

Policy # 17.10 ANIMAL CONTROL RESPONSE	Related Policies: 1.11
<i>This policy is for internal use only and does not enlarge an employee's civil liability in any way. The policy should not be construed as creating a higher duty of care, in an evidentiary sense, with respect to third party civil claims against employees. A violation of this policy, if proven, can only form the basis of a complaint by this department for non-judicial administrative action in accordance with the laws governing employee discipline.</i>	
Applicable State Statutes: 302 KAR 101:010	
KACP Accreditation:	
Date Implemented: 01/01/2020	Review Date: 09/15/2023

1. **Purpose:** The purpose of this is to direct animal control officers in the proper procedures for responding to animal complaints and general operations within the Animal Control Division.

2. **Goal:** It is the goal of this agency to respond to vicious, stray, or nuisance animals, animal bites, animal cruelty, suspected rabid animals, nuisance barking dogs, or any animal incident that presents danger to public safety.

3. **Policy:** The policy of this agency is to hire only those persons qualified for employment under the Kentucky Revised Statute. This agency seeks the highest level of professionalism and integrity by its members and recognizes that this commitment begins with the selection of candidates for this agency.

4. Definitions:

ABANDON OR ABANDONMENT. Abandonment consists of leaving an animal for a period in excess 24 hours, without the animal's owner or the owners' designated caretaker providing all provisions of necessity as defined in this chapter and checking on the animal's condition.

ALTERED ANIMAL: Any animal that has been spayed or neutered.

ANIMAL: Any non-human living creature, domestic or wild, excluding fish, insects, and eggs

ANIMAL CONTROL OFFICER: A **peace officer** in local government whose duty is to enforce ordinances regulating the ownership of **animals** and to respond to incidents in which **animals** are involved.

Under KRS 258.195: Animal control officers shall have the authority to issue uniform citations, local citations, or local notices for the enforcement of the provisions of this chapter, the provisions of the Kentucky Revised Statutes relating to cruelty, mistreatment, or torture of animals, and animal control ordinances in their respective jurisdictions.

ANIMAL DEALER: Any person engaging in the business of buying and/or selling any animal or animals, including fish, for the purpose of resale to pet shops, research facilities, another

animal dealer or to another person, including the sale of any animal from any roadside stand, booth, flea market or other temporary site. (Persons buying or selling animal fur's and destined for human consumption and agricultural uses as defined in this chapter are not included in this definition.)

ANIMAL-DRAWN VEHICLE: Vehicles with four or more wheels drawn by an animal.

ANIMAL SHELTER: Any premises designated and/or operated by Barren River Animal Welfare Association (BRAWA) for the purpose of impounding and caring for animals.

APPROVED RABIES VACCINE: Any vaccine for protecting an animal from contracting rabies approved as effective by the Kentucky Department for Human Resources and fby the National Association of State Public Veterinarians, Inc. (NASPHV) in the most current version of the annual Compendium of Animal Rabies Prevention and Control.

ASSISTANCE DOG: A dog accompanying and providing support for a person who is deemed to be disabled under federal, state, or local law. For purpose of this chapter, the term **ASSISTANCE DOG** shall include a service dog recognized or defined under federal or state law.

ATTACK: An unprovoked attack in an aggressive manner on a human that causes a scratch, abrasion, or bruising, or on a domestic pet or livestock that causes death or injury.

CARETAKER: Any person or organization who participates in TNR and/or who regularly provides care to a community cat.

CAT: Any feline four months of age or older.

COMMUNITY CAT: Any cat or kitten that has no apparent owner or identification and is free roaming.

CRUELTY: Failing to provide adequate food and water; failing to detect the need for or withholding veterinary care; creating or allowing unhealthful living conditions, infliction of suffering, injury, or death to an animal by striking, beating, dropping, kicking, dragging, choking, or by the use of an object or weapons; causing pain, injury, or death by means of caustic, flammable, boiling, or heated substances; causing suffering, injury, or death by suffocation or drowning; failure to provide health-related grooming. For purposes of this chapter, the definition of **cruelty** shall not include the acts as described in KRS 525.130 (2) and (3).

DOG: Any domestic canine four months or age or older.

DOMESTIC ANIMALS: Any of the following owned animals: dog, cat, and/or ferret.

EXOTIC SPECIES: Any animal born or whose natural habitat is outside the continental United States excluding non-venomous reptiles and fish.

FARM: Any privately owned or leased, enclosed, unified tract of property consisting of greater than three acres shall be considered a **FARM**.

