

City of Lakewood
Animal Control
Policy and Procedure Manual

February 1, 2006

ANIMAL CONTROL UNIT

INTRODUCTION TO MANUAL

This manual is an official publication of the Lakewood Police Department. It is issued with the authority of the Chief of Police and contains policies, procedures, rules and regulations for Department members assigned to the Animal Control Unit of the Lakewood Police Department. Revisions, supplements and page changes will be issued as necessary.

It will be the responsibility of every employee assigned to the unit to have knowledge of and abide by all of the policies, procedures, rules and regulations contained in this manual.

In addition to this manual, all personnel assigned to this unit are to be fully aware of all employee stated responsibilities as outlined in the Lakewood Police Department Standard Operating Procedures Manual. Violations of any of the policies, procedures or rules and regulations contained in this manual and/or the Lakewood Police Department Standard Operating Procedures Manual are grounds for disciplinary action.

ASSIGNMENT OF THE MANUAL

- All personnel assigned to the Animal Control Unit will be provided with a copy of this manual.
 - A. Each recipient will provide certification that they have read and understand the policies and procedures set forth in this manual.
 - B. Contents of the manual will not be disclosed to unauthorized personnel without direct permission from the Unit Commander.
 - C. Revisions, supplements and page changes will be distributed to each person who possesses a manual.
 - D. Loss of the manual or any of its parts will immediately be reported to the Animal Control Supervisor.

ANIMAL CONTROL DIVISION MISSION AND PURPOSE

A. MISSION STATEMENT:

To humanely enforce the City of Lakewood Ordinances and Washington State Laws as they pertain to domestic animals and the public's health, safety and welfare.

To serve the citizens of the City of Lakewood by enforcing those laws and ordinances, and to educate the public concerning the ordinances, their importance to the community and animals, and not to punish, or assume the responsibility of the court system.

To strive toward the reduction and prevention of animal related problems in the community through reasonable and responsible application of education, warning / citation system, and the impoundment of domestic animals.

B. PURPOSE:

The purpose of this manual is to assist Animal Control Officers in performing their job responsibilities and to be tools in the decision making process. This manual will not answer every question or aid in solving every problem that arises. It will, however, be a guide to Animal Control Officers. Changes, additions, and deletions will be made from time to time. Animal Control Officers are encouraged to make recommendations for such changes.

CHAPTER 1.00.00

CODE OF CONDUCT

1.1. Code of Conduct:

- A. *Animal Control* is a professional career. It is your duty to represent both the Department and your fellow officers as such. Maintain this professionalism in appearance and conduct at all times.
- B. *Humane treatment of animals* is demanded of each officer and staff member at all times. Intentional animal abuse will not be tolerated.
- C. *Sick, injured and distressed animals* are the responsibility of all officers and staff members.
- D. *Courtesy*: All officers and staff members are to provide courteous, efficient and friendly service to all parties you come in contact with – public and other City employees. Curtness, rudeness, and display of temper / anger will not be permitted.
- E. *Integrity and honesty* is expected of each officer and staff member in dealing with the public, fellow officers and all aspects of the Department.
- F. *Gratuities, gifts and tips* are not to be accepted by officers or staff for job-related services performed. Officers and staff shall, instead, encourage those persons to make a donation to Lakewood Animal Control or the Tacoma-Pierce County Humane Society.
- G. *Good housekeeping*: Each officer and staff member is charged with keeping their vehicles, work areas neat and clean at all times, as well as community-shared areas such as rest rooms, truck bay, offices, the fenced dog areas, kennels and parking lot.
- H. *Grooming and hygiene*: Each officer and staff member is to be in proper attire (as specified) whenever on duty. Personal cleanliness is a necessity for your protection and appearance. All personal grooming habits (hair style, shave, jewelry, etc.) shall project a professional image.
- I. *Security*: Each officer and staff member is to be security conscious at all times. Be certain that restricted areas are locked and/or properly secured. Be sure drugs/syringes/needles are kept locked when not in use and are disposed of in the proper containers.
- J. *Press and/or media inquires*: Are to be referred to your Supervisor or the Police Department Public Information Officer.
- K. *Team work*: Work cooperatively with other officers and staff. Good communication is important.
- L. *Problems* that you cannot solve should be brought to your supervisor's attention along with the methods and possible solutions that you have already thought of or used.

- M. *Attitude* has a direct impact on your effectiveness. An open mind and inquiring nature will help solve any problems you are confronted with. Displaying a bad attitude toward the division, supervisor, coworkers or the public has a detrimental affect on the division, and reduces the divisions effectiveness.
- N. *Policies, rules and regulations:* All officers and staff members are responsible for being aware of these, and for any posted changes to the above mentioned.

CHAPTER 2.00.00

GUIDELINES FOR ANIMAL CONTROL ORDINANCE ENFORCEMENT PROCEDURES

- 2.1. **PURPOSE OF GUIDELINES:** To enable the Animal Control Division to effectively work as a team, the members of the Division must be playing by the same rules, and the public must be given consistent information from all members of our Division.
- 2.2. **ANIMAL CONTROL OBJECTIVE:** To strive toward the reduction and prevention of animal related problems in the community through the reasonable and responsible application of education, warning / citation system, and impoundment of animals.
- 2.3. **ANIMAL CONTROL APPROACH:**
 - 2.3.1. At all times while working, ACOs are providing a public service, and are to carry out their duties in a courteous, professional manner, showing concern for the complainants, the suspects, and the animals that are involved, while maintaining an objective view of the situation being handled.
 - 2.3.2. Each ACO is to keep in mind that they are part of a team, and are not working totally independent of the other members of the Animal Control Division. Therefore, open effective communication must be maintained among the entire staff.
- 2.4. **METHODS:**
 - 2.4.1. ACOs must use good judgment and professional, objective discretion in evaluating the violations they observe, and those reported to them which they investigate. Each individual situation is different; however, basic methods should be consistent, unless extenuating circumstances warrant otherwise.
 - 2.4.2. The ACO's job is to enforce the animal ordinances, and to educate the public concerning the ordinances, their importance to the community and animals, and not to punish, or assume the responsibility of the court system.

CHAPTER 3.00.00

RESPONSIBILITIES

- 3.1. Animal Control shall undertake the following responsibilities in providing an Animal Control program for the City of Lakewood.
 - 3.1.1. Enforce animal-related City ordinances, provide various field services and administer a general program to reduce animal nuisances and surplus pet population.
 - 3.1.2. Provide sheltering for stray and unwanted animals and provide various shelter services such as redemption, adoption, and receiving.
 - 3.1.3. Provide community education and information programs to acquaint citizens with the operation of the Division of Animal Control and to secure support for the Division's goals and objectives.
 - 3.1.4. Assist other governmental agencies and groups in the administration of animal related programs.
- 3.2. Other governmental agency responsibilities in relationship to Animal Control activities.
 - 3.2.1. The Lakewood Police Department shares animal-related law enforcement authority concurrently with the Animal Control Division. LPD Officers will assist ACOs in emergency situations and vice-versa.
 - 3.2.2. The Lakewood City Legal Department reviews citations issued by the Division. The legal department will have the final say as to the disposition of a case. The legal department provides advice of a legal nature to the AC Division when necessary. The legal department assists the AC Division in formulating and revising the City Code pertaining to animal matters.
 - 3.2.3. The Lakewood Municipal Court administers the citation system and processes all formal complaints delivered to them by the AC Division or the legal department.
 - 3.2.4. The Pierce County Health Department is the primary agency responsible for communicable diseases such as rabies. The Animal Control Division will work with, and at times under the direction of the Health District, in matters pertaining to communicable diseases.
 - 3.2.5. The Washington State Game Department is responsible for all matters associated with wild animals.

CHAPTER 4.00.00

REPORTS

- 4.1. Animal Control members are responsible for proper completion of all report formats, the use of proper forms and the proper filing of these reports.
- 4.2. All reports are to be legible, accurate and contain all necessary information.
- 4.3. Incident (LPD): Police Incident Reports are to be filled out on the standard police report forms provided using the appropriate format and codes. Police Incident Reports are mandatory for:
 - criminal conduct
 - citations issued
 - bite or injury cases
 - any incidents involving a Dangerous Dog Declaration
 - most cruelty cases, especially those that qualify and are designated as a Class C Felony
 - stolen Department property
 - damage to City of Lakewood property
- 4.4. Animal Control: Animal Control reports that are not of the above nature may be made on the Animal Control Service Request.
- 4.5. Witness Statements: Witnesses should be asked their name, address, and phone numbers for day and evening. This information is vital to subpoena witnesses.
- 4.6. Report Detail: Reports should be detailed for the following reasons:
 - A. Discovery is facilitated.
 - B. Key elements/information needs to be brought out.
 - C. The ability to testify to key admissions or other evidence.
 - D. Detailed report allows prosecutor to assess the strength of the case and plea bargaining decisions.
- 4.7. Report Organization: Report organization will follow the format established for the Department Incident Report. Refer to *Report Writing Instruction Manual*.

