center, supervision of the Animal Adoption Center staff, and upkeep of the facility.

COMPANION ANIMAL: Any domestic or feral dog, domestic or feral cat, non-human primate, guinea pig, hamster, rabbit not raised for human food or fiber, exotic or native animal, reptile, exotic or native bird, or any feral animal or any animal under the care, custody or ownership of a person or any animal which [is] bought, sold, traded or bartered by any person. Agricultural animals, game species or any animals regulated under federal law, as research animals shall not be considered companion animals.

DANGEROUS DOG: Any dog that has bitten, attacked or inflicted serious injury on a person or companion animal or killed a companion animal, that is then deemed so by the court.

DOG: Any dog regardless of sex or age, including canine crossbreeds.

DOMESTICATED FOWL: Any chicken, turkey, duck, goose, pheasant or peacock.

EMERGENCY: Any situation where an ACO, who is otherwise acting lawfully, faces circumstances under which he/she or a member of the public faces death or serious bodily harm.

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IMMOBILIZING OR TRANQUILIZING: The use of a dart firing weapon that injects a tranquilizing agent to capture animals.

LIVESTOCK: Any live horse, mule, cow, swine, domesticated fowl, sheep or goat.

OWNER: Any person owning, keeping or harboring animals or fowl. Any person having a right of property in an animal, and any person who keeps or harbors an animal, or has an animal in his care, or who acts its custodian, and any person who permits an animal to remain on or about any premises occupied by him.

TO RUN AT LARGE OR RUNNING AT LARGE OR TO GO AT LARGE OR GOING AT LARGE: To roam, run or self-hunt, loiter, walk or be off the premises of the owner without being caged, physically carried or held by a leash by a person thoroughly capable, both physically and mentally, of controlling the dog.

TRADITIONAL METHODS OF CAPTURE: Including but not limited to leash, catchpole, snappy-snare, humane trap, throw-net, and any other means of humane confinement.

VICIOUS ANIMAL: A companion animal which has killed a person; inflicted severe injury to a person, including multiple bites, serious disfigurement, serious impairment of health, or serious impairment of a bodily function; or continued to exhibit the behavior which resulted in a finding by a court that it is a dangerous domestic animal.

WILD OR EXOTIC ANIMAL: Any animal EXCEPT a dog, cat, hamster, gerbil, guinea pig, mouse, ferret, turtle, non-poisonous snake less than seven feet in length, nonpoisonous lizards and iguanas less than seven feet in length, domesticated rabbit, laboratory rat, bird, fish, horse, mule, cow, swine, sheep or goat.

PROCEDURE:

I. Priorities

The animal control function includes a myriad of task responses which are as follows:

- A. Dangerous/Vicious animals or wild animals attacking humans.
- B. Human bitten by animal.
- C. Trap/Dispatch suspected rabid animals.
- D. Assist injured animals.
- E. Wild animals within confines of residence.
- F. Wild animals attacking domestic animals.
- G. Humane investigations.
- H. Exotic pet investigation.
- I. Wild animal deterrence assistance.
- J. Pick up stray dogs which have been restrained by citizen.
- K. Interview complainants about past violations of animal control laws.
- L. Patrol area reference a complaint of a dog at large.
- M. Request to check for dog license and rabies inoculation.
- N. Investigate barking dog complaints.
- O. Mediate neighborhood conflicts relating to animal control issues.
- P. Conduct educational programs.
- Q. Routine patrol for animal control violations.
- R. Pick up dead animals in public areas/roadways.

II. Training for Animal Control Officers

- A. See General Orders 7-2, 7-3, 7-4 and 7-5.
- B. Pursuant to the Code of Virginia Section 3.2-6555.

III. Case Management and Closure

- A. ACOs are responsible for responding to animal control cases, providing appropriate "report /animal in custody / Gone on Arrival / assignment complete / unable to locate" designations to Public Safety Communications Center (hereafter referred to as "PSCC"), and completing all necessary paperwork at the end of their tour of duty.

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- B. An open case file is maintained in the Animal Control Division. This file contains all pending cases of the ACOs.
 - 1. ACOs must check the file regularly and contribute to the closure of cases, regardless of original case assignment, unless there is a mutually agreed upon plan of action between the ACOs for the closure of the case or a supervisor has specified action.
 - 2. All action or activity on open cases must be documented on a supplement report prior to the end of tour duty.
- C. ACOs should work in concert toward the goals and objectives of the section and to ensure that cases are handled expediently and given the appropriate follow up.

IV. After Hours Animal Control.

- A. Routine animal control services are not provided on a 24-hour basis.
 - 1. ACOs are scheduled regular tours of duty by their supervisor.
 - 2. On-call ACOs are subject to recall by PSCC. Call out procedures can be found in section VIII of this general order.
 - 3. ACOs are only recalled for exigent circumstances as determined by the Duty Supervisor or Chief ACO Sergeant.
 - 4. ACOs should use the voicemail system on 703/257-8009 to advise callers of when an ACO is on duty.
- B. Officers do not respond to routine animal control cases when an ACO is on duty.
- C. When ACOs are unavailable, officers respond to:
 - 1. Animals posing a clear or immediate danger to persons.
 - 2. Investigate animal bites to persons.
 - 3. Handle complaints of injured or ill animals.
 - 4. Stray dogs in custody of complainant.
 - 5. Impound immature unweaned dogs and cats.
 - 6. Investigate animal abuse.
 - 7. Investigate complaint of barking dog.
 - 8. Other complaints as decided by the Patrol Supervisor.
- D. The Duty Supervisor ensures that officers are provided gloves, capture poles or other equipment as necessary. All equipment can be located in the animal control trucks or in the sally port of the animal shelter.

V. Humane Capture of Animals.

- A. All animals must be treated humanely at all times and especially when captured, caged, moved, fed or handled for any reason.
- B. Any officer or ACO who willfully mistreats an animal shall be subject to discipline as defined in General Order 1-9.
- C. In those cases where euthanasia is necessary, the ACO should be especially careful to conduct herself /himself humanely and maintain a professional demeanor.
- D. It is recognized that ACOs are called upon to deal with frightened, vicious, or wild animals that are dangerous and certain handling techniques may be employed to avoid injury. In such cases, it is the policy of the Department that the ACOs use only that force which is necessary to effect lawful objectives and reasonably necessary to effectively bring an incident under control, while protecting the lives of the officer or another person.

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VI. Lost and Found Animals.