FERRET: A weasel-like, usually albino mammal and often trained to hunt rats or rabbits.

IMPOUNDMENT: Taken into custody of the Animal Control for Glasgow-Barren County, Kentucky, including but not limited to, the Barren River Animal Welfare Association.

LEAD or LEASH: A device for restraint of a dog or cat.

LIVESTOCK: Cattle, sheep, swine, goats, horses, llama, buffaloes, or any other animals of the bovine, ovine, porcine, lagomorphs, caprine, or equine species, deer and elk, whose regulatory requirements are under KRS Chapters 150 and 246, as well poultry, ratites, and corvine, that are privately owned and raised in a confined area for breeding stock, food, fiber, and other products.

MICROCHIP: A passive transponder which can be implanted in an animal, and which is a component of radio frequency identification (RFID) system. Such a system must be compatible with a scanner used by MAS.

OWNED CAT: Any cat that is a companion to a person is regularly fed and sheltered in that same person's habitation. All owned cats are required to be in compliance with all ordinances.

OWNER: Any person having a right of property in the animals and every person who keeps or harbors an animal or has it in his or her care or permits it to remain on premises owned or occupied by him or her.

PERSON: An individual, partnership, association, company, firm, business or corporation.

POULTRY: Chickens, ducks, turkeys, or other domestic fowl.

PUPPY: Any domestic canine younger than four months of age.

QUARANTINE: Humane confinement of an animal in a building in a manner which prevents the animal coming into unplanned contact with any other animal or human being.

SHELTER: All living areas shall be constructed and maintained to promote drainage of rainwater to prevent the accumulation of mud and/or water. Insulating bedding materials shall be provided during inclement weather extremes. Shelter should consist of three sides, top, and bottom.

TETHER. Defined as a rope or chain that is used to restrict an animal, so that it will stay in a particular area.

WILDLIFE: Bats, Bears, Beavers, Chipmunks, Coyotes, Deer's, Eagles, Foxes, Groundhogs, Lions, Minks, Moles, Monkeys, Muskrats, Opossums, Otters, Owls, Rabbits, Raccoons, Rodents, Skunks, Snakes, Squirrels, Tigers, Turtles, Vultures, Weasels, Wolves, and Any kind of birds

5. Procedure:

- a. **Animal Complaints:** During regular daytime business hours and scheduled shift all animal complaints will be dispatched to the on-duty Animal Control Officers (ACO).
 - i. **After Hours and off duty ACO:** If ACO is not on duty or an animal complaint comes in after regular business hours, then the call will be dispatched to an on-duty police officer if it involves vicious animals, possibly rabid, animal bites, or any other call that poses a danger to the public as approved by the on-duty patrol supervisor.
 1. **Non-emergency calls** are to be answered Monday-Friday during regular working hours which shall consist of the following:
 - **Stray animals**
 - **Animals running at large.**
 - **Nuisance animals**
 - **Routine pick-up of animals**
 - **Welfare checks/complaints by citizens**
 - ii. **Stray Sick or injured animals:** Should be handled by ACO
 - iii. **Dead Animals:** Deceased animals on sidewalks or roadways should be referred to the City Street Department, County Road Department, or State Highway Department and if a traffic hazard is presented then an officer shall be dispatched.
- b. **Animal Bites:** Complaints involving animal bites shall be dispatched to on duty ACO if during regular business hours.
 - i. After hours' bites shall be dispatched to patrol officer. If the offending animal has an owner, then the patrol officer shall advise owner to **secure** the animals and give them the **secure** information sheet.

- ii.* If the offending animal has no owner identified or is a stray, then ACO shall immediately confine animal at BRAWA for ten (10) days. This animal will be placed in a cage/kennel by itself.
- iii.* If rabies is diagnosed, the animal will be destroyed in a humane manner. Animal will be taken to the Veterinarian for the removal of the head. The head will be sent to the State Laboratory of Hygiene for diagnosis.
- iv.* Animal involved in the above case shall be confined for a period of ten (10) days on the owner's property or veterinarians. The owner of the set animals will pay any fines or fees.

c. Emergency Call Outs for ACO: For after-hours are to be answered 24 hours a day 7 days a week, which consist of the following:

- Stray Domestic Animal Bites
- Vicious Domestic Animal Complaints where capture is needed.
- Suspected Rabid Domestic Animal (Canine, Feline, Ferret)
- Owner Arrested or medically unavailable to care for animal with no other option for care.
- Any situation where a patrol supervisor believes these is a hazardous threat to public safety.

