

CITY OF ANDERSON POLICE DEPARTMENT

Anderson, South Carolina

DIRECTIVE TYPE General Order	EFFECTIVE DATE August 9, 2011	NUMBER 2801
SUBJECT Animal Control	REVISED	
REFERENCE	AMENDS/SUPERSEDES All Others	
DISTRIBUTION All Personnel	RE-EVALUATION DATE Annual	NO. PAGES 13

I. Purpose:

The purpose of this policy is to establish procedures for responding to animal complaints, procedures for committing animals to be confined in the Animal Shelter and define responsibilities of Animal Control Personnel.

II. Policy:

The handling of animal complaints is a function that all officers of the Anderson Police Department must perform from time to time. Normally, the Animal Control Officer handles these matters during the hours that officer is on duty and the animal is taken to the Animal Shelter.

III. Procedures:

A. Administration:

1. The Chief of Police shall appoint personnel to the positions of Animal Control Officer.
2. All Animal Control Officers shall report directly to the Support Services Supervisor assigned.
3. The Chief of Police through the chain-of-command shall provide the Animal Control Officers with the necessary materials and safety equipment as required for the performance of their duties.

B. Definitions:

Animal: any non-human living creature.

Animal Control Officer: responds to all animal complaints during their tour of duty. Animal situations are the only routine preventative patrol this position engages. Should a situation present itself requiring physical arrest a Class 1 officer will be present or summoned. This position is prohibited from making full custody arrests. Firearms are authorized for use in only two situations, (1) proactive – to destroy an injured animal and (2) for defensive purposes.

Animal Shelter: Any premise designated by the City's governing body for the purpose of impounding, care or disposal of dogs or cats held pursuant to this ordinance.

Animal Bite: Animal bites are defined as instances when the victim's skin has been broken or penetrated by the teeth of an animal. Scratches caused by the claws or talons do not constitute an animal bite.

At-Large: any animal off the premises of the owner or keeper and not under physical control of the owner or keeper by means of a leash or other similar retrieving device.

Cruelty: knowingly or intentionally overloading, overdriving, overworking, ill-treating any animal; infliction of unnecessary pain or suffering on any animal.

Dangerous Dog: an animal of the canine family:

1. Which the owner knows or reasonably should know has a propensity, tendency or disposition to act unprovoked, cause injury or endanger the safety of humans or domestic animals; or
2. Which makes an unprovoked attack that causes bodily injury to a human and the attack occurs in a place other than where the animal is confined; or
3. Which is owned or harbored primarily or in part for the purpose of fighting or which is trained for fighting. An animal is not a "dangerous" animal solely by the virtue of its breed or species.

Nuisance Animal: Any animal whose conduct as permitted by the owner or keeper which disturbs the rights of, threatens the safety of or damages a member of the general public, or interferes with the ordinary use and enjoyment of their property, with such intensity or duration so as to constitute a continuing injury, annoyance, inconvenience or discomfort to the public health, safety and welfare. Frequency of conduct may be a factor in determining nuisance; however, one incident may be sufficient to declare an animal to be a nuisance animal if the officer deems necessary.

Owner: Corporation, association or other responsible person who knowingly allows animals to stay at their place of residence.

Restraint: An animal on the premises of its owner or keeper or if accompanied by its owner or keeper and under the physical control of the owner or keeper by means of a leash or other similar restraining device

C. Animal Control Officer Responsibilities:

1. Animal Control Officer(s) shall be responsible for responding to all animal complaints during their tour of duty. They shall retain the authority and discretion to resolve animal complaints and shall do so by employing only approved practices and procedures.
2. Animal Control Officer(s) shall receive training in all currently recognized methods and practices in dealing with animal complaints, including, but not limited to, the capture, control, confinement, release and destruction of animals.
3. Animal Control Officer(s) shall be responsible for completing incidents reports, non-criminal reports, monthly officer activity report and any other required documentation detailing calls and officer activity (i.e. Maintaining Nuisance Notices, etc) These reports shall be completed and submitted on daily, monthly and as needed, basis to the Support Services Supervisor.
4. Animal Control Officer(s) shall be responsible for requesting from their immediate supervisor all supplies needed.
5. Animal Control Officer(s) shall maintain a log or chart indicating the location of traps set within the city and a suspense date for checking set traps.