CHAPTER 5.00.00

EXPOSURE TO ANIMAL DISEASES AND ZOOSES

- 5.1. Animal Control Officers and staff members may be subject to various animal diseases and zoonoses throughout their professional career on a daily basis.
- 5.2. The diseases and zoonoses described below are some of the more common found in North America. This is a reminder that officers and staff must be aware of the possibility of exposure to these diseases and always be cautious when handling any animals.
- 5.3. Certain diseases manifest certain symptoms. These symptoms can be looked for in animals, although to correctly diagnose the disease will still be difficult since the primary cause agent usually weakens the animal to the point that other diseases take over and if not cause, contribute highly to the condition or death of the animal.
- 5.4. Diseases are classified by many methods with innumerable subclassifications. Animal Control Officers should have a working knowledge of the following zoonotic and infectious diseases.
- 5.5. **Zoonotic Diseases:**
 - 5.5.1. *Direct Contact* with the animal is limited to dermatosis, or diseases and parasites that can be communicated by touching, lifting or petting the animal.
 - 5.5.2. *Direct Contact with Body Excretions.* These diseases and parasites that may enter the human body through the skin (dermatosis) and progress to diseases or parasites affecting almost any part of the body.
 - 5.5.3. *Bite and Scratch Diseases* are those communicated from the saliva or mouth of the animal or insect or that which is carried on feet of the animal from an infected environment.
 - 5.5.4. *Inhalation Diseases* are those that are communicated through the air from the animal to man who breathes the same air as does the animal or in some over affectionate person who kisses the animal.
 - 5.5.5. *Ingestion Diseases* are those that are communicated by man's consumption of contaminated animal tissue or drinking tissue or drinking infected animal milk.
- 5.6. **Direct Contact Diseases:**
 - 5.6.1. *Ringworm* is caused by over twenty different species of fungi. Scaly patches especially in the head and neck region, progressing to the entire body. Lesions are more pronounced in dogs than cats. Patches and lesions will be void of hair. Occurs more frequently in young puppies and kittens up to one year of age. Heavy crusts on more severely infected animals.

Scratching by the animal with toenails will produce open bleeding wounds and sores. Short haired breeds are more susceptible than long haired breeds.

- 5.6.2. *Demodectic mange* is caused by several different species of mites and characterized by loss of hair, thickening and wrinkling of the skin, red patches in early stages turning to dark gray in older lesions. Occurs more frequently in young animals and rare in those over three years of age. More prevalent in short haired breeds and an infected mother can infect her litter before birth. In more advanced stages the skin is very tender and bleeds easily. Scratching is not as severe with this type of mange since itching is not as severe as in other types. Animals almost always becomes infected around the mouth first then transfer the mites to other parts of the body. Heavily infected animals stink from fatty tissue secretions.
- 5.6.3. *Sarcoptic mange* is also caused by mites and characterized by intense scratching by the dogs temporary hair loss, thickening of the skin with crust formations. Young dogs are more susceptible, however, older dogs can get it as well and breed and length of hair are no barrier to this particular mite. This type of mange most often causes hair loss around the ears, eyes, chest and flanks. Since this is apparently the most uncomfortable mange because of severe itching, dogs will violently scratch and bite infected areas causing open sores and bleeding. If an infected area around the ears is rubbed hard, a violent scratching by the dog can be induced.
- 5.6.4. *Cat Head mange (Notoeric)*, often mistaken for dandruff, these mites are visible to the eye and are found on dogs, cats and poultry. Characterized by dry scaly crusts on the lower LACK, head and bridge of the nose. The scales are yellow - gray and adhere tightly to the skin. Slight hair loss is evident in these areas and an itching (scratching) is observed. Other types of dermatitis can be contracted by man from animals and their cause can be traced to LACteria, fungi, nematodes and other parasites. However, symptoms are similar in that skin discoloration, mild hair loss, and itching almost always result.

5.7. Direct Contact with Body Excretions:

- 5.7.1. *Leptospirosis* Found in the urine of dogs, rats, cows, sheep, cats, pigs, raccoons, and horses, it can be communicated to man by direct contact with the urine of swimming in pools or ponds that the animal has urinated near or in. The organisms have lived and infected man or other animals in warm ponds outside the host as long as three weeks. Characterized by severe vomiting and diarrhea, internal bleeding (bloody stools), hard coughing and runny eyes and nose. Death usually result from extreme dehydration. Leptospirosis enters the body through the skin after direct contact.
- 5.7.2. *Brucellosis* is found in the urine and feces of cattle, horses, sheep, swine and dogs; especially pregnant females just before and after delivery and aborted litters. The organism have lived as long as one month outside the host in the soil and burlap in a moist and cool environment. The disease in animals is not easily recognized except in a high abortion rate of pregnant females and stillborn litters. Without laboratory equipment diagnosis is not easy, however, in man as well as the animal, the victim is lethargic, slow in movement of limbs, spastic, feverish and has headaches. The disease is seldom fatal but lasts for several weeks in man.

- 5.7.3. *Roundworm*: Large worms that inhabit the small intestines of the host, are excreted in feces to infect man by direct contact. In puppies the larvae migrate through the liver to the lungs where they are coughed up and return to the small intestines. Characterized by bloated bellies, frequent coughing and weight loss. The worms, although present, do not seriously affect older dogs. In man especially children, almost any vital organ can be effected including the brain.
- 5.7.4. *Salmehellosis*: Most outbreaks are attributed to ingestion of contaminated food and water, the organism can be communicated by direct contact with feces and urine of an infected animal. Characterized by fever, vomiting and very frequent diarrhea with or without blood, it affects animals of all ages especially if the animal is in a run down condition. Dehydration and depression accompany the disease but the most identifying symptom is rapid and explosive diarrhea. A dog or cat eating frogs or lizards will almost immediately become infected.
- 5.7.5. *Hookworm and Whipworm*: From the feces of dogs and cats that penetrate the skin of man and produces a severe dermatitis called "Creeping Eruption". The animal becomes inactive, has a rough coat and is anemic from blood loss in the intestines from blood sucking worms. Often fatal in young dogs and cats, older females can pass them on to the litter before birth and when nursing. Infections in man from feces of dogs and cats is the primary cause of preventing dogs and cats on the beaches. They can live up to 20 days 18 inches deep in sand or dirt and still infect man or another dog or cat.

5.8. Bite and Scratch Diseases:

- 5.8.1. Bites and scratches from animals exposes man to innumerable infections of the LACterial staph and strep group especially those that do not survive in sunlight and oxygen. In one bite or scratch the possibility of introducing one or more of up to one thousand types of disease is possible.
- 5.8.2. *Rabies* is the most dangerous of all diseases. Two types, dumb and furious, can be communicated from any warm blooded animal. If untreated is fatal in all cases of man or animal. Raccoons can live longer than any other infected animal. Characterized by wild animals becoming tame, and tame animals becoming furious.

Look for changes in behavioral pattern of pets. In advanced state, throat is paralyzed, the animal has difficulty swallowing and salivates heavily, bites at anything, is restless especially in the front feet, often experiences paralysis of the hind legs.

Rabid bats simply fall to the ground while alive and present a threat to dogs, cats and bare feet of children until they die.

- 5.8.3. *Cat Scratch Fever*: Cat scratch fever in man frequently causes abnormal swelling of the wounded area. The wound becomes red and the area will swell several times larger than normal for a wound of that size. Too little is known about this disease and whether the

disease can be communicated to another animal by a cat having infected claws. The contaminated cat apparently does not suffer any ill effects from this disease.

- 5.8.4. *Tetanus: (Lock Jaw)* is usually associated with punctures of the skin in man from old rusty nails but is found in the feces of man and animals. A dog bite following licking the anus can introduce the spores in man and death has been known to result, if not treated. In animals wound contamination also causes lock jaw and is characterized by local stiffness of the jaw muscles, muscles of the hind legs and rarely muscles in the immediate area of the wound. Spasms develop especially in the head muscles and chewing becomes difficult. The ears become erect and the tail stiff. Walking becomes difficult and the animal assumes a saw horse stance. Temperatures will soar to 110 degrees and death follows.
- 5.8.5. *Insect Bites:* The bite of ticks, fleas and mosquitoes can introduce into man and animals untold diseases and parasites. These introduced agents can infect and severely damage almost any organ of the human or animal body that can culminate in death if not treated or the insect removed.
- 5.8.6. *Tick Infestation* In addition to loss of blood, ticks are irritating and cause sores and bleeding in an animal. It attempts to rid himself of this pest. Diseases communicated by ticks vary from location and type of tick, however, they all produce varying degrees of anemia in its victim depending upon the number of ticks and the amount of blood lost. Of particular importance and frequently observed is paralysis of dogs caused by one or more ticks found in the head or neck region. This paralysis can result in other animals and man from toxic substances produced by the tick. In addition Rocky Mountain Spotted Fever, Babesiosis and Rickettsiosis are communicated from the tick.
- 5.8.7. *Flea Infestation* is the vector for most animal skin disorders as well as tapeworm and anemia. Highly irritating and in an effort to rid himself of the pests animals will bite and scratch vigorously often breaking the skin thereby introducing other skin disorder diseases and infections. If inadvertently swallowed, a flea or its eggs can cause tapeworm in humans. Children are more susceptible to tapeworms than adults in that they are not as careful as adults about what goes in their mouth.
- 5.8.8. *Flies and Mosquitoes.* Virus and disease spread by flies and mosquitoes like the flea are too numerous to describe each one. However, in animals, the screwworm (larvae of the blow fly and green bottle fly) cause the death of over 25% of livestock that do not reach the market. The wound of a tick or flea bite combined with thousands of eggs deposited by a fly and hatching larvae, a cow can be killed in less than 2 weeks by screw worms. Sleeping Sickness (Encephalomyelitis) in man can be traced from an infected animal to man by the mosquito. There are several varieties of encephalomyelitis that can be communicated to man including St. Louis E., Eastern Equine E., Japanese B E., and others. In addition, the mosquito that infects the larger breed of dogs have produced heart worms up to 18 inches in length. In the dog, a general run-down condition is observed with frequent coughing fits from Heartworm while EEE in horses produces a condition similar to drunkenness, swollen knees, runs in circles, jumps and falls.
- 5.8.9. *Respiratory.* Those diseases that can be communicated by inhaling the casual agent.