d. Animal Control Responsibilities:

i. Animal Control Officers

1. Enforce County and State ordinances, laws and resolutions related to animals.
2. Cooperating with the Health Department on enforcement of health-related laws of the State of Kentucky and Glasgow-Barren County pertaining to animals.
3. Answering citizen requests for assistance on animal related problems.
4. Pick up stray, sick, nuisance or confined animals.
5. Catching of animals by ketch-all pole or equipment provided.
6. Euthanasia/disposal of animals in a humane manner.
7. Help Glasgow Police Department and Barren County Sheriff Officer(s) when requested.
8. Completion of required paperwork.
9. Answer citizen questions on State and local ordinances, laws, and resolution
10. Receives animal control complaints and responds to complaints in a timely and courteous manner.
11. Maintains a neat and professional appearance that identifies him as an employee of the city.
12. Checks descriptions in "Lost Pets Book" against each animal picked up to determine if the animal has been reported as lost.
13. Issues citations as necessary
14. Sends notices as necessary in a timely manner.
15. Responds independently to complaints so that staff availability for other callouts can be maximized.
16. Shares in on-call rotation with other animal control officer
17. Treats each animal in a compassionate and humane manner.
18. Transports animals to veterinarians as needed.
19. Transports cadavers for disposal as needed.
20. Maintains vehicles in clean and good working order.
21. Maintains transport cages in a clean and sanitary condition.

22. Completes information cards accurately for surrendered or captured animals as soon they are brought into the shelter.
23. Works with staff with an attitude of camaraderie and teamwork that results in a positive cordial work atmosphere and efficient running of the shelter.
24. Is courteous to and cooperates with BRAWA volunteers, recognizing that the shelter is owned by BRAWA and was built through its efforts.
25. Maintains good working relationships with supervisors, co-workers, and the public.
26. Performs other related duties as required.
27. Completes euthanasia training and performs as necessary and in accordance with state regulations and AVMA guidelines.

ii. Animal Control Supervisor

1. Receives animal control complaints and responds to complaints in a timely and courteous manner.
2. Maintains neat and professional appearance that identifies him/her as an employee of the Animal Control
3. Responsible for euthanizing animals
4. Checks descriptions in "Lost Pet Book" against each animal picked up to determine if the animal has been reported as lost.
5. Schedules work hours for and supervises the activities of Animal Control Officers
6. Answers phone, takes complaints, and interacts with the public in a courteous and professional manner.
7. Balances Animal Control money drawer and takes money to City building.
8. Observes animals for signs of illness and initiates appropriate action if an animal is found to be ill.
9. Completes information cards accurately for surrendered or captured animals as soon as they are brought into the shelter.
10. Works with staff with an attitude of camaraderie and teamwork in a positive cordial work atmosphere and efficient running of the shelter
11. Is courteous to and cooperates with BRAWA volunteers, recognizing that the shelter is owned by BRAWA and was built through its efforts.
12. Maintains good working relationships with supervisors, co-workers, and the public.
13. Makes sure all invoices are paid and invoices are turned in to the City Hall
14. Performs other related duties as required.

e. Wildlife:

Kentucky is known for its abundance of wildlife. Glasgow-Barren County Animal Control is not authorized to handle nuisance wildlife problems. Animals Control will advise complaints to call Fish and Wildlife Dispatch for sick and injured animals. Animal Control will advise complaint to call Nuisance Wildlife Control Professional for nuisance wildlife.

f. Uniforms:

Animal Control will wear Class B which consists of a Polo shirt, Black or Khaki pants, and black boots.

g. Working hours:

The department's working hours are to be kept at 40 hours per week for non-emergency complaints.

1. The 40-hour work week runs Monday-Friday 8:00 a.m. to 4:00 p.m.
Supervisor- 7:00 to 3:00 p.m. Monday- Friday

Animal Control Officer- rotates every other week, 7:30 a.m. to 5:30 p.m. Monday-Thursday. Rotates every other week 8:00 a.m. to 4:00 p.m. Monday-Friday

2. Whenever weekend work has been assigned to full time officer, compensation will be in the form of paid overtime hours or pre-scheduled to allow for work assignment.
3. This department has at its disposal three (3) full-time Animal Control Officers
4. A 30-minute lunch will be scheduled when working an 8-hour day. When taking lunch break the officer will call out at his/her location.

h. **Taser/ O C Spray:** see Policy # 1.11

i. **Body-Worn Video Recording:** Policy # 17.16

j. S Organizational Chart for Animal Control Department

1. Glasgow- Chief of Police/Mayor