- A. An ACO or the PSCC documents lost and found animals if an ACO is not available.
- B. Lost and found animals are reported and tracked on a Lost and Found (see Attachment "A") card as follows:
 - 1. Obtain full name and address of person calling.
 - 2. If applicable, ask for both home phone number and business phone number of caller or owner.
 - 3. Ask for the specific location where the pet was lost / found.
 - 4. Try to pinpoint the breed and sex of the animal; if it is a mixed breed, help the caller identify the most dominant features.
 - 5. Ask for any I.D. tags, collar, scars, tattoo, or distinguishing marks.
 - 6. Include the type of hair, tail, ears and approximate size or weight of the pet.
 - 7. Impress upon the owner of lost animals that it is important to notify Animal Control Division if they locate their animal. If the finder of an animal locates the owner it is also important for them to advise Animal Control Division that the animal has been returned to its owner.
 - 8. Advise owners of lost pets to also contact Prince William County Animal Shelter (703-792-6465) to report their lost pet.
 - 9. Forward the top copy of the Lost and Found card to the Animal Adoption Center.
- C. The Center maintains a lost and found animal file:
 - 1. Owners of lost animals are contacted on a regular basis to determine if the animal has been located.
 - 2. The file is continually updated by the Center's Staff and kept on the front counter in the reception office, so others may check status.
 - 3. The file is purged at 90 day intervals.

VII. Animal Impoundment.

- A. ACOs are responsible for picking up dogs at large, dogs in custody, injured or sick animals, illegal exotics, domesticated fowl and livestock. ACOs should direct their unassigned time, particularly during the early morning and early evening hours, toward the enforcement of the ordinances pertaining to leash law, "stoop and scoop" violations, licensing and rabies vaccinations.
- B. An ACO (or officer) may handle instances where an animal constitutes a direct and immediate threat to the public. (Code of Virginia 3.2-6540)
- C. Stray companion animals, except domestic cats (not sick, injured, pregnant, unweaned, declawed), are picked up and impounded at the Animal Adoption Center.
 - 1. In the absence of "cat at large" or "cat leash" regulations, stray cats are legally allowed to roam/live outside 24 hours per day.
- D. A Sheltered Animal Record (SAR) form (see attachment "B") is to be completed for each animal entering the Center (dead or alive). All ACOs and officers shall comply with the Center's Operating Procedures.
 - 1. The following information is required by Code of Virginia 3.2-6557, to be recorded on the SAR form.
 - a. The date on which the animal was taken into custody.
 - b. The date of the making of the record.
 - c. A description of the animal including the animal's species, color, breed, sex, approximate age and approximate weight.
 - d. The reason for taking custody of the animal and the location where custody was taken.
 - e. The name and address of the animal's owner, if known.
 - f. Any license or rabies tag, tattoo, collar or other identification numbers carried by or appearing on the animal.
 - g. The disposition of the animal.
 - h. The name of the ACO or Police Officer.
 - i. The name and any contact information of the finder.
 - j. Signed statement of aggression, if any.

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2. The ACO shall enter the Center through the sally port and immediately take the animal into the Exam Room.
 3. The ACO shall perform a health exam on the animal. All information shall be recorded on the SAR form.
 4. The ACO shall weigh the animal and scan for a micro chip. All information shall be recorded on the SAR form.
 5. The animals are then to be placed in the appropriate location within the Center. Cats are to be left in a carrier until a cage has been set up for them. Each dog shall be provided with water and a blanket. Each cat shall be provided with water, litter box and a towel.
 6. The ACO shall enter the animal into the Visibility Shelter Software. (See Center's Operating Procedures)
 7. ACOs and/or Center employees are responsible for notifying owners of the location of their animal in accordance with Code of Virginia 3.2-6546.
- E. Impoundment Procedures:
1. Healthy Domestic Animals
 - a. ACO/Officer shall respond to pick up the animal(s) for impoundment. The officer shall transport the animal(s) to the Adoption Center.
 - b. ACO/Officer shall let himself/herself into the building by the rear entrance at the sally port.
 - c. Animals impounded by police officers shall be confined in the sally port, ONLY when the shelter is closed.
 - d. If Center staff is on scene turn animal over to care taker.
 - e. Fill out SAR form and give to Center staff.
 - f. If Center is closed, leave animal in Sally port run/cage dependent upon size.
 - g. Officer should only provide animal with bedding and water.
 - h. Fill out SAR form and leave with animal.
 2. Sick/Injured Animals
 - a. The ACO/Officer shall attempt to identify the owner of the injured companion animal through tags, tattoo or microchip and contact same prior to transporting the animal to the Center or veterinary office. The owner may wish to respond and transport the animal to a private veterinarian.
 - b. If there is no identification on the animal and the injuries are minor, the ACO/Officer shall transport the animal to the Center for evaluation.
 - c. Animals with severe injuries should be transported by the ACO or officer to the emergency veterinary clinic.
 - d. Notify ACO of the nature and extent of injuries, likelihood of recovery, and likelihood of finding an owner or responsible party. These circumstances should be considered in the decision when and where to take an injured animal for emergency treatment.
 - e. Animals with life threatening injuries and no identification shall be humanely destroyed by the ACO in accordance to the Virginia Department of Agriculture and Consumer Service Regulations.
 - f. In cases where the animal dies prior to arrival at the emergency clinic or the Center or the animal is humanely destroyed, any identifying tags must be removed from the carcass prior to disposal. The information from the identifying tags is written on the SAR form and left for the Center Staff or ACO to attempt to make contact with the owners.
 3. Emergency Circumstances with pets (ECO/Assist Fire/Rescue/Vehicle Accident)
 - a. If animal needs veterinary care, take custody of the animal, notify the owner and transport to the emergency vet. Follow steps in Section 2 above.
 - b. If animal does not need care:
 - i. Notify the owner of the shelter location and impoundment procedures, take custody of the animal and transport to the Center. Follow all impoundment procedures in Section 1.
 - ii. ACO/Officer needs to notify the owner to contact the Center as soon as possible to complete the Crisis/Safe Keeping form (attachment E).