D. Animal Control Vehicles:

1. The City of Anderson Police Department will retain vehicles for use by Animal Control Officer(s). The primary usage of these vehicles will focus on, and should be limited to, animal control activities. Persons authorized to operate the animal control vehicles will, at all times, comply with the department's regulations for the operation of vehicles under law enforcement conditions. There are no special licenses or training requirements for the operation of an Animal Control Vehicle. **(These vehicles will be operated under emergency or pursuit conditions in accordance with General Order 1503.2 Police Vehicle Operations).**
2. The animal control vehicles may be utilized in a secondary role as a general transport/utility vehicle to meet the other needs of the department. Shift Supervisors may authorize any sworn officer of the department to operate the vehicles on these occasions. In all instances, only a sworn officer of the department or Animal Control Officer, who currently retains a valid South Carolina Driver's License, shall operate the vehicles.

3. Animal Control Officer(s) are responsible for all maintenance and upkeep of the animal control vehicle and all equipment stored in the vehicle, which they are assigned. The equipment which would typically be stored in the vehicles may include, but are not limited to:
 - a. Animal Traps
 - b. Carrying Cages (for small animals)
 - c. Leashes and similar materials
 - d. One (1)-dog pole
 - e. Leather Gloves
 - f. Tranquilizer dart gun
 - g. Pepper Spray (for use on animals)
 - h. Cat and Dog Food

E. Enforcement Options:

1. Animal Control Officer(s) and every patrol officer shall have the authority and discretion to enforce the City Codes and/or the South Carolina Code of Laws 1976, as amended, relating to animals or fowls by:
 - a. Verbal discussions with the owner or person in possession or control of the animal, in an attempt to resolve the dispute through informal means.
 - b. Issuance of a letter of notification of the violation of a City Ordinance regulating animals or fowls. This notification letter may be delivered either by mail service or served in person by an officer.
 - c. Issuance of a Warning Ticket informing the owner or person in possession or control of the animal that a violation of law has occurred.
 - d. Issuance of a citation to the Anderson Municipal Court to the owner or person in possession or control of the animal.
 - e. Impoundment of the animal at the Animal Shelter.

F. Animal Control Calls

1. Prioritization of Calls:

An Animal Control Officer will receive a variety of calls each day. Prioritizing calls must be done according to the situations as they arise. Calls will range in their degree of seriousness and priorities, which will be ever changing. The community's health and safety is always the major determining factor. Receipt of accurate and thorough information from the complainant is mandatory if calls are to be properly prioritized in the order of their importance.

- a. Emergency Calls:
 - Loose bite animals
 - Vicious/dangerously behaving Animals

- Sick/injured animals
 - Police Officer standing by
 - Suspected rabid animals
- b. Priority Calls
- Potentially dangerous situation (i.e. stray in school yard, public function, etc.)
 - Penned animals
 - Cruelty calls (based upon the type of complaint)
- c. Non-Emergency Calls
- Loose animal complaint
 - License check
 - Animal in trap
 - Barking/Howling complaint
 - Unsanitary conditions
 - Wild animals (based upon animal activity at time of complaint)
 - The humane care and handling of all animals is the foundation for the City of Anderson Police Departments Animal Control policy and procedures. It shall be the responsibility of all animal control personnel to maintain the dignity of the animals during:
 - a. The capture of all animals
 - b. The transport of all animals
 - c. The housing of all animals at the Animal Shelter

G. Catch Methods:

1. All animals cannot be caught or apprehended in the same manner. Apprehension of dogs at large is one of the most difficult tasks for animal control personnel. Whatever method of capture is used, it shall be the most humanely possible, consistent with the safety of the animal control personnel and other persons who may be present.
2. Animal control officer(s) should not use more force than required nor cause the animal any more pain or discomfort than is necessary. Since most of the animals involved are dogs, animal control personnel should know as much as possible about the psychology and the reaction of dogs under certain situations.
3. To carry a small dog, place the right hand under the body of the animal, with the index finger passing between the front legs. The finger should hold the chest. The dog should be lifted so that the body is resting on the right hip and hold the dog steady by the right forearm. Place the left hand holding the dog's neck away from you with a leash so that no bite may occur.
4. To carry a large dog, kneel down, pick up and hold the dog by cradling the chest and rump in your arms. The hands press the dog's body to yours. If the dog shows signs of biting, do not attempt to carry the animal.

5. Animal control officers shall not:
 - a. Carry or drag an animal by the skin, limbs or leash unless necessary.
 - b. Lead the animal by improper leashing.
 - c. Place the animal in the animal control vehicle without assuring that the door to the cage is secured.