- 5.8.10.** *Cryptococcoses*: A fungus found in dust, soil and manure that once inhaled will produce a variety of central nervous system disorders in man and animals. A weak and run-down condition including a wasting away appearance with deep open non-healing abscesses that ooze a jelly-like pus. The open wound of an animal may be a source of infection by direct contact; however, it is better to destroy the animal rather than risk infection of other animals and / or man.
- 5.8.11.** *Psittacosis*: Parrot Fever can be contacted by breathing the dust or direct contact with fecal matter of infected birds of the parrot family. The bird will have a general run-down condition with fuzzy feathers, with frequent coughing and sneezing and a runny diarrhea. In man, the disease symptoms are similar; however, in advanced stages man will suffer damage to the heart valves. Birds that can be infected include parrots, parakeets, mynah birds, pigeons, cockatoos, and macaws.
- 5.8.12.** *Histoplasmosis* is the most common fungus infection in man and dogs in North America. The fungus thrives best in high nitrogen soils and can be communicated by breathing only. The disease is characterized by lesions of the respiratory tract, swelling of the lymph nodes of the throat region, bloody diarrhea with a deep cough. The dog will have a high fever and a general run-down condition.
- 5.8.13.** *Listeriosis (Circling Disease)* is found in most and can be communicated to man by breathing contaminated dust or by getting contaminated dust in the eyes especially around hay stacks and silos. In the United States, this disease is found in the winter months. It attacks the central nervous system. Infected animals seek isolation from other animals and seek corners or leans against posts, fences or trees. When walking it moves in circles in one direction. The ears droop and facial muscles twitch. There will be a heavy nasal discharge and salivation. The front legs will not function as readily as the hind legs and cattle will be observed with their front legs spread for better support.
- 5.8.14.** *Blastomycosis* is caused by a fungus that infects dogs, horses, and man and is characterized by granular inflammation or lesions of the skin, lungs, and other organs of the body. The animal will become inactive and depressed and lose weight. Respiration becomes difficult and a nasal discharge is accompanied by a frequent cough. Nodules and abscesses will almost always effect the lungs and sometimes will appear almost anyplace on the skin. Chronic diarrhea results when the digestive tract is infected.
- 5.8.15.** *Coccidioidomycosis* is caused by a fungus that thrives in low elevations soils of the south western part of the U.S.. Cattle and dogs as well as man are most affected by this disease. Characterized by coughing with high fever and steady weight loss even though appetite may remain good. A general run-down and listless condition with heavy diarrhea. In later stages, lameness or stiffness of the joints are accompanied by skin disorders from abscesses to ulcers that do not heal.
- 5.8.16.** *Toxoplasmosis*: A protozoan parasite that when inhaled by man or in animals, inhaled or transferred to the litter before birth by an infected female. An infected dog or cat in the house usually infects people in the house. Characterized by a weakening and wasting away

of the animal with fever, shaking, uncoordinated movement, paralysis and a bad temper. There may be red spots resembling measles on the stomach and inner thighs that develop into lesions. Coughing and vomiting usually result in highly inflamed respiratory system. A high mortality rate in the new born animals.

- 5.8.17. *Ingestion*: Those diseases that can be communicated from animal to animal or to man by accidental or intentional introduction into the mouth and digestive system. Most of these diseases can also be communicated to man by handling a contaminated animal, an open sore on the hands, arms or other parts of the body that the animal, dead or alive, come in contact with can be a communication.
- 5.8.18. *Actinomycosis*: In cattle, horses, pigs and dogs. Characterized by swelling around the jawbone and other bones of the head with abscesses and lesions of the neck, legs and underbelly that exude a yellow granular pus. Open wounds and contaminated fresh meat are the primary means of communicating actinomycosis to man.
- 5.8.19. *Tularemia*: Found in almost all animals and man, infection appears most frequently from rabbits. No outward symptoms appear in the animal except a rapid deterioration. Death may result in less than one to 15 days after exposure. If in cleaning or dressing an animal the lymph nodes, spleen, lungs and liver will have very small white or grayish yellow patches. The disease is suspected of being communicated by all methods including inhalation, however, eating uncooked or inadequately cooked meat or handling contaminated meat especially with an open wound are two positive means of communication to man. Meat cooked at 200 degrees for ten minutes is usually adequate to kill the organism, however, large pieces of meat may not reach killing temperatures in the center. Rare meat eaters should take caution if eating wild game or meat not sold through inspected markets.
- 5.8.20. *Trichinosis* Found in most carnivorous (meat eating) animals including man. Communication to man most frequently comes from pigs; especially those being fed raw garbage and where rats have been found. Most times the disease will not kill the pig and an infected pig will be slaughtered and pass meat inspection without detection. If symptoms develop (as often is the case in man) almost immediately after exposure (eating contaminated meat) stomach pains, heavy diarrhea, nausea and vomiting and a mild fever. Later stages include slight fever, tender and swollen muscles with muscles of the respiratory and digestive tracts extremely painful.
- 5.8.21. *Botulism* A toxin present in improperly (unsterile) prepared food. Healthy animals may be infected in the intestinal tract until the animal dies or is slaughtered and through careless handling the carcass (meat) can be contaminated. It is highly infectious in chickens and waterfowl. Pigs, dogs and cats are not as susceptible as horses and cows to this disease. In horses and cows, symptoms are difficulty in chewing and swallowing, paralysis of major muscles and limbs, reduced or disturbed vision. In fowl, paralysis of the neck, wings and legs is often seen and give rise to the local name of limbesneck chickens. The organism has been found in hay and silage especially where rats were present and communicated to man by consumption of ill-prepared food - especially canned food.

- 5.8.22. *Anthrax*: Infects all animals to some degree and is communicated to man by consuming contaminated meat. In animals, after a period of excitement, they appear depressed with rapid heart beat and labored breathing with staggering and convulsions. The respiratory and digestive tracts are highly inflamed with lesions and blood may ooze from the nose and anus. Bloody diarrhea with swelling of the neck region and stomach is present. In horses, dogs and pigs, lesions may appear on the tongue as well as the mouth, throat and tonsils.
- 5.8.23. *Distemper*: The most common of the infectious diseases which plague our nation's dogs. It is caused by a virus and it is a very highly contagious disease. The infection is air-borne (like a cold) and can be spread on contaminated dishes, bedding, shoes and clothing because the virus is present in urine, saliva and eye and nasal discharge of infected dogs. Once contaminated, articles or premises remain dangerous for a considerable time unless thoroughly cleaned and disinfected. Because it is so prevalent, it usually is a disease of young animals, although an old animal never before exposed could contract the disease just as easily. A dog that has suffered the disease and recovered possesses a life-long immunity. The incubation period may run from several days to fourteen days, although it may vary. Symptoms are extremely varied because the disease may attack any system in the body. Generally, a distemper-sick pup acts sleepy and dopey, and acts as if he has a "cold." He will not eat well, has runny nose and eyes and often a slight cough. He will have a fever and may also have diarrhea and vomit occasionally. Some animals apparently recover from this stage but fourteen to thirty days afterwards develop convulsions or fits; they lie on their sides and thrash their legs, champ their jaws and salivate profusely. This is a most serious development and indicates that the virus has invaded the nervous system. Prognosis then is apt to be poor because, while many of the animals survive, they may be left mentally retarded, paralyzed or they may have a permanent muscle twitch (called chorea). Some dogs make a perfect recovery; however, curiously, most dogs that have the nervous type of infection eat ravenously. This is no cause for optimism however.
- 5.8.24. *Infectious Hepatitis*: Like distemper, hepatitis is caused by a virus and it is highly contagious. Unlike distemper, it is not air-borne. It is easily transmitted by direct contact through infected dogs or articles contaminated with urine or saliva. Recovered animals may shed the virus in their urine for long periods of time even though the "carrier" appears normal and healthy. If a pup gets distemper and hepatitis together, he will not usually survive. Hepatitis is a very acute disease characterized by sudden onset, high fever and very marked depression. Affected pups may vomit, have sore throats and grunt with pain when picked up under the chest. This disease is often difficult to differentiate from distemper. Hepatitis in dogs affects primarily the liver and blood vessels. Because it is such an acute condition, dogs may appear normal in the morning and be dead by nightfall.
- 5.8.25. *Leptospirosis*: This disease in dogs is caused by spirochete-like organisms that are also present in other animals (rats) and can be transmitted to man. These spirochete-like organisms are called *Leptospira Canicola* and *Leptospira Icterohaemorrhagiae* and they attack primarily the dog's kidneys. The organisms may be spread in the urine of infected animals and one form of the disease is spread by contamination with rat urine. There is a larger percentage of males affected than of females. This is probably due to the males inquisitive sniffing habits which cause him to be exposed to infected urine. Unless the dog is properly treated, the urine of the recovered animal spreads the *Leptospira* for many months. Damage

done to the kidney by this disease may again trouble the animal during old age when kidney function becomes less efficient.