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- iii. If the accident involves a vehicle that is transporting animals and there are injuries to the animals (ie: horse/cow/sheep trailer), PSCC shall contact the on call ACO for assistance.
 - 4. Arrest of pet owner
 - a. The arresting officer should ask for information for someone to take custody of the animal(s).
 - b. If no one can take custody of the animals, the officer/ACO notifies the animal owner of the impoundment procedures and location of City shelter.
 - c. An officer/ACO shall take custody of the animal(s) and transport it to the Center.
 - d. The impounding officer shall follow the impoundment procedures in Section E.1.
 - e. ACO/Officer needs to notify the owner to contact the Center as soon as possible to complete the Crisis/Safe Keeping form (attachment "D").
 - f. ACO/Officer should provide the owner with Arrest Release Notice (attachment "J").
- F. At large companion animals transported back to the owner and a summons issued as appropriate.
 - 1. If a verbal warning is given, the ACO/officer shall notate the warning in the CAD call notes.
 - 2. Summonses shall be issued in accordance to General Order 6-6. Summonses are turned over to the paperwork box for the Duty Supervisor to check at the end of the ACO/officer's tour of duty.
 - 3. The ACO may re-confine at large companion animals on premises; (such as with broken runs or open pens) if there is a reasonable expectation that the animal will remain on premises until the owner can be reached.
 - 4. A SAR form shall be completed for every animal taken into custody.
 - 5. If the ACO/officer does not elect to return an at large companion animal directly to the owner, he/she must confine the companion animal at the Center as outlined in section E.1.
- G. At large livestock or exotic animals may, at the discretion of the ACO, be transported to Prince William County Animal Shelter or to the Center.
 - 1. All livestock is to be housed for the required holding period at the Prince William County Animal Shelter.
 - a. The ACO may transport the animal to the County Animal Shelter, or request Prince William County Animal Control to transport the animal if it is a cow, horse, swine, sheep or goat. Large exotic livestock such as emu, llama, or ostrich should also be transported by Prince William County Animal Control in their livestock trailer.
 - b. If the owner of the livestock is a Prince William County resident, the ACO may contact the owner to come and claim their animal.
 - c. Exotic snakes or birds shall be impounded at the Center for the required period of time.
 - d. SAR forms are to be completed, for livestock and exotic animals, as stated in section D.
 - e. Livestock and exotic animals shall be entered into the Visibility Software program.

VIII. Afterhours Procedures.

- A. Domestic animal in custody. An ACO need not be called out for a docile domestic animal in custody.
 - 1. PSCC shall send a police officer to pick up the companion animal (s) for impoundment. (The officer may use the animal control vehicle for the transport.) The officer shall transport the animal(s) to the Center and place the animal(s) in a run/cage of appropriate size.
 - 2. The officer shall fill out a SAR form (see attachment "B")(found in the grey wall table next to the dog runs) and place the completed form in the plastic envelope mounted on the dog run in which the dog was placed or on the grey wall trey.
 - a. The officer may provide the dog with a blanket and water only.
 - b. The officer should not feed the dog anything.
 - 3. A SAR form for a cat or small animal shall be placed on the grey wall trey.
 - a. Small animals that a citizen has placed in a box or container other than a cat carrier should be placed, container and animal, in a large VariKennel located in the sally port.
 - b. To prevent injury or escape of the animal, the officer should not attempt to feed or provide water while in confinement.
 - c. The Center's staff will tend to the animal.
- B. Domestic animal injured or ill and there is no known owner.

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1. PSSC shall send a police officer to pick up the animal(s) for transport to the Center or the designated veterinary clinic, whichever is determined after speaking with the on-call ACO.
 2. The police officer shall follow the impoundment instructions listed in section VII.E.1. only after the animal is cleared by the veterinarian.
 3. PSSC shall call the on-call ACO to respond for disposition of the animal, if needed.
 4. The responding ACO shall respond to the Center and determine the disposition of the animal by following the procedure outlined in section VII.E.1.
- C. Dangerous/Vicious dog at large.
1. PSSC shall send a police officer to the incident location.
 2. PSSC shall call the on-call ACO to respond, if the dog is unable to be restrained/transported.
 3. The officer shall secure the scene and maintain the safety and welfare of the citizens in the area. See General Order 2-4 Use of Force.
- D. Animal Bite Cases.
1. Dog/cat bite and the animal owner is known.
 - a. PSSC shall send a police officer to take the initial report. Officer are to complete an IBR and the Animal Quarantine and Bite Report form (attachment D).
 - b. Officer shall notify the owner of the appropriate quarantine period and have them sign the form.
 2. Dog/cat bite and the animal is a stray. (No known owner of the animal.)
 - a. PSSC shall send a police officer to take the initial report. Officer are to complete an IBR and the Animal Quarantine and Bite Report form (attachment D).
 - b. The police officer shall attempt to capture the offending animal and if caught transport the animal to the Center. Impoundment procedures outlined in section VII.E.1 shall be followed.
 - d. Officer shall notify the owner of the appropriate quarantine period and have them sign the form.
 - c. If the animal is not captured, officer shall forward all documentation to Animal Control Services. The ACO will determine the next course of action.
 2. Dog or cat bite and owner of the animal wishes to relinquish custody of animal to the Center.
 - a. The officer can request that the owner transport the animal to the Center for the officer to impound according to section VII.E.1.
- E. Suspected Rabid Animal Cases.
1. A suspected rabid animal is caught in a live animal trap that was set by an ACO.
 - a. PSSC shall send a police officer to pick up and transport a trap that has captured a suspected rabid animal, if within 24 hours an ACO is not available.
 - b. The officer shall transport the trap containing the animal to the Center and follow the impoundment procedures listed in section VII.D. **THE ANIMAL SHOULD NOT BE REMOVED FROM THE TRAP BY THE OFFICER.**
 - c. PSSC shall call the on-call ACO to respond for disposition of the animal.

IX. Animal Redemption Procedure.

- A. Disposition of all animals is determined by the Center staff and the Chief ACO. ACOs and Police Officers shall not have the responsibility to redeem an animal to the owner once the animal has been impounded at the shelter.

X. Animal Bite Cases / Rabies Exposure Cases.

- A. Definitions -- Human Rabies Exposure:
 1. Any bite, scratch or other situation where saliva or central nervous system (CNS) tissue of a potentially rabid animal enters an open, fresh wound.
 2. Any bite or scratch or other situation where saliva or CNS tissue of a potentially rabid animal comes in contact with a mucous membrane by entering the eye, mouth, or nose.
 - a. Animal Rabies Exposure:

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- b. Any circumstance where saliva or CNS tissue from a rabid or potentially rabid animal did have or could have had direct contact with mucous membranes or a break in the skin of a domestic animal.
3. ACOs have primary responsibility for investigating alleged animal bite cases / rabies exposure cases. ACOs are not routinely recalled to duty to investigate an animal bite or rabies exposure case. Police Officers, therefore, may have to conduct preliminary investigation of bite cases / rabies exposure cases during the absence of an available ACO.
4. Animal bite cases / rabies exposure cases must receive prompt response in order to confirm that an actual bite or exposure has occurred to ensure that the animal which bit / exposed the human or in the case of wildlife, bit / exposed the companion animal can be identified and collected.
5. Quarantine of a dog, cat or ferret is required if the skin of the victim is broken by the animal's teeth.
6. Wildlife is not quarantined.
7. Once it is determined that an actual bite has occurred, the identity of the injured party and the complete nature and extent of injuries must be noted for report purposes. The primary officer completes an IBR and an Animal Quarantine and Bite Report form (see Attachment "E"), with signatures, at the time of the complaint. The identity and location of the animal must then be obtained. If the biting animal is a dog, cat or ferret, a current rabies vaccination certificate must be documented and the dog, cat or ferret must be quarantined according to the quarantine procedure found in section X.D.1.
8. In any case where a person has been bitten and the identity of the animal is yet to be determined, every effort must be made to locate and identify the animal. An IBR and an Animal Quarantine and Bite Report form is to be completed by the ACO or the police officer.
9. When a person has been bitten by or exposed to a wild animal, or a companion animal has been bitten by or exposed to a wild animal, the wild animal must be destroyed. Destruction of the wild animal is to be done by an ACO, so that there is no damage to the brain tissue.
10. If a wild animal such as a bat, skunk, raccoon, fox, ground hog, opossum, etc. has bitten or exposed a human or a companion animal to rabies, the animal must be destroyed and packaged for rabies testing.
11. The carcass or head of the animal shall be double bagged and refrigerated.
12. The carcass or head of the animal must be refrigerated until such time as an ACO can transport the head to the Prince William Health Department (PWHD). The bagged carcass of the animal or the head of the animal is to be placed in the refrigerator in the Disposal Room at the Center.
13. A completed SAR form should be placed in the wall rack above the grey table in the Sally Port in the slot marked "Deceased Animals".
14. The primary officer completes a department Animal Quarantine and Bite Report form and a department IBR. The completed Quarantine and Bite Report form shall be placed in the Animal Control Division box in the roll call room at Headquarters.
- B. The ACO will decapitate the animal and transport the head and the report to PWHD. The ACO should follow the Virginia Department of Health guidelines for safe and proper decapitation of animals (see Attachment "F").
- C. In any case where a person has been bitten by or exposed to a wild animal, or a companion animal has been bitten or exposed to a wild animal, and the wild animal cannot be located, an Animal Quarantine and Bite Report form must be completed due to the fact that the wild animal is presumed positive for rabies if it is not located. The ACO should forward the Animal Quarantine and Bite Report to PWHD in a timely manner.
- D. If a companion animal was exposed to a possible rabid wild animal, the ACO shall place the companion animal in quarantine in accordance with the Compendium of Animal Rabies Prevention and Control and complete a separate Quarantine and Bite Report form for that animal. The report shall be forwarded to the PWHD.
 1. Quarantine Procedure for a dog, cat or ferret.
 - a. When a dog, cat or ferret has bitten someone, Section 18-33 of the Code of Ordinances of the City of Manassas requires that the dog, cat, or ferret be quarantined for a period of ten days. Location of quarantine is at the discretion of the ACO assigned to the case.

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- b. If the dog, cat, or ferret has a current rabies vaccination, the owner may quarantine the animal at home.
- c. The owner may be allowed to quarantine their dog, cat, or ferret at a private kennel or veterinarian's office, if the dog, cat, or ferret has a current rabies vaccination.
- d. The owner of any unvaccinated dog, cat, or ferret, which has bitten a human, may relinquish custody of the dog, cat, or ferret to the ACO or police officer working the case. The dog, cat, or ferret will be confined at the Center for the ten days of quarantine. The owner of the dog, cat, or ferret can redeem the dog, cat or ferret at the completion of quarantine.
- e. If the owner of the dog, cat, or ferret refuses to relinquish custody of the dog, cat, or ferret when warranted, then the ACO working the case should seek a search warrant from a magistrate.
- f. If the owner of a biting dog, cat, or ferret cannot be immediately contacted, a note is left at the owner's address to help effect a notification.
- g. ACOs are responsible for ensuring that the Animal Quarantine and Bite Report forms (Attachment "E") are completed and forwarded to PWHD in a timely manner.
- 2. Bats.
 - a. Any bat found in a sleeping room or other living space in which a person has been at the same time as the bat must be tested for rabies.
 - b. Bat containers are provided by the Animal Control Division. These are clear, round, plastic containers with clear lids that have holes in them that can be found in the disposal room of the animal shelter.
 - c. An ACO shall capture the bat, euthanize it and fill out a Quarantine and Bite Report, listing all persons that were in the residence with the bat. The bat and the report shall be forwarded to PWHD in a timely manner.
 - d. If after hours, a police officer shall capture the bat in a bat container and fill out the label on the top of the container. Two pieces of tape shall be placed across the lid of the container to ensure security of the container.
 - e. An Animal Quarantine and Bite Report (attachment "E") shall be completed listing all members of the household on the form.
 - f. The container holding the bat and the Quarantine and Bite Report shall then be placed on the grey table in the Sally Port of the Center.
 - g. DO NOT place bat in freezer.
 - h. The next on duty ACO will euthanize the bat, double bag the carcass and transport the animal and the report to PWHD in a timely manner.
- 3. Livestock.
 - a. Livestock such as pigs are not usually at high risk for transmitting rabies.
 - b. It may be reasonable to keep the animal under a 10 day observation if it has bitten someone.
 - c. Livestock bites will be handled on a case by case basis by an ACO.
- 4. Wolf Hybrids/Hybrid Canines are considered wild animals and are handled as such with respect to rabies exposure.

XI. Animal Cruelty Cases.

- A. ACOs have primary responsibility for the investigation of animal cruelty cases in accordance the Title 3.2 of the Code of Virginia.
- B. Any reported complaint of cruelty to animals is assigned to an ACO. The ACO investigates the complaint, determines the validity of the complaint and makes a seizure if necessary.
- C. Most cruelty to animal cases present search and seizure decisions.
 - 1. The investigating ACO shall abide by General Order 6-8 when considering search and seizure.
 - 2. Section 3.2-6568 of the Code of Virginia outlines the power of search for violations of statutes against cruelty to animals.
 - 3. The ACO shall collect physical evidence, photographs, and/or documented testimonial evidence that are needed for the prosecution of the case.

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4. All evidence shall be handled according to General Order 9-3.
5. Exceptions for live evidence.
 - a. Dogs, cats, ferrets and other companion animals shall be cared for at the Center.
 - b. Reptiles, birds or exotic animals shall be cared for at the Center.
 - c. Adequate veterinary care shall be provided for all injured or ill animals.
 - d. Animals in extreme distress that have been examined by a veterinarian and determined to be suffering needlessly may be euthanized to prevent further suffering.
6. In the absence of an ACO, a police officer shall be assigned to investigate a complaint of cruelty to animals.
 - a. Police officers shall collect physical evidence, photographs, and/or documented testimonial evidence that are needed for the prosecution of the case.
 - b. The case may be reassigned to the next ACO on duty for follow up or as assistance to the police officer handling the case.
 - c. The police officer should contact the Chief ACO concerning questions of animal health and wellbeing if he/she is unsure of the condition of the animal.
 - d. The Duty Supervisors can recall the on-call ACO as needed for cruelty to animal cases.
7. Preliminary and follow-up investigation of cruelty to animal complaints shall be completed as outlined in General Order 6-4.