H. Procedures and equipment for apprehending animals:

1. Calling or picking up with hands: Animal control officers may call some animals and simply pick up and place the animal in the animal control vehicle. These animals shall be picked up and carried to the animal control vehicle in the manner described above, or leashed and led to the animal control vehicle.
2. Catch pole: Some animals will become completely submissive when the catch pole loop is placed around their neck. These animals may be led to the animal control vehicle and loaded by supporting the hindquarters and holding their neck away. If the animal reacts to the catch pole more violently, then allow a few seconds for the animal to settle down or become calm, before moving and unloading the animal in the animal control vehicle. Animal control officers shall always support the hind quarters of the animal when it is picked up by the catch pole to be placed in the animal control vehicle.
3. Tranquilizing Devices: tranquilizing device shall be used when the animal cannot be apprehended by the animal trap and/or catch pole or the animal is a danger to the community or other animals. Once a tranquilizer has injected the animal, animal control personnel shall make every reasonable effort to apprehend the animal. The animal control personnel when using the tranquilizing device, in order to maintain the health and safety of the individuals in the area and the tranquilized animal, shall take every reasonable precaution.

I. After-Hours Call Out:

The Animal Control Officer(s) will be subject to call out as any other employee. Call out for the Animal Control Officer must be approved by their immediate supervisor unless deemed an emergency by the working patrol supervisor.

J. Animal Bite Complaints:

Officers who are dispatched to the complaint shall view the victim and determine whether an animal bite has in fact occurred. If so, sufficient information should be gathered to complete an incident report.

1. If the owner of the animal is known, verify the animal's rabies vaccination record. If rabies vaccination cannot be verified, the animal must be impounded and confined at the animal shelter. If vaccination is confirmed, order the owner to confine the animal to their premises for a ten (10) day period. If the complaint of a dangerous dog is founded, the dog may be impounded until a trial.

2. If the owner is unknown, capture the animal and proceed with impoundment of the animal.
3. If it is not possible to capture the animal, learn the area where the animal is frequently seen and continuously monitor the area until capture can be made.
4. Officers shall forward all information received concerning the vaccination history of the animal to the victim, animal shelter and DHEC at the earliest opportunity.
5. When the victim is the owner of the animal, they will be instructed to quarantine the animal as described in this section.
6. The victim shall be requested to seek medical treatment for the wound and to notify the City of Anderson Police Department's Animal Control Officer(s) of the treatment received.
7. If the animal bite was caused by a wild animal the animal shelter and DHEC will be notified of the situation.

K. Dangerous Animals:

Complaints of dangerous animals, especially running at large, need immediate attention.

1. When responding to a complaint of a dangerous animal, the appropriate actions should be taken as soon as possible, to diminish the chance of injury to anyone. It may be required to:
 - a. Verify that the animal is dangerous. Identify who was attacked, where, when and what injuries received. Advise victim to seek appropriate medical treatment, if necessary.
 - b. If the situation is such that a citizen is being attacked or an officer is being attacked, destruction of the animal may be necessary. Safety of all parties involved must be of paramount consideration. If time will permit, appropriate approval should be obtained, as this is a last resort.
 - c. The owner or custodian of the animal should be determined and instructed to restrain the animal. A Notice of the Violation should be issued to the owner or custodian.
 - d. Dangerous dogs as defined must be confined securely indoors in a securely enclosed fence or securely enclosed and locked pen or run area upon the owner's premises. The pen or run area must be clearly marked as containing a dangerous animal and must be designed to prevent the entry of the general public and to prevent the escape or release of the animal.

L. Suspected Rabid Animals:

Complaints of suspected rabid animals should be given immediate attention.

1. The owner or custodian should be identified and the vaccination status determined. The owner or custodian must be able to display a vaccination certificate or the animal will be handled as though it has not been vaccinated.
2. In cases of suspected rabies where vaccination cannot be confirmed, (i.e., owner not sure or owner cannot be located), the animal shall be impounded and confined at the Animal Shelter for a period of not less than ten (10) days.
3. Before an animal suspected of having rabies is handled, animal control personnel shall take the appropriate steps to protect against a possible bite from the animal (i.e., jacket, gloves, etc, will be worn).
4. If destruction of such an animal is deemed necessary, the Animal Control Officer shall ensure that destruction is accomplished in the least public manner possible and as humanely as possible, ensuring that the head of the animal is not damaged and is preserved for analysis to confirm rabies. The Animal Control Officer shall then forward the animal to the Animal Shelter or DHEC for the appropriate analysis.

M. Animals Running At Large:

All dogs must be kept under restraint within the city limits of Anderson. Any person who owns or keeps a dog must confine such dog in an enclosure or keep it on a leash. Any dog not so restrained will be deemed unlawfully running at large within the city limits. Dogs deemed to be dangerous shall be restrained.

1. Any animal found at large shall be seized and impounded by the animal control officer, and shall be kept in custody until the penalties have been paid and such animal has been reclaimed by the owner or agent in charge of the same, or until otherwise disposed of.
2. The running at large in any of the streets, way or public places of the city of any livestock shall be prohibited and the same is hereby declared to be a public nuisance.
3. If the animal has upon it the name and address of the owner, or if such name and address is known, the animal shelter will contact the owner to advise them of the procedures for the release of the animal.