- 5.8.26. *Rabies: (Hydrophobia)* Rabies is one of the most feared of infectious diseases as any animal contracting it dies. It may be transmitted to man. There is no treatment although there is a preventative. Rabies is a specific encephalitis caused by a virus which attacks the central nervous system of the animal and is present also in the salivary glands. When an infected animal bites another, the saliva transfers the virus to the new victim. There are two main syndromes of the disease - the dumb and the furious forms. In dumb rabies, the animal becomes lethargic and wants to be left alone. He soon becomes paralyzed, slips into a coma and dies. If an animal has rabies, he will usually die within seven days of the onset of the disease. In furious rabies, the animal has a change in disposition - either he becomes more friendly or more aloof. He may seem nervous and easily disturbed, get a wild-eyed expression and a peculiar bark. His jaw may become paralyzed and he may run aimlessly over the countryside. Anyone or anything that gets in his way may be snapped at. The animal will chew furiously at sticks, stones, pieces of metal, etc. Rabid dogs are said to fear water (hence the name hydrophobia) and in fact cannot drink or swallow. Because they salivate profusely, some people feel that have a "bone in the throat" and attempt to remove it. Needless to say, this is a fool-hardy exposure to infection. If the dog lives more than seven days, he probably did not have rabies when he bit the victim. Bite wounds of the face and neck are the most dangerous. Never destroy a dog that has been biting people or that is suspected of being rabid.
- 5.8.27. *Convulsions.* This symptom is very startling and rather awesome. Our first reaction is sympathy for the poor dog having the convulsion; however, if the animal has already fallen down and is not apt to become tangled in furniture, fall down the stairs or otherwise injure himself, the best course is to leave him alone. The convulsion will soon pass and the dog can easily be handled. If the animal is in a situation where he may injure himself, it may be advisable to hold him down. If this is done, be careful to keep the fingers away from his mouth as severe bite wounds may result. During convulsions the dog will not be vicious or attempt to attack you. He is too busy with troubles of his own and usually oblivious to what is going on about him. Convulsions are most commonly caused by a virus infection of the brain - especially distemper; however, other irritating factors may be influencing the condition. Ear infections, parasite infestations, epilepsy, etc., may also be involved. Do not worm dogs that have convulsions. This may be exactly the wrong thing to do and may even cause the animal's death.
- 5.8.28. *Poisons:* Unfortunately most dogs wolf their food down without regard for taste or smell - especially if they have been taught by their owner to jump and catch food thrown to them. It is also possible for a person to conceal a poison inside meat, bread or dog food and the dog swallows this hand-out without being able to smell or taste this poison. Insecticides sprayed on a yard that a cat walks in and subsequently licks and grooms itself can make the cat violently ill if not kill it. Livestock can suffer the same fate if fertilizers and insecticides contaminate the drinking water, range or salt licks. Raccoons, opossum and other wildlife suffer from insecticide poisoning following county and city mosquito control spray operations. If hungry enough, any animal will eat contaminated food without regard for its own safety.

- 5.8.29.** *Parvo virus:* Since 1978 dogs of all ages and breeds have been victims of a highly contagious virus disease that attacks the intestinal tract, white blood cells and in some cases the heart muscle. This disease, canine Parvo virus (CPV) infection, has appeared throughout the United States. CPV infection is thought to be spread by dog-to-dog contact and has been diagnosed wherever dogs congregate. A dog that is confined to a house or yard and is rarely in contact with other dogs is far less likely to be exposed to the virus. The source of infection is fecal waste from infected dogs. Large amounts of the virus may be present in fecal material of infected dogs. The virus is resistant to extremes in environmental conditions and can survive for long periods. It is readily transmitted from place to place on the hair or feet of infected dogs or by contaminated cages, shoes, or other objects. Definitive information on other means of transmission, if any, is lacking. CPV infection cannot be transmitted to other types of animals or people. The first signs of CPV infection, usually vomiting and severe diarrhea, will most often appear 5 - 7 days after the dog is exposed to the virus. At the onset of illness, the feces will generally be light gray or yellow-gray. Sometimes the first sign will be fluid feces streaked with blood.
- 5.8.30.** *Corona virus:* The latest research indicates that Corona virus is the second leading cause of viral diarrhea in dogs and it is a highly contagious disease. Corona virus weakens dogs by causing serious diarrhea and vomiting. Other symptoms are excessive thirst, weight loss, listlessness and loss of appetite. It affects dogs of all ages, but puppies most severely. In fact, young puppies sometimes die within 24 - 36 hours of exposure to Corona virus.

CHAPTER 6.00.00

OPERATIONS

6.1. DEALING WITH THE FIRST OFFENSE OF A NON-DANGEROUS NATURE:

- 6.1.1. *Non-Dangerous Nature* includes violation of ordinances other than Dangerous Dog, Dog Fighting, Cock Fighting, Intentional Animal Cruelty, or other ones that pose definite risk to the life/ safety of animal / person, and dog bite cases.
- 6.1.2. *First Offense*, for purposes of these enforcement guidelines, shall mean the first instance known by or reported to Animal Control Division concerning a particular individual/animal involved or allegedly involved in a violation of an ordinance.
- 6.1.3. The way the ACO handles the first offense may establish a basis for all future ACO contacts with that person.
- 6.1.4. The first offense situation provides the ACO opportunity to educate the person, to inform the person of our local ordinances, and the reason for them, in a friendly, helpful way.

It is a time to make friends, and to influence people.
It is a time to work at preventing future problems, before they occur.
- 6.1.5. Contact with *first offenders* should be documented, filed in the office, even if a written warning is not issued to the offender, so that other officers will be aware that the *first offense* contact has been made.

6.2. POINTS TO CONSIDER WHEN MAKING CONTACT WITH OWNER IN FIRST OFFENSE SITUATIONS:

- 6.2.1. Follow the ordinances - it is your job. The owner might know them, but he/she doesn't know them as you do. Explain the ordinances to the person, as you would like something explained to you, in a friendly, helpful manner.
- 6.2.2. You will leave a lasting impression of Animal Control with the person - that of assistance rather than to punish.
- 6.2.3. Many first offenders go on to be second, third, etc. time offenders. But for now, the first offender is just that, so treat them accordingly. If future problems develop, deal with them accordingly.

6.3. PROCEDURES FOR FIRST OFFENSE VIOLATIONS OF ORDINANCES RELATED TO:

- 6.3.1. *At Large.*

- A. If possible, determine the owner of the dog and address, and **return the dog home rather than impounding it**. Explain our ordinances relating to *At Large* (and licensing and Rabies vaccination requirements if necessary) and the reason the animal was picked up (for the animal's safety as well as for violation of the ordinance) in a friendly, courteous manner. Issue a citation or a written warning *at the end of your conversation*.
- B. If the address is known and there is no owner or responsible person to take custody of the animal, post notice of impoundment, stating where the animal was observed at large and/or impounded, the date, time and the ACOs identity. When contact is made later with the owner, our ordinances should be explained, not just the impoundment/redemption procedure.

6.3.2. *Failure to License:*

- A. Explain the reason for the licensing and Rabies vaccination requirement such as for identification, that a license could save a pet's life by providing owner information in the event of injury, etc. Explain briefly other ordinances. ACOs may issue a citation or a written warning, allowing the owner to purchase a license at the present time or giving the owner up to 10 days to purchase the license and vaccinate the dog or cat against Rabies. Explain that the written warning will be followed up at that time, and failure to comply will result in a citation. Advise the owner that they may return the written warning within the 10 day period along with a copy of the license receipt and the name of the Veterinary Clinic where the dog or cat was vaccinated against Rabies for confirmation.
- B. After a written warning is issued, follow up after the 10-day period and issue a citation if no compliance.

6.3.3. *Failure to Confine In Estrus:* Upon observing the female in estrus, unconfined, attempt to contact the owner and explain the ordinances, reason for controlled breeding, benefits of spaying, etc. Explain how to properly confine the animal. Issue a citation or a written warning following your conversation. Check LACK within 2 - 5 days for continued violation.

6.3.4. *Barking:* Contact the owner, explain that a complaint was received, and that you believe the owner should be aware that someone was disturbed about barking dogs in the area. Discuss the barking complaint with the owner and possibly suggest some advice on how to control it or books on the subject, obedience classes, etc. *Never give out the complainant's* information in any complaint. Explain the Barking Petition and the procedure should the barking continue to disturb persons in the neighborhood and that future violations could result in the issuance of a citation. Leave a written warning after your conversation and explain that it is simply documentation of your visit showing your response to a complaint received.

6.4. **Daily Patrol Logs:** Daily patrol logs will be completed by all personnel assigned to patrol. Logs will be maintained in the Animal Control office for inspection and as an investigative resource.

6.5. Uniforms: The ACO uniform as mandated by the Animal Control Division shall be the standard uniform for all ACOs. Exemptions to standards shall be authorized by the Lakewood Police Department. Only authorized uniforms will be worn by employees.

- 6.5.1. The uniform shall consist of dark navy pants as authorized.
- 6.5.2. The shirts (long sleeve for winter and short sleeve for summer) with epaulets will be french blue. Lakewood Animal Control patches shall be sewn on both sleeves just below the shoulder. An authorized cloth badge will be sewn over the left pocket or an Animal Control Division metal badge will be used in place of the cloth badge.
- 6.5.3. Authorized jackets will have the LAC patches on the shoulder(s).
- 6.5.4. Name plates are mandatory and will be displayed above the right pocket.
- 6.5.5. ACOs will not carry firearms as part of their uniforms.
- 6.5.6. Rain gear will be authorized by the Animal Control Supervisor.
- 6.5.7. Ties will be dark navy blue and worn with the long sleeve shirts.
- 6.5.8. Authorized silver *ACO* collar brass is worn on each collar point.

