

- All county-owned vehicles are to be maintained properly equipped with all the necessary equipment used by Animal Control officers.
- All vehicles will be maintained with current Virginia State Tags, Virginia State Inspection, and County required preventative maintenance (PM).
 - The Virginia tags on each vehicle are not renewed during the life of the vehicle.
 - Virginia requires inspection of vehicles once per year. It is the officer's responsibility, to which the vehicle is assigned, to maintain current inspection status.
 - Preventative Maintenance (PM) is performed every 5,000 miles on all county owned vehicles. This is also the responsibility of the person assigned to the vehicle.
 - The Fleet Maintenance Facility handles all of the above services by appointment. Unexpected breakdowns do not require an appointment and are usually handled ASAP.
 - It is the responsibility of the person assigned to a vehicle to advise the Animal Control Supervisor of large repair requirements needed.
 - Fuel may be obtained at the Fleet Operations, or Fire Stations, 2, and 3.
 - If an Animal Control Officer is involved in a traffic accident, it will be reported to the jurisdiction in which it occurred. The Animal Control Supervisor must also be notified.

- EMERGENCY RESPONSE

- The majority of calls received by the Animal Services Unit are of non- emergency nature. However, in other cases, an animal control officer may or may not be justified to expedite response to a location of a call depending upon:
 - The nature of the call.
 - The seriousness of the situation.
 - The variable conditions of traffic congestion, weather, and road service.
 - If an Animal Control Officer is asked to expedite by Law Enforcement, or EMS
- The responding Animal Control Officer must bear in mind that his/her response objective is to get to the scene as soon as possible, with due regard to the safety of the public and property.
- Emergency driving (EXPEDITING) to the scene of an incident is permissible (ONLY) when a situation indicates that conditions at the scene require the immediate presence of an Animal Control Officer and in accordance with § [46.2-920](#), [46.2-1023](#) of the Code of Virginia.

- USE OF RED WARNING LIGHTS

- At the scene of an incident, the animal services vehicle should be parked in such a manner so as not to create an obstacle or hazard to other traffic. The red warning lights should be flashing along with the VDOT bar to warn other drivers approaching the location.
- In addition to the above guidelines, the animal control officers shall render assistance to

84 citizens whose vehicles are disabled on the highway or involved in an accident. This
85 assistance will be offered until the proper authorities arrive and their assistance is no
86 longer required. Furthermore, each vehicle will be equipped with flares and fire
87 extinguishers, which will be used for safety purposes.

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- 89 ○ Recognizing that motor vehicle accidents may occur, despite all preventive efforts, the
90 animal control officer involved in an accident shall contact York County 911 (unless
91 physically disabled) and have the proper authorities respond to the accident scene. The
92 Animal Services supervisor shall be notified as well.
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- 94 ○ Any accident involving an Animal Services vehicle will require the filing of an accident
95 report. A complete investigation of the accident will be conducted by the proper
96 authorities and the vehicle involved shall not be moved unless otherwise directed by local
97 authority.
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- 99 ○ Animal Services personnel when operating their vehicle under emergency conditions
100 must recognize the variable conditions which directly affect the safe operation of their
101 vehicle and shall govern the operation of said vehicle in accordance with § [46.2-920](#),
102 [46.2-1023](#) of the Code of Virginia and within policy.
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- 104 ● REQUIRED EQUIPMENT

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- 106 ○ Virginia State Code: [2VAC5-150-120](#). Primary enclosures are used to transport
107 companion animals.
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- 109 ○ Companion animals subject to this chapter shall be transported in a primary enclosure
110 that shall be constructed in such a manner that:
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 - 112 ■ The structural strength of the enclosure is sufficient to contain the animals and to
113 withstand the normal rigors of transport.
 - 114 ■ The interior of the enclosure is free from any protrusions that could be injurious to the
115 animal contained therein.
 - 116 ■ The openings of such enclosures are easily accessible at all times for emergency
117 removal of the animal.
 - 118 ■ Apertures are sufficient to provide for proper ventilation and normal breathing.
 - 119 ■ Projecting rims or other devices are on those faces of the outside walls that contain
120 ventilation openings to prevent obstruction of those openings and to provide a
121 minimum air circulation space of 0.75 inches between the primary enclosure and any
122 adjacent cargo or conveyance wall, except that when a primary enclosure is
123 permanently affixed within the animal cargo space of the primary conveyance and the
124 front opening is the only source of ventilation this opening shall:
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 - 126 ❖ Be constructed so as to open directly to the outside or to an unobstructed aisle or
127 passageway within the primary conveyance.
 - 128 ❖ Be at least 90% of the total surface area of the front wall of the primary enclosure;
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 - 130 ❖ Be covered with bars, wire mesh, or smooth expanded metal.