XII. Barking Dog Complaints

ACOs respond to barking dog complaints during their normal tour of duty.

- A. ACOs attempt to identify barking dog cases that are prompted by abuse or neglect and investigate those cases accordingly.
- B. ACOs are responsible for putting the owners of barking dogs “on notice” according to City of Manassas ordinance 18-11.
- C. If it becomes necessary to secure warrants for a noise violation, the complaining citizen should be referred to the magistrate.
 1. When ACOs are not available, complaints of barking dogs not in progress may be referred to the Animal Control Section for later investigation.
 2. In progress complaints of barking dogs must not be deferred. PSSC shall send an ACO or Police Officer to investigate, particularly during nighttime hours.
 3. The officer investigating the barking dog complaint shall attempt to give a warning to the owner of the dog and/or put the owner “on notice” according to City of Manassas ordinance 18-11. An animal control door hanger notice for a barking dog complaint should be given to the owner of the dog. (see Attachment “C”). Unlike noise violations, however, the courts generally require that a complainant or other witnesses articulate evidence of the chronic nature of the problem.
 4. Officers should make a conscientious effort to locate the barking dogs and notify the owner of the complaint.
 5. If possible abuse or neglect is involved; a case report is written and forwarded to Animal Control for follow up.
 6. Officers responding to barking dog complaints should consider time of day, location and history of previous prowlers or criminal activity in the vicinity and conduct their response accordingly.
 7. Officers should make charges when the owner fails to comply based on City of Manassas ordinance 18-11.

XIII. Chemical Immobilization of Animals.

This section is applicable to Animal Control Officers who have a current certification in animal chemical immobilization. The authority for this policy is Title 3.1, Chapter 27.4, 3.1-796.119 of the Code of Virginia.

- A. Occasionally it is necessary to immobilize animals that cannot be captured by routine methods available to ACOs. Since the use of a capture / immobilization gun may result in death to the animal, these procedures must be strictly adhered to.
- B. Immobilizing of animals must not be attempted unless other conventional methods of capture have failed or an emergency exists.

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- C. Immobilizing of animals must not be done merely to prevent escape of an animal, which does not pose a threat to public health or safety.
- D. Any Animal Control Officer who makes the determination to immobilize an animal shall first obtain permission from the Chief Animal Control Officer.
- E. Approved drugs for the immobilization or tranquilization of an animal are defined by the State Veterinarian's Directive 83-1.
- F. Some examples where immobilizing an animal may be justified are:
 - 1. An animal which is threatening to or is attacking humans;
 - 2. An animal which has allegedly bitten a human;
 - 3. An animal, which is known to be dangerous or vicious;
 - 4. An animal which is suspected to be rabid;
 - 5. An animal which poses an obvious threat to life, limb, or property.
 - 6. An emergency exists.
- G. All chemical immobilization equipment will be stored at the Animal Shelter in the ACO gun locker.
- H. Procedures for immobilizing an animal.
 - 1. The ACO on scene will immediately notify the Chief Animal Control Officer of any situation that may require chemical immobilization.
 - 2. Each situation will be assessed, and the decision to use chemical immobilization will be made by the Chief Animal Control Officer. Assessment of the situation will include, but is not limited to the following:
 - a. Public safety
 - b. Officer safety
 - c. Animal safety
 - d. The purpose of the restraint or capture
 - e. The species of the animal and its anticipated stress response
 - f. The terrain
 - g. The time of day/time of year
 - h. The animal's physical and mental condition
 - i. The anticipated disposition of the animal once immobilized (euthanasia, release, veterinary car)
 - 3. To decrease the animal's stress level, therefore increasing the effectiveness of the drugs, all citizens and non-essential personnel are to be cleared from the area.
 - 4. Additional Animal Control staff and Law Enforcement personnel may be required for tracking the animal, and for traffic and crowd control.
 - 5. In case of media attention, the Public Information Officer will be notified.
 - 6. The Supervisor shall ensure that appropriate support personnel are notified, as necessary, prior to initiating any chemical immobilization procedure. Notifications may include:
 - a. Large or small animal veterinarians.
 - b. Animal Shelter Manager or Supervisor.
 - c. Department of Game and Inland Fisheries.
 - d. State Biologist.
 - e. Other support agencies as needed.
 - 7. If release of the animal is indicated, the release site will be determined prior to immobilizing.
 - 8. The animal's species, size, condition and location will dictate the drug choice, projector, dart size and needle size.
 - Drug choices:
 - a. Ketamine
 - b. Xylazine
 - c. Telazol
 - d. Other drugs as prescribed by a veterinarian
 - Projectors:
 - a. Dan Inject Co2 Pistol – projector for large livestock or big game
 - b. Poly syringe – very close range, '10cc capability or with blow gun
 - Dart/Needle size:

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- a. Determined by animal's size, condition and projector used.
9. Safety Equipment Required:
 - Gloves (elbow length)
 - Goggles
 - First Aid Kit
10. Mechanical Ventilation Equipment Package (support equipment) for resuscitation of target animals– to be available or obtainable from veterinarian:
 - Stethoscope
 - Mercury thermometer (large animal – up to 110 degrees)
 - Blankets
 - Watch with second hand
 - Ophthalmic Ointment
 - Scalpel
 - Forceps
 - Neosporin Cream
 - Nolvasan Solution or Betadine
 - Fly ointment (SWAT)
 - MSDS book
 - Reversal drugs from veterinarian if appropriate – with veterinarian recommendation
 - Blindfold or towel that can be secured over eyes
11. Darting Sites
 - a. The qualified ACO will dart the target animal in the appropriate body site for the particular species as directed through training.
12. Post Immobilization Procedures/Dart Removal
 - a. The qualified ACO shall follow all post-capture procedures for assessing and monitoring the animal as follows:
 - 1) Safely approach animal to determine if there is a satisfactory level of immobilization (no awareness, movement, response to stimuli, etc.).
 - 2) Touch the animal from a distance before approaching (using a pole or other object that allows a safe distance)
 - 3) Check blink reflex
 - 4) Check ear reflex – twitch when touched inside
 - 5) Check tail tone – lift tail
 - 6) Check toe pinch reflex – if moves, 2 minute warning
 - b. Ensure there is good airflow in and out of lungs (clear airway, respiratory rate, chest movement, etc.).
Extend head and neck to open airway.
Pull tongue out to the side for hoofed stock or straight out for carnivores.
 - c. Check Mucous membrane color to ensure proper oxygenation of blood.
Check capillary refill time (1-2 seconds), pulse and respiration (determine a baseline) – Record vital signs every 10 minutes – monitor continuously.
Obtain rectal temperature (mercury thermometer) – Record every 10 minutes – monitor continuously – large animal thermometer (up to 110 degrees)
Place animal in proper body position (species specific).
Check for bloating.
Inspect for physical injuries, both sides of the animal.
Protect from weather/temperature extremes; animal is not to be in direct contact with the ground.
13. It shall be the recommended and preferred procedure that all companion animals be transported to a veterinary hospital so that the supervising veterinarian may remove the dart and provide post immobilization treatment and care.
 - a. The animal will be released by the veterinarian to the custody of the City once the veterinarian has determined the animal is stable.