The above will be purchased by the City of Lakewood. The following equipment is purchased by the employee

- 6.5.9. Shoes/boots shall be black and appropriate for the job.
- 6.5.10. Socks shall be dark blue or black if observable.
- 6.5.11. Belts shall be black and of basket weave design or approved nylon belts.
- 6.5.12. Dark navy turtlenecks are optional and may be worn in place of ties with the long sleeve shirts and white t-shirts under short sleeve shirts..
- 6.5.13. ACO association pins or pins accrued through ACO Divisional training and certification may be worn over the name plate upon ACO Supervisor approval.
- 6.5.14. Jumpsuits or coveralls for special operations will be navy blue and worn for cleaning or special details on the approval of the ACO Supervisor.
- 6.5.15. For training or special details, a AC Supervisor may approve a polo shirt or sweatshirt with the embroidered LAC logo on the left pocket area of the shirt may be worn.
- 6.5.16. The uniform shall be kept in a neat, presentable condition at all times. It is the responsibility of the ACO to inform management if an item of their uniform needs replacement.

- 6.5.17. All items provided by the City shall remain the property of the City. Reasonable wear and tear shall be taken into account.
- 6.5.18. Any lost equipment or uniform part, damages or changes to the uniform must be reported to the ACO Supervisor immediately. A diligent effort must be made to locate, repair or restore the item. If the item is not recovered, repaired or restored the employee may be asked to pay for its replacement.

6.6. Vehicles:

- 6.6.1. ACOs are responsible for the routine maintenance and cleaning of all assigned vehicles. This includes, but not limited to, gas, oil, air in tires, water, etc. The outside and inside of the vehicles shall be washed and kept clean. The vehicle cages shall be washed and disinfected with bleach at the end of each shift when used to transport animals.
- 6.6.2. A thorough check of the vehicle including equipment, cages, catch poles, etc. shall be conducted by each ACO at the start of their shift.
- 6.6.3. Report a finding of damage or needed repair on your Driver's Logs, and to the ACO Supervisor by completing a Damage to City Property or Repair form.
- 6.6.4. Report any accidents involving City vehicles to LPD immediately. Do not leave the scene of the accident until LPD has made contact and reviewed the situation and/or scene. Leave vehicles in position of collision unless there is an urgent reason such as safety, to move them. The ACO Supervisor should be notified as soon as possible. A report must be made; Damage to City Property filled out; and possibly an Accident Report. If you are injured, go to the nearest emergency care facility. Indicate that you are a city employee and fill out the appropriate forms.
- 6.6.5. Vehicles should be equipped with, but not limited to, the following equipment:
 - Come-alongs/Catch Poles
 - Blanket(s) and towels
 - First Aid Kit for humans and one for animals
 - Emergency gear (reflective triangles, etc.)
 - Plastic garbage bags (for DOAs)
 - Shovel
 - Surgical gloves
 - Leather gloves
 - Leashes
 - Muzzle or bucket for muzzle
 - At least 2 small animal cages or carriers
 - ACO's personal equipment carrier - (see ACO Personal Equipment Carrier)
- 6.6.6. Vehicles must be operated with due care and all traffic regulations must be adhered to. ACOs are not authorized to drive under code. This means that all traffic regulations, including speed limits, must be obeyed regardless of the nature of the call.

- 6.6.7. Vehicles are to be checked out by the assigned ACO at the end of each shift. The vehicle should be properly equipped and maintained for the next shift. Make sure that the fuel level is at no less than the half full mark.
- 6.6.8. Transporting animals in Animal Control vehicles shall be monitored closely by the employee. Animals shall not be kept inside vehicles for more than two consecutive hours in temperatures exceeding 70 degrees F. If animals need to be contained longer than two hours then the animal is to be detained in one of the outside kennels or cages and provided shade and water. Every effort is to be made to keep the animals comfortable.

6.7. Field Procedures and Topics:

- 6.7.1 *Abandoned/Neglected Animals:* Shall mean a domestic animal that has received no food, water, or care from its owner, or the owner's authorized representative, for 24 hours or more.
- 6.7.2. *Animal Rescues:* Officers must use good judgment when acting to rescue an animal. In general, officers will not climb trees to rescue stranded animals. There are businesses that offer such services for a fee and the complainant or pet owner can be instructed to contact them. The rescue of animals on the freeway or in heavy traffic should not be attempted without assistance from Police Officers to control traffic. The progress of the animal can be monitored and rescue may be attempted as soon as it is in a safe position.
- 6.7.3. *Ambulance Service:* Animal Control Officers can provide transportation for a pet provided the owner pays the standard transportation fee. *Pet owners should be encouraged to find their own means of transportation for their pets.* If no other transportation is available (including taxi, neighbors, etc.), pets can be transported to a veterinarian within the City limits after prior arrangements have been made between the pet owner and the veterinarian. Animal Control Officers must make it clear to the pet owner and the veterinarian that they are only transporting the pet and not assuming any financial or custodial responsibility. *Calls regarding injured animals have high priority. Humane considerations take precedence over fees.*
- 6.7.4. *Barking/Animal Noise Calls:* ACOs will leave a warning notice if owner is not home or issue a correction notice on the first complaint received regarding barking or noisy animals. If contact is made with the complainant in the field, explain that if the noise continues, the complainant may file a barking dog petition that could result in the issuance of a citation. When a barking or animal noise complaint is received, the owner of the dog should be contacted in person or by leaving a warning notice. Discuss the problem with the pet owner and offer possible solutions. Issue a written warning, explaining that it is notice that we contacted the pet owner about the complaint, and is not a statement of guilt on the part of the owner. Explain to the owner that if the problem continues, the disturbed person(s) may file a Barking Dog Petition, and the owner may be cited as a result. If, after a 24 hour period, the complainant wishes to pursue further action, he / she should be given a Barking Dog Petition with an explanation on how to fill it in and to document the barking or noise. The complainant should be advised that all parties signing the petition must be willing to appear in court if the pet owner contests the citation based on the petition. Signers of the petition must be at least 18 years of age and reside in separate households. Completed petitions must

accompany a Police Report and be filed with the City Legal Department. (*See Barking/Noisy Animal Petition*)

- 6.7.5. *Bites - Recording the Complaint:* Complete an AC Bite Report Form, Quarantine Notice and Police Report. Instruct the complainant that any wound caused by an animal bite should be cleaned to its greatest depth with soap and water or an appropriate antiseptic, and the victim's physician or the Lakewood Kitsap Health District should be contacted to determine if a tetanus shot or other further treatment is needed. Advise the complainant that you have recorded information received, and that an Animal Control Officer will be assigned to complete the investigation.
- 6.7.6. *Bites - Investigation of Dog or Cat Bite - Victim Contact:* If the animal is at large, attempt to locate and apprehend as soon as possible. Contact the victim. Discuss circumstances of the bite with the victim. Determine if there are other witnesses to the incident. Make a determination if the bite was provoked or unprovoked. Get physician, hospital and / or treatment location information. Verify the identity and / or location of the biting animal.
- 6.7.7. *Pet Owner Contact:* Contact the owner of the animal, if known, and issue a Quarantine Notice or post Quarantine Notice along with a Notice To Contact Within 24 Hours if the owner is not home. Determine if conditions are such that the animal can be quarantined at home successfully (*provided the dog is not going to be Declared a Dangerous Dog due to this incident*) or if the animal must be quarantined at the City's Shelter or a local veterinarian for the 10 day quarantine period. The animal is not to be taken from the owner's property or to be in contact with other animals or people for the 10 day quarantine period. *If the dog is to be Declared Dangerous due to this incident, the dog must be quarantined at the City's Shelter or a local veterinarian for the duration of the 10 day quarantine period.*
- 6.7.8. An *Impound History Form* should be filled out with the normal information along with noting that the animal bit, the date the bite occurred, the location of quarantine and whether or not the owner intends to claim the animal at the end of the quarantine period. If the animal is to be surrendered at the end of the quarantine period, the animal's owner is required to fill in and sign the surrender information area. The animal owner will be responsible for all costs incurred during the quarantine period. The board for the quarantined animal is to be paid in advance to the City or Veterinarian. If the owner desires the animal to be quarantined at a veterinary clinic, owner must provide Animal Control with the name, address and telephone number of the veterinary clinic, which will be confirmed by the investigating ACO; and the owner must promptly transport the animal to the veterinary clinic after making the necessary arrangements with the veterinarian. The ACO will advise the owner that the quarantined animal is not to be vaccinated, sold, removed from the City limits (owner's property if quarantined at home) or destroyed during the 10 day quarantine period. The ACO is to advise the animal owner to immediately contact AC if the animal becomes sick or dies during the quarantine period. If the animal is to be redeemed by the owner at the end of the quarantine period, the animal must be picked up by the date given to the owner by the investigating ACO also advising that all fees are to be paid by the time of redemption.
- 6.7.9. The investigating ACO is to contact the pet owner at the end of the home quarantine period to determine the health of the animal and to note that in a supplementary Police report.
- 6.7.10. If the owner of the animal is unknown, the animal is to be held at the City's Shelter for the duration of the quarantine period.