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- Portable primary enclosures shall be equipped with adequate handholds on the exterior of the primary enclosure, placed in such a manner that the portable primary enclosure can be lifted and handled without tilting and so that the person handling the portable primary enclosure will not be in contact with the animal.
- Be large enough to ensure that each animal contained therein has sufficient space to turn about freely in a standing position using normal body movements, to stand and sit erect, and to lie in a natural position.
- Have solid bottoms to prevent leakage in shipment, with the exception of live traps.
- Be cleaned to remove all organic debris after each use; and
- Contain only companion animals:
 - ❖ Of the same species.
 - ❖ In compatible groups.
 - ❖ In groups that separate the young from adults other than their dams, except for hamsters, guinea pigs and rabbits; and
 - ❖ Separated to prevent females in estrus from contact with adult males, except for hamsters, guinea pigs, and rabbits.

- PRIMARY CONVEYANCES ([2VAC5-150-130](#))

- Primary conveyances used in transporting companion animals shall meet the following provisions:
 - The cargo space for primary conveyances used in transporting companion animals shall be constructed to protect their health and ensure their safety and comfort.
 - The cargo space shall be constructed and maintained in a manner to prevent the ingress of engine exhaust fumes and gases from the primary conveyance during transport.
 - The cargo space shall have a supply of air sufficient for normal breathing for each animal contained therein, and the primary enclosure shall be positioned in such a manner that each animal has access to sufficient air for normal breathing.
 - Temperatures in vehicles operated by cities, counties, animal control officers, or humane societies and carrying only dogs and cats over six months of age shall not exceed 85°F without supplemental ventilation nor fall below 45°F without auxiliary heat for more than two hours; those same vehicles carrying kittens and puppies shall not exceed 85°F without supplemental ventilation nor fall below 45°F without auxiliary heat for more than one hour, provided that suitable bedding is provided for these young animals in that primary enclosure, except that in cases of unforeseen problems (such as vehicle failure or a call to pick up an injured animal), the transport time may be extended, only to reasonably necessary lengths;
 - Primary enclosures containing companion animals shall be positioned in the primary conveyance in such a manner that in an emergency the animals can be removed.
 - The interior of the animal cargo space shall be kept clean.
 - Companion animals shall not be transported with any material, substance, or device in such a way that can injure their health or well-being.
 - Vehicles used by pounds, cities, counties, humane societies and animal control officers to carry companion animals shall be enclosed, including but not limited to,

179 vans, station wagons, and pick-up trucks equipped with camper shells; so that:

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- 181 ❖ All sides and top are covered.
- 182 ❖ Adequate ventilation is assured by the use of screens or ventilation systems.
- 183 ❖ The vehicle is insulated to provide protection from weather extremes or has an
- 184 automatic heating/cooling system.

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- 187 ■ Vehicles used by cities, counties, animal control officers, and humane societies to
- 188 transport animals in the course of animal control duties shall be identified on the
- 189 outside as to jurisdiction.
- 190 ■ Vehicles used by cities and counties, animal control officers and humane societies to
- 191 transport animals in the course of animal control duties shall be equipped with safety
- 192 equipment which shall include:

- 193 ❖ A working flashlight.
- 194 ❖ A pair of safety gloves.
- 195 ❖ Proper restraint equipment for the species transported.
- 196 ❖ A first aid kit.
- 197 ❖ At least one gallon of potable water; and
- 198 ❖ A blanket
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- 200 ● TRAINING

- 201 ○ All Animal Services personnel will conduct annual training on the operation of special
- 202 use of Animal Services Vehicles and are required to meeting the following:
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- 204 ■ How to use Heat and Air in the transport cages.
- 205 ■ How to use the safe capture equipment and the purpose of each.
- 206 ■ How to use the specialty lights inside the box and outside the vehicle.
- 207 ■ How to operate the winch system.
- 208 ■ How to fix the wench system, if possible, to get the cage secure.
- 209 ■ How to use the emergency lights and VDOT bar.
- 210 ■ How to use the mobile radio system for daily work-related use.
- 211 ■ How to use emergency flares, and fire extinguisher.
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- 213 ○ Documentation of this training shall be done by completing the following form:
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- 215 ■ [Special Purpose Vehicle: Animal Services Vehicles](#)
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- 217 ● DAILY CHECK ON VEHICLES

- 218 ○ Animal Control Officers will be responsible for checking and reporting.
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- 221 ■ Damage on the vehicle prior to use, any damage must be reported immediately to the
- 222 supervisor.
- 223 ■ Missing equipment/ safe capture. Flares, carriers, transfer cages etc.
- 224 ■ Radio's not working.
- 225 ■ Mileage for oil change

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- Heat and AC are not working properly.
- Missing any items required by the State Code to be on the vehicle.
- Paperwork needed to complete daily job tasks.