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- b. The Animal Control Officer and the Animal Shelter staff shall follow the written directives for treatment and post care for the animal while housed at the Animal Shelter.
14. When necessary, such as for large animals, animals that will be released back to the wild, or as dictated by other circumstances, the qualified ACO may remove the dart(s) from the animal He/she shall:
 - a. Surgically remove the dart using scalpel blade (3/8th inch incision is to be made in line with the mark on the dart, indicating the location of the barb).
 - b. Use forceps to remove dirt and hair out of wound site.
 - c. Flush wound with Betadine or Nolvasan solution.
 - d. Apply Neosporin Cream.
 - e. Apply a fly ointment, SWSAT, in a 12" circle around wound site.
 - f. Apply appropriate ophthalmic ointment (Triple antibiotic, non-steroidal); place blindfold over eyes to protect them and calm animal.
 - g. On scene first aid shall be performed on the animal, if necessary.
 - h. Move the animal to the predetermined release or confinement location.
15. Upon request and direction of a veterinarian, administer appropriate reversal drug:
 - a. Xylazine/Ketamine mixture – wait 40 minutes for Ketamine to wear off, and then administer Yohimbine intravenously in the proper dosage amount to reverse Xylazine.
 - b. Injection should be given slowly, stopping at least four times to verify the needle is still within the vein. It should take at least 20 seconds to inject reversal agent.
16. Procedures for Emergency Medical Situations Involving Immobilized Animals in **Respiratory Distress:**
 - a. Clear airway – pull tongue out to the side or front, depending on species.
 - b. Check for pulse, heart rate.
 - c. Check for regurgitation in back of throat.
 - d. Check for bloat.
 - e. Reassess pulse and respiration
 - f. If still not breathing, administer a chest compression to stimulate breathing.
 - g. Administer reversal agent if applicable (dependent on drugs used).
 - h. Transport to veterinarian immediately for further care.
17. Procedures for Emergency Medical Situations Involving Immobilized Animals in **Shock:**
 - a. Physical symptoms
 - Cold skin – extremities
 - Capillary refill time of greater than 2 seconds
 - Bluish mucous membranes
 - b. Emergency field treatment
 - 1) Keep the animal warm
 - 2) Transport to veterinarian immediately for further care.
18. Procedures for Emergency Medical Situations Involving Immobilized Animals in **Capture Myopathy** – common problem with White Tailed Deer:
 - 1) To avoid – do not chase deer for more than two minutes
 - 2) Cause – Buildup of Lactic Acid from muscle exertion, muscle cells rupture releasing their contents into bloodstream causing cardiogenic shock and kidney failure.
19. Procedures for Emergency Medical Situations Involving Immobilized Animals in **Thermoregulation:**
 - a. Hyperthermia
 - 1) Ice pack under legs, groin area.
 - 2) Provide shade or move to a shady area

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- b. Hypothermia
 - 1) Body temperature below 95 – must take rectal temperature to ensure accuracy
 - 2) Space blankets
 - 3) No direct ground contact
 - Transport to veterinarian immediately for further treatment
 - 20. Procedures for Emergency Medical Situations Involving Immobilized Animals **Bloating:**
 - a. Buildup of gases in stomach – mechanically restricts breathing and blood flow causing shock.
 - b. Sternal recumbence to initiate belching
 - c. Keep animal out of direct sunlight
 - d. Transport to veterinarian immediately for further treatment.
 - 21. Procedures for Emergency Medical Situations Involving Immobilized Animals in **Seizures:**
 - a. One seizure is not an emergency, but multiple seizures are and can cause hyperthermia, shock and death.
 - b. Transport to veterinarian immediately for further treatment and administration of drugs such as valium.
 - c. Can cause hyperthermia.
 - 22. Procedures for Emergency Medical Situations Involving Immobilized Animals in **Cardiac Arrest:**
 - a. Chances for survival are slim.
 - b. Treat as if respiratory distress.
 - c. Continue ventilating.
 - d. Transport to veterinarian immediately for further treatment.
- I. Scene
 - 1. All qualified ACO's will be responsible for ensuring that all equipment, including drugs, projectors, darts, syringes, needles and support equipment have been located and removed from the scene. ALL DARTS MUST BE ACCOUNTED FOR.
- J. Post Immobilization Support
 - 1. Qualified ACO's will follow all guidelines, as directed by their training, for the proper positioning and monitoring of each animal immobilized.

Continued support will be provided until the animal is under veterinary care, has completely recovered from the effects of the drugs, or has been euthanized.
- K. Veterinary Treatment
 - 1. Arrangements with local veterinarians are to be made prior to darting the animal. Call out numbers for both large and small animal veterinarians will be kept by qualified personnel and updated as needed.
- L. Euthanasia of immobilized animals may be authorized as provided by law.
- M. Release
 - 1. Release of immobilized animals will be determined on a case by case basis. The release site is to be selected prior to darting.
- N. Reporting Procedures
 - 1. This section outlines the required forms that shall be completed upon immobilization of an animal.
 - a. In all instances when an officer discharges a chemical capture weapon, he/she shall complete the Firearm/Capture Gun Discharge Report Form and advise the Chief Animal Control Officer. The original form is to be provided to the Chief Animal Control Officer, and a copy is to be attached to the field report.
 - b. A detailed report shall be provided to the Chief Animal Control Officer regarding the complaint that involved the immobilized animal.