- 6.7.11. Animals that have bitten are not to be put up for adoption without the consent of the AC Supervisor. The AC Supervisor will be given copies of all pertaining reports and other information for review prior to such a decision. Complete and file all reports, Bite Report forms, Quarantine Notices, Witness Statements, etc.
- 6.7.12. *Wild Animals:* If the animal is confined, immediately impound and contact the Health Department to determine if the animal is required to be tested after euthanizing. Advise the victim that the Rabies testing fees are their responsibility and determine if the victim or the victim's physician wants the animal tested. The victim will need to make the arrangements with the Health Department for payment prior to transporting the animal's head. Wild animals are not held for the 10 day quarantine period by AC. If the animal is to be tested by the Health Department, the animal must be euthanized after putting on surgical gloves, eye protection and masks and the head must be severed, put in a container and refrigerated until transport. *(Do Not Freeze.)*
- 6.7.13. *Impounding Animals:* It is the Department policy that, if possible, animals be returned home rather than impounded. Upon impounding an animal, the *Animal Impound Form's* relevant areas must be filled out as completely as possible noting the species of the animal, the breed or assessed combination of breeds, sex, collars, identification, etc. The hard copy of the bottom portion of the Animal Impound Form is to accompany the animal to the kennel for attachment to the animal's cage. Descriptions of all impounded stray animals are to be included in the appropriate voice mail recording within 24 hours of impound.
- A. ACOs must obtain signatures when impounding animals from private property. If the resident or complainant will not be home, a note may be left on the front door instructing the ACO to impound the animal from the resident's private property. The note must contain the date, address of property, the signature of the property resident/owner along with a brief description of the animal and that they are requesting the impound or removal of the animal from the property.
- B. When an animal is removed from a trap, a signature must be obtained before the animal is removed from the property. If property owner/resident will not be home, use a pre-signed impound form or have them leave a note authorizing the removal of the animal, the date, name, address and signature.
- 6.7.14. *Microchip Scanning:* All dogs and cats impounded by Lakewood Animal Control shall be scanned twice - once upon impound and again prior to euthanasia.
- 6.7.15. *Citations:*
- A. A citation may be issued on the first offense if the officer observed a grievous violation of the ordinance which the officer feels requires more response. Details should be given in the officer's report. The officer shall attempt to make immediate contact with the suspect and issue the cite on the spot. At least two follow up efforts to contact the suspect regarding the citation should be made, preferably by the citing officer. Other officers may make the attempt to acquire a signature, if that is more practical. After at least two additional attempts, the citation may be noted as being cited through investigation and sent to the prosecutors office to be mailed.

- B. Information necessary to the completion of the citation, including suspect name, address, DOB, must be entered on the citation.
- C. Officers from time to time will be required to issue citations generated by petitions. A suspect is not required to sign or accept a citation. He is required to identify himself. If a citizen refuses to sign the citation, explain that that is permissible, but that the citizen is required by law to furnish ID. If he is willing to give ID, get as much information as possible and inform him that he will receive the citation by mail if he refuses to accept it in person. Be polite and leave.
- D. If the citizen refuses any cooperation, gives no ID, your options include:
 - Leave the area, attempt to obtain information from other sources, mail citation.
 - Call LPD for LACkup to obtain ID. This is a last resort. Remember that the LPD Officer knows little information about the citation and must be informed upon his arrival.
 - It is recommended that LPD be called out if there is a clear danger to the public or to an animal due to the actions of the suspect and the suspect refuses to alter the offending situation. Consult the manager of the housing division or apartment if unable to get enough information on the suspect. For citations, name, address and DOB of violator is sufficient.
- E. A LPD Police Report must be generated for citations issued.

6.7.16. *Complaints:*

- A. Complaints are called into LAC from citizens into the LAC voice mail system. ACOs pagers will alert the ACO that a message has been received. Regardless of pager notification, ACOs are to check their voice mail for messages at least hourly and should note such in their daily logs. ACOs should respond as soon as possible to messages according to their priority. Upon receiving a request for service, the ACO will fill out a detail card with a preassigned AC detail number. Active complaints are to be kept in the ACO Pending Detail Box after being entered into the AC Computer Data Base. Active complaints include complaints which necessitate any follow up or reports. Inactive complaint follow ups need to be entered into the AC Computer Data Base, marked accordingly and then filed away.
- B. Complainants that request contact should be contacted within 24 hours either by telephone, in person, or by posting the door of the residence. In no case should the ACO retain possession of the detail card so that it cannot be immediately found by the Supervisor or other ACOs and referred to when necessary.

6.7.17. *Complaint Priority:*

- Vicious animals posing an *immediate threat* to the safety of person(s) or animal(s).
- Injured animals.
- Confined Strays
- Animals in *danger* from abuse, neglect, or other conditions.
- Dead animals posing a traffic hazard.
- Observed leash law violations by ACO.
- Routine leash law violations.
- Neglected or abandoned animals.

Bite Reports. If the biting animal is at large and/or a threat, this becomes a priority 1.

Dead animals. If the animal carcass is posing a traffic hazard, treat as a priority 2.

Barking dog or Noisy animal complaints.

Unusual circumstances may warrant increasing the priority of a complaint. Use the priority list as a basic guide, and use common sense/good judgment when making a decision to deviate from that list.

6.7.18. *Correction Notices:*

- A. Correction Notices should be issued in lieu of verbal warnings. The Correction Notice provides the needed documentation to other ACOs; clarifies the nature of the violation to the suspect; provides the court with more than adequate proof that the suspect had knowledge of a later violation; and, in most cases, provides enough information for a citation to be issued at a later date.
- B. ACOs should complete as much information as possible on the Correction Notice. When obtaining suspect information in person, a signature should be obtained.
- C. The suspect's correct name and date of birth should be obtained in order to issue a possible citation in the future.
- D. A copy of an incomplete Correction Notice may be left at a residence along with a warning notice door hanger. The ACO should add wording directing the suspect to complete the Correction Notice, date, sign and return it to the issuing ACO within 72 hours.
- E. Correction Notices and their information should be entered on an AC Detail Card and into the AC computer data base within 48 hours.

6.7.19. *Dangerous Dog Declaration:* A Dangerous Dog Declaration must be filled out completely and served to the dog owner in person or by certified mail, signed return receipt requested. A copy of the DDD must be filed with the Director of Administrative Services and Municipal Court along with copies of all pertinent reports, statements, etc.. ACOs are to explain the Dangerous Dog Hearing Procedures and the requirements for keeping a Dangerous Dog within the City to the dog owner. Refer to the LMC definition of Dangerous Dogs.

6.7.20. *Dead Animals:* Animal Control is responsible for picking up dead animals within the City limits. If this is a request from an owner to pick up his dead animal, the appropriate fee should be charged. If the dead animal is a stray located on public or private property, no fee should be charged. If the animal is wearing identification, the owner of the animal should be notified by LAC within 24 hours either by telephone, in person or by posting the door. Keep the body and all collars, tags, etc. for possible return to the owner for 24 hours. The description of the dead animal shall be included in the appropriate voice mail recording within 24 hours of impound.

6.7.21. *Emergency Call Out:* Emergencies requiring a possible call out of an ACO include but are not limited to:

Confined stray animal with *life threatening injury*.

Animal posing an *immediate* threat to public safety.

Any situation that a Police Sergeant, Lieutenant or OIC deems to require the ACO to respond.

Not considered an emergency warranting a call-out:

Barking Dogs, unless Police Sergeant, Lieutenant or OIC requires the ACO to respond.
Dead animals, unless posing a definite traffic hazard.
Unconfined animals with a life threatening injury with no one standing by to observe the animal.
Injured animals with owner present. (Owners of injured animals have the responsibility of transporting their own animals to a veterinarian and paying for same. They can be given the suggestions of calling a friend, family member or taxi cab for transport.)

You may point out the criteria above to the dispatcher if there is a question in your mind as to the legitimacy of the call out request or determine if a Police Sergeant, Lieutenant or OIC authorized the call out. If so authorized, **do not continue to question the call out.** Respond to the call out and discuss the situation with your Supervisor the following day.

6.7.22. *Equipment:* ACOs are responsible for the inventory, routine maintenance, repair and cleaning of all authorized equipment that is issued to them. ACOs reporting for shift duty should be equipped with, but not limited to, the following equipment (additional equipment is covered in 3.8.5., Vehicle Equipment):

- working radio
- working pager
- dog bite stick
- pepper spray
- leash (nylon or cable)
- clipboard
- 35 mm camera and film

All equipment except for the camera and clipboard will be carried on the ACO's person at all times. The clipboard or come-along provide the ACO with an added defensive tool in the event of an unexpected dog attack when approaching a residence.

6.7.23. *Euthanasia:*

- A. *Use:* Use of Sodium Pentobarbital is to be restricted for use on euthanising injured, sick, homeless and unwanted domestic pets and domestic or wild animals. Intra cardiac injections of Sodium Pentobarbital are to be given only to an unconscious animal.
- B. *Product Restriction:* The Sodium Pentobarbital used shall be labeled "For Veterinary Use Only" and formulated in such a manner as to be suitable for animal euthanasia. Only State Board of Pharmacy approved products will be used (presently, FATAL-PLUS manufactured by Vortec Pharmaceuticals).
- C. *Storage:* The bulk of the Sodium Pentobarbital will be stored in a securely locked box inside a locked cabinet in the office of the Animal Control Supervisor. The Animal Control Supervisor will dispense the Sodium Pentobarbital one bottle at a time. The current bottle being used is to be kept in the Euthanasia Kit locked inside the same cabinet unless in actual use. The Animal Control Supervisor will audit the Euthanasia Logbook after each bottle is finished and date/initial the ending bottle entry.

- D. *Records and Reports* The Euthanasia Record book is a bound book solely for recording the use of Sodium Pentobarbital and Legend Drugs. The ACO administering the Sodium Pentobarbital or Legend Drug is responsible for the recorded entry in the Euthanasia Book. The entries are to include the date, the animals Case Number and the amount of Sodium Pentobarbital used subtracted from the amount left in the bottle. The amounts are to be entered in cc's. The beginning Logbook entry for each bottle will include the bottle and lot number. All amounts of Sodium Pentobarbital and Legend Drugs are to be accounted for with documentation entries in the Logbook.

The Chief of Police is responsible to give Power of Attorney or designate an individual as the registrant for legend drugs. This person shall maintain records and be responsible for ordering and storing of the legend drugs, which includes sodium pentobarbital. A copy of the order will be kept in the registrant's file, and a copy posted at Animal Control.

ACOs are to report all discrepancies and losses in writing to the Animal Control Supervisor within twenty-four hours. The Animal Control Supervisor shall investigate and document the discrepancy in the Logbook. Any discrepancy which has not been corrected within seven days shall be reported to the Board of Pharmacy in writing.

The Federal Government requires a biennium (every two years) audits of all legend drugs. This is in conjunction with running or daily audits. The audit is to be noted at the top of the page as the biennium audit and signed by the person performing the audit and the Animal Control Supervisor.

The Animal Control Supervisor then fills out the appropriate form (#106) and sends a copy to both the DEA and the Washington State Board of Pharmacy at the following locations:

D.E.A.; 220 W. Mercer, Suite 104; Seattle WA 98119

Washington Board of Pharmacy; 1300 Quince St. S.E.; P.O. Box 47863; Olympia WA 98504-7863

Disposal and record of legend drugs which have become unfit for use, contaminated, or having passed its expiration date shall be destroyed by the Animal Control Supervisor and another staff member. Record shall be made in the log book, which shall be signed and dated.

- E. Each animal will be scanned for microchip identification the second time prior to euthanasia. The ACO will enter their ACO number in the appropriate area on the Animal Impound Card (both white and hard copies) along with the date.
- F. Each animal will be checked for a description match with its Animal Impound Card prior to euthanasia. The amount of Sodium Pentobarbital used to euthanise the animal and the date the animal is euthanized will be entered in the appropriate area on the Animal Impound Card (both white and hard copies). No less than one half of one cc of Sodium Pentobarbital is to be used for record-keeping purposes.
Animal case history cards (bottom part of hard copy) are to be grouped by euthanasia session and filed in chronological order in a separate file.
- G. ACOs are to receive at least 3 hours of instruction and demonstration prior to administering Sodium Pentobarbital. The instruction will be on the proper use of the drug including handling and administration, the potential hazards, and the proper techniques of the various ways of administering the drug.

- H. ACOs must demonstrate to the satisfaction of the ACO Supervisor that they are capable of properly administering Sodium Pentobarbital in a humane fashion prior to administering the drug alone.
 - I. ACOs must have the ability to successfully complete a Certified Euthanasia and Legend Drug Training Course within one year of hire.
 - J. Do not recap needles after use. Dispose of needle in proper needle receptacle.
- 6.7.24. *Found Animals:* Found animals should be reported to the Animal Control and/or Humane Agency in the jurisdiction for which the animal was found. If the citizen requests to keep the animal for the 72 hour holding period, the citizen shall give a complete description of the animal including collars, identification, etc. along with the date, approximate time and location that the animal was found. ACOs will complete a *Found Report* on the appropriate forms and attach it to the *Found Animal Clipboard*. ACOs will advise the citizen finding the animal that they must surrender the animal to the legal owner or Animal Control Officers upon demand. If the citizen desires to keep the found animal, he/she must comply with the State Statute 63.21.010 Procedure where finder wishes to claim found property.
- 6.7.25. *Hot Pursuit:* An ACO is entitled to follow an animal onto private property while in Hot Pursuit in order to effect an impound, citation or written warning. The ACO ***MAY NOT enter into enclosed property or any structure without the owner's permission secured or a legal search warrant.***
- 6.7.26. *Inadequate/Inhumane Conditions:* Upon observing an animal that appears to be without adequate water, food, shelter, or an animal that appears to be suffering and in need of veterinary care:
- A. Attempt to contact the owner or custodian of the animal and explain the problem in a manner that suggests you are there to assist, not threaten. Your main objective is to have the problem corrected as soon as possible for the welfare of the animal.
 - 1) After discussing the situation with the owner/custodian, issue a written warning or citation, outlining the points discussed and record the time period agreed upon for correction of the situation.
 - 2) Keep your copy and attach it to the AC Detail card with a date for follow up to verify the corrections.
 - 3) If the follow up inspection shows the corrections to the situation, note them on the AC Detail Card and enter the follow up results in the AC Computer Data Base. If improvement has not been made or if the situation has not entirely been corrected, determine whether a second written warning should be issued or a second citation. Enter the results of the inspection on the AC Detail Card and into the AC Computer Data Base.
 - B. If unable to locate the owner or custodian, take steps to temporarily correct the problem such as fill the empty water bowl or untangle the chain/rope. If the animal's life is not in immediate danger, attach a written correction notice to the door poster with date, time and explanation of the violations/observations. Direct the owner/custodian to contact you within 24 hours.

- 1) If the owner/custodian contacts you within the 24 hour period, obtain their name, address, phone number, DOB. Explain the situation and violations, obtain a time period to correct the situation/violations, and issue a written warning or citation obtaining the owner/custodian's signature if possible.
 - 2) Continue with the same follow up procedure in A (above).
- C. If the animal's life appears to be in *immediate danger*, and you are unable to contact an owner/custodian or other person responsible for the animal, do what is necessary *within the law* to save the animal.
- D. *Points to Consider When Observing What Appears To Be Inadequate / Inhumane Conditions:*
- 1) **No Water:** The possibility that the animal is given water at other times during the day/night, sufficient to the animal's needs. Because water is not available at the time(s) you are present, does not necessarily mean the animal is always without water, or that the animal does not receive sufficient water.
 - 2) **Shelter:** Animal is observed outside with no shelter or inadequate shelter. Is the animal housed indoors at times or is it always outside without shelter? Check for corroborating testimony from neighbors that the animal is most often without shelter during inclement weather.
 - 3) **Vehicle:** No food or water observed in a vehicle holding an animal does not necessarily mean the animal has not been recently fed or watered. Use a thermometer to ascertain the temperature inside the vehicle and obtain the official temperature of the day for your report.
 - 4) **Thin:** Because an animal is thin does not necessarily mean it has not been fed an adequate diet. There is the possibility that the thinness is due to old age, parasites, or an illness currently treated by a veterinarian.
- E. When working an alleged inadequate/inhumane conditions case, remember that what you observe may not be the entire picture or situation. Investigate. Ask questions of neighbors, witnesses, the owner. Make sure that the owner/custodian has had custody of the animal for the period in question or prior to the animal reaching the present condition. **Document.**
- F. Do what is possible to correct the situation prior to issuing a citation. If a citation is issued you may still have lost the battle. The animal's condition may have not been corrected and will not likely be corrected in the near future.
- G. Initially approach the owner/custodian in a helpful manner rather than accusing or threatening. You want the cooperation from the owner/custodian to correct the problem for the animal. A person viewing you as concerned for the animal is more likely to be willing to listen and take advice.
- H. **Before Removing an Animal from the Premises of the Owner or Private Property for Inadequate/Inhumane Conditions:** Investigate, then:
- 1) Be certain that the situation is life threatening to the animal.
 - 2) Make all reasonable attempts to contact the owner / custodian
 - 3) Determine if the removal of the animal requires a warrant.

- I. **If the animal is in a hot car:** Contact LPD and have the Police Officer stand by or assist with removal of the animal, securely post the vehicle with a detailed notice of impoundment showing the date, time, AC Case number and reason for impoundment. Direct the owner/custodian of the animal to contact LAC immediately.
 - J. **If the animal is unenclosed on private property:** Impound the animal, leaving a detailed notice of impoundment securely fastened to the front door of the residence. If there is no residence, attempt to secure the same to the doghouse, chain, tree, or other area where the animal was seized and/or where the owner is believed to reside. Include the date, time, reason for impoundment and requesting owner/custodian contact within 24 hours.
 - K. **If the animal is enclosed on private property:** Attempt to secure a warrant by notifying the City's legal department immediately.
- 6.7.27. *Pepper Spray:* ACOs are provided with pepper spray for use **only as a last resort on attacking animals**. ACOs will be issued instruction on the proper use of the pepper spray for attacking animals. The Pepper Spray is not an absolute deterrent to an attacking animal. There is video documentation of an attacking dog continuing his attack after being sprayed full in the face with one of the strongest of the pepper sprays. Pepper Spray may also affect the ACO using it or bystanders.
- 6.7.28. *Injured Animals:*
- A. Injured animal calls should be handled as a priority call.
 - B. When responding to injury calls, vehicles will be operated in accordance with all prevailing traffic regulations.
 - C. When responding to injured animals on roadways the ACO's first concern is personal safety then that of the animal. Vehicle warning lights and flashers should be used as necessary. Safety vests are to be worn where hazard exists.
 - D. If owner is present, it is their responsibility to provide for veterinary treatment. Arrangements with the vet must be done by the owner.
 - E. If the owner is not present or unavailable, the ACO must decide if the animal requires immediate medical attention, euthanasia or if the animal can be taken to the shelter and made comfortable there. Animals showing severe pain, uncontrolled bleeding, respiratory distress, shock, severe fractures or wounds should be taken to the veterinarian or euthanized. Minor fractures and wounds can often wait for medical attention.
 - F. If the owner of the animal is known, an immediate effort should be made to contact them.
 - G. If alone or the animal is uncooperative or vicious, approach it with caution and try to muzzle it unless the animal is unconscious, having trouble breathing, injured mouth or requires medication. If the animal can stand but refuses a muzzle, attempt to secure the animal against a fixed object so the animal cannot effectively move its head.

- H. If you have assistance and the animal is cooperative, always approach with caution. Restrain before administering first aid.