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- O. Records
 - 1. Records for drugs used for immobilization will be kept in accordance with all applicable laws, regulations and policies. All appropriate Animal Care and Control forms will be completed to ensure accurate documentation of drugs used.
- P. Chemical Immobilization Qualifications
 - 1. Selected Animal Control Officers (ACO's) will receive training in chemical immobilization of animals as follows:
 - a. Attendance and satisfactory completion of an accredited school, of not less than two days duration, specializing in chemical immobilization is required,
 - b. Certification of satisfactory completion of such school will be maintained in each ACO's personnel record.
 - c. A copy of the certification shall be forwarded to the office of the State Veterinarian.
 - d. Each ACO shall satisfactorily qualify with the equipment.
 - e. Each ACO shall maintain State competency certification as required by ordinance, statute or regulation.
 - f. The original of such competency certification renewal shall be maintained in the ACO's personnel record.
 - g. A copy of the competency certification shall be forwarded to the State Veterinarian's Office.
 - 2. Qualification with the chemical immobilization projector shall be part of the regular weapons qualification requirement for firearms.

XIV. Use of Firearms.

- A. Shooting of animals shall not be employed except in cases where capture, trapping, tranquilizing, immobilizing or other means of eliminating the problem have failed or an emergency situation exists which requires immediate action only by a sworn ACO or Police Officer.
- B. Before shooting a companion animal, the officer shall make a reasonable effort to ascertain the ownership of the animal.
- C. Shooting of animals shall not be done merely to prevent escape of the animal.
- D. If the animal is wild and has bitten a human, shooting of the animal is justified, to prevent its escape. The wild animal can then be tested for rabies.
- E. Animals intended to be tested for rabies shall not be shot in the head. The officer shall attempt a heart shot.
- F. The heart of most animals is located just behind the elbow of the front legs.
- G. Follow procedures outlined in Section X. Rabies Exposure Cases of this General Order for proper packaging of suspected rabid animals.
- H. See Attachment "G" for proper placement of bullet for destruction of livestock.
- I. According to General Order 6-12, firearms discharged as a measure of euthanasia for an animal with a life threatening injury need not be reported (ie. deer struck by vehicle).
 - 1. Exception: the animal disposed of has been suspected of having rabies and has exposed a human or a companion animal. The officer must complete an Animal Quarantine and Bite report.
 - 2. The officer must whenever possible notify the Duty Supervisor prior to discharge of their firearm.

XV. Firearm Training for Sworn Animal Control Officers (ACO)

- 1. Sworn ACOs will be trained according to General Order 07-05.

XVI. Use of Force by Non-Sworn Animal Control Officers (ACO)

- 1. Non-sworn ACOs will only be able to use force according to General Order 02-04, Section X111.

XVII. Rabies Control.

- A. Refer to Section 18-31 through 18-37 of the Code of the City of Manassas for rabies control.

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- B. Refer to the current Compendium of Animal Rabies Prevention and Control from the National Association of State Public Health Veterinarians for the following:
 - 1. Immunization Procedures.
 - 2. Rabies Vaccines Licensed
 - 3. Rabies Control.
 - a. Principles of Rabies Control.
 - b. Control Methods in Domestic and Confined Animals.
 - 4. Human exposed to dog, cat, or ferret.
 - 5. Vaccinated dog, cat, or ferret exposed.
 - 6. Unvaccinated dog, cat, or ferret exposed.
 - 7. Dog, cat, or ferret with expired vaccination.
 - 8. Livestock.
 - 9. Wildlife.

XVIII. Wildlife.

- A. The Animal Control Division handles complaints concerning injured or suspected rabid wildlife.
 - 1. ACOs and /or police officers should respond to calls of injured wild animals, to reduce the risk of contact by a citizen.
 - 2. Handling injured wildlife should be done with extreme caution.
 - a. Any and all safety equipment provided should be used to prevent injury to the ACO or police officer. i.e. gloves, catch-pole, cages, snake tongs etc...
 - 3. If trapping is necessary to capture, injured or suspected rabid animals only, the following steps must be taken:
 - a. The ACO shall obtain the name, address, and phone number of the complainant.
 - b. The ACO should instruct the complainant on how to obtain a trap (southern states/tractor supply/MCPD), how to set a trap, and what type of bait to use depending on the species of animal.
 - c. The complainant and/or ACO shall monitor the traps daily.
 - d. During periods in which there are no ACOs on duty for more than 24 hours, traps set for a suspected rabid animal shall be monitored by a responsible citizen or a police supervisor.
 - e. Once the animal(s) is caught, it shall be disposed of accordingly by an ACO.
 - 1). Injured rabies vectors shall be euthanized.
 - 2). Suspected rabid animals that are captured shall be picked up by an ACO, humanely euthanized, decapitated and the head sent to the PWHD.
- B. Injured birds can be transported to a wildlife rehabilitator or euthanized depending on the severity of the injury.
- C. ACOs and/or Police Officers should be available to assist citizens with removal of wildlife from inside the living quarters of their residences, businesses or vehicles.
- D. Trapping of nuisance wildlife is to be referred to a private wildlife handling company.
 - 1. The ACO may discuss the issue with the complainant and then determine whether exclusion techniques will deter the animal. If exclusion is the solution, the ACO should recommend to the complainant the proper techniques to use.

XIX. Euthanasia.

- A. ACOs shall be trained by a licensed veterinarian in the administration of Sodium Pentobarbital for the sole purpose of euthanizing, by injection, injured, sick, and unadoptable domestic pets and animals.
- B. The licensed veterinarian will complete a training and competency certification for injectable euthanasia and for positive determination of an animal's death, for each ACO.
- C. A copy of the certifications will be kept on file in the Exam Room of the Center.
- D. Each ACO will renew certification every three (3) years.
- E. The Sodium Pentobarbital shall be kept in accordance with Drug Enforcement Administration (DEA) and the Virginia Board of Pharmacy requirements.

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- F. The Chief ACO shall acquire and maintain a current DEA License and registration with the Virginia Board of Pharmacy. Such licenses shall be displayed in the Exam Room of the Center.
- G. The Chief ACO is responsible for maintaining and recording the stock of Sodium Pentobarbital. Twice a year an inventory must be done. The following information must be recorded:
 - 1. Start of business day or end of business day.
 - 2. Signature of person doing inventory.
 - 3. Name of drug.
 - 4. Strength of drug.
 - 5. Amount in stock (in ml).
- H. The following information shall be recorded with each use of Sodium Pentobarbital:
 - 1. Date of use.
 - 2. Signature of person administering drug.
 - 3. Species of animal.
 - 4. Approximate weight of animal.
 - 5. Number of ml/cc used.
 - 6. Jurisdiction in which the animal came from.
- I. Used needles shall be disposed of in accordance with Virginia Board of Pharmacy Regulations.
- J. The administering of Sodium Pentobarbital, by the ACO will parallel the recommendations of the State Veterinarian.

K.

XX. Record Keeping.

- A. Each ACO shall complete report forms for the corresponding complaints i.e. barking dog, feces complaint, quarantine and bite reports etc.
- B. Incident Based Report (IBR) shall be completed for the following incidents and for any other incident that falls under the provisions of General Order 6-3.
 - 1. Cruelty to animals. Manassas City Code 18-5 or Virginia State Code 3.2-6570.
 - 2. Care of animals by owner. Virginia State Code 3.2-6503.
 - 3. Dangerous or vicious dogs. Manassas City Code 18-191.
 - 4. Dog fighting. Virginia State Code 3.2-6571.
 - 5. Larceny of certain animals and poultry. Virginia State Code 18.2-97
 - 6. Investigations of pet shops, boarding establishments and groomers.
 - 7. Animal bites.
- C. Each ACO should turn in all reports to the Chief ACO at the end of their tour of duty.
- D. The Chief ACO shall maintain monthly and yearly statistical reports for the Division.
- E. Animal Control Division monthly report.
- F. Animal Control Division yearly report.
- G. Animal Adoption Center monthly report.
 - 1. Number of animals housed.
 - 2. Number of animals adopted.
 - 3. Number of animals redeemed by owner
 - 4. Number of animals euthanized.
 - 5. Redemption monies collected.
 - 6. Spay/Neuter monies collected.
 - 7. Adoption monies collected.
 - 8. Donation monies collected.
- H. Animal Adoption Center yearly report.
 - 1. According to Virginia State Code 3.2-6557. The State Veterinarian's summary report.
 - 2. Redemption monies collected.
 - 3. Spay/Neuter monies collected.
 - 4. Adoption monies collected.
 - 5. Donation monies collected.
- I. The Chief ACO shall forward copies of the monthly and yearly reports to the CALEA office.
- J. The Chief ACO shall ensure that the Animal Adoption Center and the Animal Control Division have an ample supply of the forms necessary to ensure smooth operation of the unit.

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XXI. Equipment.

- A. The Chief ACO is responsible for the purchase of supplies and new equipment, i.e. catch-poles, transfer cages, traps, snake tongs etc.
- B. The Chief ACO shall purchase supplies and equipment according to the City of Manassas Purchasing Plan, published separately.
- C. ACOs shall report any damaged, broken or lost equipment to the Chief ACO as soon as possible.
 1. Care and maintenance.
 2. ACOs are responsible for the routine care and maintenance of the equipment.
- D. Traps, cages, and catch-poles shall be routinely cleaned and sanitized by the ACO to prevent the spread of disease.
 1. ACOs shall follow General Orders 2-2 and 2-3 for guidelines on issue, use and care of Department owned equipment.

XXII. Vehicles.

Purchase / Installation of Equipment

- A. The purchase of new vehicles and the installation of radios and other equipment is a function of the City Maintenance Shop.
- B. The Chief ACO is the liaison with the City Maintenance Shop.
- C. ACOs having suggestions concerning the purchase or placement of equipment in an Animal Control Vehicle should forward them to the Chief ACO.
 1. Care and maintenance.
 - a. ACOs are responsible for the routine care and for ensuring that normal maintenance of the trucks is conducted.
 - b. Routine maintenance is coordinated through the Chief ACO and the City Maintenance Garage.

Maintenance is conducted by both shop personnel and from outside vendors.
 2. Reporting Damage
 - a. Any damage or unclean vehicle must be reported to the Chief ACO as soon as possible. The Chief ACO determines the written report requirements. See General Order 6-22.
 - b. When a vehicle is found damaged or unclean, it is assumed that the last person using the vehicle was responsible for the damage or condition of the vehicle, unless investigation reveals otherwise.
 - c. Fleet inspection.
 3. The Chief ACO should make periodic spot inspections of vehicles operated by the ACOs.
 4. The Technical Services Lieutenant may conduct or cause a spot inspection of the Animal Control vehicles periodically. Problems or discrepancies are brought to the attention of the supervisor of the primary drivers of the vehicle in question.

XXIII. Adoption Center.

- A. The City of Manassas Animal Adoption Center is staffed by 2 full time animal caretakers, 2 part time animal caretakers, 2 sworn police animal control officers (ACO) and 1 sworn police sergeant chief animal control officer.
 1. The care takers work split shifts and are responsible for all animal husbandry and care of all animals housed within the Center.
 2. The animal control officers work 12 hours shifts on a rotating basis every 2-3 days.
- B. The Chief Animal Control Officer and 2 Animal Control Officers are assigned offices within the Center.
- C. The animal care takers are responsible for ACOs are also responsible for the care of all animals housed within the Center.
- D. All Center personnel are responsible for the care and treatment of all animals housed at the Center.
- E. All animal care takers are to follow all Shelter SOPs and state regulations set forth through the Virginia Department of Agriculture and Consumer Services (VDACS).
 1. All care takers and ACOs are to maintain current certifications for euthanasia.
 2. Chief ACO is to maintain current standards for state and federal inspections.

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3. Chief ACO is required to maintain all state and federal licensing for the Center.
- F. All personnel are to sign a statement of acknowledgement affirming to have never been convicted of animal cruelty, neglect, or abandonment. This is to be kept on file at the Center until such time that changes occur. Virginia code 3.2-6546 B (2).
 1. Any non-sworn police department staff that regularly accesses the animal shelter shall sign an acknowledgement as well to be kept on premises.
- G. While the Center is closed and the alarm is set there is no entry past the sally port double doors, unless instructed to do so by the Duty Supervisor.
 1. Officers are not to stop by to watch TV.
 2. Officers are not to stop by to use the bathroom.
 3. Officers are not to go inside and look at the animals.

Attachments:

- “A” Lost/Found Pet Report
- “B” Sheltered Animal Record For ACO
- “C” Animal Control Door Hanger Notice
- “D” Crisis Pet Safekeeping Form
- “E” Quarantine Bite Report
- “F” Suggestions for Removing Animal Heads
- “G” Safety First Form
- “H” ACO Legal References
- “I” Trap and Release Notice
- “J” Arrest Release Notice

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	Call Out Procedure	Rabies Control
	Animal Redemptions	Wildlife
	Animal Bite	Euthanasia
	Animal Cruelty	Record Keeping
	Vehicles	

References:

- The Code of Virginia Title 3.2 Chapter 65
- City of Manassas Code Chapter 18 Animals
- Comprehensive Animal Laws & Related Statutes
- Resource: <http://leg1.state.va.us/000/src.htm>.
- Resource: <http://www.municode.com>.