6.7.29. *Leash Law Violations*

- A. Leash law violations are observed through response to complaints and through general patrol. An animal is at large, in violation of the leash law if:

The animal is not confined to the premises of the owner, unless restrained by a leash, tether, or other physical control device not to exceed eight feet in length, and under the physical control of a person, whether or not the owner of such animal, or which enters upon land of another person without authorization of that person

- B. When possible, loose dogs should be returned to their owners and owner should be warned or cited for the violation.
- C. When it is not possible to return the dog home, the dog should be impounded and proper reporting completed.
- D. When responding to leash law complaint, the ACO should patrol the area and deal with any stray dogs observed.

6.7.30. *Licensing*. See Lakewood Municipal Code Chapter 7.06, Dog and Cat Licensing.

6.7.31. *Releasing Animals to Minors*.

- A. Do not license an animal to a minor unless they are emancipated or are living alone without an adult.
- B. Returning an animal home to the custody of a responsible minor is permissible.

6.7.32. *Monetary Transactions*. All monies collected or received in the Animal Control Division will be properly accounted for and transferred to the City Treasurer in a secure and timely manner. ACOs will be responsible to collect the correct fees or charges for each transaction and properly prepare all paperwork needed for each.

- A. ACOs will be issued a receipt book from the City Treasurer's office for which they will be responsible. The receipt books will be promptly returned to the City Treasurer's office upon completion and/or upon demand.
- B. ACOs will issue a receipt to each payer with a detailed account of the transaction. The ACO will record the Animal Control Detail Number(s) and/or any other related information needed to reconcile the receipt to the transaction.
- C. ACOs will each be issued a money bag for which they will be responsible. ACOs will keep all monies and paperwork from their transactions in their money bags. When not physically in use, the money bags will be kept in the ACO vehicle out of plain view with the vehicle locked when the ACO is not physically present; or in a locked cabinet inside the AC office.

- D. All voided transactions shall be designated so on the receipt with the reason for such void. The Treasurer's copy of the voided receipt shall be turned in immediately to the City Treasurer along with the money bag. The Officer's copy (pink) shall remain in the receipt book to be reconciled with the other copy at a later date.
- E. ACOs will deposit their money bags in the City Treasurer's office on a weekly basis (minimum) or when the monetary amount in currency and/or checks exceeds \$100.00. A City Cash Transmittal form, accurately filled out, will accompany each money bag deposit with the City Treasurer's office.
- F. The City Treasurer's office shall collect, count and balance the monies collected with the transaction paperwork from each ACO and Kitsap Humane Society. If there is a discrepancy, the City Treasurer's office shall notify the Animal Control/Parking Supervisor immediately and both parties shall begin an investigation.

6.7.33. Humane Trapping:

- A. *Wildlife:* LAC does not live-trap wildlife nor loan traps for trapping wildlife. All wildlife concerns should be referred to the State Department of Wildlife. If the Wildlife Department requests assistance with trapping an injured wild animal, ACOs will provide as much assistance as they are able to under the circumstances.
- B. *Domestic Animals:* The City of Lakewood does not have a leash law for felines. A citizen does have a right to detain cats for LAC impound for the following: cats that are believed to be strays (no license tags); sick or injured; and/or cats that are causing property damage from urine, feces, soiling, clawing, etc.
- C. Complaints are to be investigated by the ACO and if determined that a trap is appropriate, a damage deposit is taken, damage deposit form is filled out and a trap is set. The ACO will give full instructions on setting the trap, monitoring the trap and contacting LAC when a cat is caught in the trap. A signature from the complainant for each cat impounded from the trap is required, noting that the cat is trespassing, causing property damage, etc.
- D. It is the responsibility of the complainant to monitor the traps closely and to protect the trapped animal from the elements, etc. The complainant is subject to the ordinances and laws pertaining to confined animals once the animal is trapped and should be informed of this by the ACO issuing the trap.
- E. Traps are to be entered on the Trap Log and left with the complainant for no longer than one week. If the complainant is still needing a trap, they may be put on the Trap Request List to wait for the next available trap.

CHAPTER 7.00.00

PET ADOPTIONS AND MICROCHIP IDENTIFICATION

- 7.1. **PET ADOPTION POLICY:** Animals are available for adoption by the public if the:
- 7.1.1. pets are weaned, appear healthy, of good stable temperament (i.e., have not bitten, are too aggressive or shy, etc.) and have either been surrendered by their owners or not redeemed after the 72-hour hold period.
 - 7.1.2. person is over the age of 18 years, has no prior animal cruelty history or an extensive animal violation history, is living in conditions that favor adoption of the particular type of pet and agrees to comply with the conditions set in the Animal Adoption Contract.
- 7.2. **COMPLETION OF ADOPTION PAPERWORK:** All of the following forms should be filled out as completely as possible using a driver's license or state picture identification:
- 7.2.1. **Animal Case History - Pet Adoption Agreement:** Complete this portion of the Animal Case History *including the signature* from the person adopting the pet. In the upper left hand corner (above the "Receipt #") of the Pet Adoption Agreement portion, break down the total charges (i.e., \$20 adoption fee + \$45 spay fee - \$65). Enter the receipt number on the appropriate line. Indicate if the fees are paid by cash or check and include the check number. Fill in the date and the ACO number in the "Ackn By." portion. If there was a City pet license purchased, fill the license number in the "License Issued" portion. Enter the date the pet is to be spayed or neutered in the "Clinic Date" portion. Enter the pet's temperature in the "Temperature out" portion. Have the person adopting initial the acknowledgment of receipt of the animal "as is."
 - 7.2.2. **Microchip Registration Form and AVID Certificate:** Complete the Microchip Registration Form *including the signature of the new owner*. Enter the tag number in the appropriate box. Ensure that the microchip number is entered in the "Identification Number" box. Enter the appropriate area codes before each telephone number. Fill in the "ID Center" information section using Lakewood Animal Control information. Check the "Single Animal" box in the "Registration Options" unless the person is paying the extra fee for life-time registration for all animals owned by them. The ACO adopting the pet should sign and date the "Implanted/Verified by" portion at the bottom of the form. Enter the microchip number in the appropriate box and enter the tag number in the center of the certificate above the "AVID" heading. Write the receipt number in the center of the top of the page. Original and one copy go to the ACO supervisor and one copy is given to the adopter.
 - 7.2.3. **Payment of Adoption and Spay/Neutering Fees:** Two checks will be necessary if the pet has not already been spayed or neutered. One check for the \$20.00 adoption fee is to be made out to Lakewood Animal Control. The second check is to be made out for the appropriate spay/neuter fee to the participating veterinarian. If the pet has already been spayed or neutered, only the check for the adoption fee is required.

- 7.2.4. **Receipts:** Using the City's receipt book, complete a receipt for the adoption fee and microchip registration fee giving the adopter the appropriate copy. If applicable, in the lower left-hand comment area, note the check number and indicate that it is for the spay/neuter fee.
- 7.2.5. **Veterinary Information/Surgery Forms:** Fill out any appropriate veterinary information and/or surgery forms.
- 7.2.6. **Veterinary Surgery Appointments:** If the pet is healthy and old enough for immediate surgery, the pet will be transported to the veterinarian for spay/neuter surgery by an ACO. If, due to age or health, the ACO determines that the surgery should be delayed, the ACO will advise the adopter of the date and time of the future surgery along with the appropriate instructions concerning withholding food and water the night before. Contact the veterinarian and make an appointment for the spay/neuter surgery. Advise the adopter of the date, time and where to pick up the pet after the surgery or where to deliver the pet for surgery. The check made out to the veterinarian and veterinary forms are to accompany the pet to the veterinary clinic.
- 7.2.7. **Vaccination and Worming History:** The dates and types of vaccination and worming are to be indicated on the appropriate form and given to the adopter.
- 7.2.8. **Free Veterinary Exam:** Complete the Free Veterinary Exam form and give to the adopter along with the list of participating veterinarians instructing the adopter that they need to make an appointment within the seven-day period given on the form.
- 7.2.9. **Adoption Contract:** Complete the Pet Adoption Contract having the adopter initial and sign in the appropriate spaces.
- 7.2.10. **Adoption Kits:** Each adopter is given an adoption kit along with a collar, leash and microchip registration tag
- 7.2.11. **Licensing:** Cat or dog adopters are to be given a license application for City of Lakewood or Kitsap County (depending on their residence) instructing them to license their pets within ten days from the adoption date or the pet's licensing age requirements.

7.3. **MICROCHIP IDENTIFICATION AND SCANNERS:**

- 7.3.1. All dogs and cats adopted out by Lakewood Animal Control shall be implanted with Microchip identification and registered with the microchip registry. All appropriate microchip forms are to be completed and issued to the appropriate parties. (See 7.2.2. *Microchip Registration Form and AVID Certificate.*)
- 7.3.2. All impounded dogs and cats are to be scanned twice by ACOs (once upon impound and again prior to euthanasia, redemption or adoption).
- 7.3.3. The large microchip scanners are to be kept in their appropriate containers unless in current use. The small pocket scanners are to be carried by ACOs in the appropriate pouches on their utility

- belts for field scanning all animals. Scanners will not always read microchips if cold or below 50 degrees F.
- 7.3.4. Microchip Registration form originals are to be sent to the Microchip ID Registration Center; one copy is to be entered in the microchip registration data base and one copy is to be given to the adopter.
 - 7.3.5. A written record is kept of all microchip registrations by the ACO Supervisor.
 - 7.3.6. The microchip registration fees are to be entered on the City's receipt (see 7.2.4. *Receipts*).