N. Sick or Injured Animals:

When arriving, assessment should be made as to whether the animal is sick or injured.

1. The owner or custodian should be notified. If notification cannot be made, the animals should be admitted to the Animal Shelter and continuous attempts made to identify the owner.
2. If notification can be made, return the animal and advise them to seek appropriate medical treatment.
3. If destruction is deemed necessary, the Animal Shelter shall dispose of animal in the most humane way possible.

O. Dead Animals:

Dead animals on public right of ways will be picked up by the Street Department. Dead animals on private property shall be the responsibility of the property owner.

P. Animal Cruelty:

Animal cruelty consists of many different forms. Animal control personnel should investigate all complaints of animal cruelty, to confirm the complaint and determine the appropriate action to be taken. All attempts should be made to work with the owner to the betterment of the animal's condition. If the owner does not cooperate with animal control personnel, then the following actions may be taken:

1. Obtain a search warrant for the animal.
2. Issue a citation to the owner for said offense.
3. Obtain an arrest warrant for the owner for said offense.
4. Contact the Animal Shelter, if needed.
5. Upon confirmation of animal cruelty, charges should be placed for incidents of mistreatment of animals. The owner will be advised of the charges being placed and provided the necessary legal documents (citation, arrest warrant) for their appearance in court.

Q. Dogs Constituting a Nuisance per Secs. 18-57--18-85:

Animal control personnel responding to such complaints of nuisance will determine if the complaint is justified and will identify the owner of the animal.

1. The owner will then be given notice to abate the nuisance.
2. If additional complaints are received on the same dog for the same nuisance, animal control personnel shall issue a citation.
3. Previous and/or current complainants shall be summoned as witnesses.

R. Barking/Howling Dogs:

Complainants should be advised that due notice will be given to the owner and written notice provided to the owner, if possible.

1. After the notice has been provided, repeat violations will result in the issuance of a citation and/or arrest warrant.
2. Previous and/or current complainants shall be summoned as a witness.

S. Wild Animals:

When answering a complaint of a wild animal in the City of Anderson and it is determined that the animal must be destroyed, both safety and humane interests must be of great concern.

Complaints involving trapped wild animals should be handled as follows:

1. Take the animal to an appropriate location and release.
2. Destroy the animal, if circumstances warrant and state law so permits.
3. In either case, written documentation and supervisory notification is required.

T. Complaint Follow-Ups:

1. Initial contact:
 - a. Speak with the complainant and gather all pertinent information concerning the call.
 - b. Contact the complainant before leaving the area, as to the status of the complaint.
2. Complainant unavailable:
 - a. Patrol the area and make attempts to solve the problem.
 - b. Return to the complainant's address and again attempt to make contact.
 - c. If no contact is made with complainant, then gather all information possible about the complaint from the dispatcher and contact the complainant at a later date.
 - d. If an animal is seized, leave a description of the animal picked up and request for the owner information.

U. Escapes:

1. Notify the dispatcher.
2. Make every possible attempt to recapture the animal.
3. In the event that the animal control personnel fails to capture the animal, return to the complainant's residence and advise them of the status of the animal.

V. Traps:

Live animal traps are frequently used to capture stray or unruly animals. They are a humane way to confine an animal until the animal can be brought to the Animal Shelter. In many instances, the baited traps are the only way to catch a stray dog, cat or any other animal that is causing problems in the community.

1. Appropriate usage:
 - a. The animal cannot be caught by hands or with the use of a rope, catch pole, etc.
 - b. The area is too open to allow for capture (i.e.; fields, unfenced yards, etc).

Initial Contact:

1. The owner of the property shall be notified when a trap is placed on their property and shown the proper way to operate the animal trap.
2. The property owner should understand that the trap is a live animal trap and must be monitored every six (6) to eight (8) hours and every two (2) to three (3) hours during inclement weather. Citizens may be responsible for baiting animal traps and the animal traps will be removed at the Animal Control Officer's discretion.
3. Property owners shall call City of Anderson Police Department, if an animal becomes trapped. If the animal is trapped after business hours, then the property owner shall call the next business day. If the animal trapped is not the intended target, the owner may turn the animal loose. The Animal Control Officer shall keep a log of all animal trap locations with the property owner's name, address and phone number.

Follow-Up:

1. Animal Control Officer should monitor all animal trap locations daily.

Setting Live Animal Trap:

1. Set the trap on the property of the person who has requested the live trap.
2. Affix the trap so it may stay stationary.
3. Do not affix the trap to anything that will damage the property of the owner.

Animal Removal:

If the animal trapped is the intended animal to be trapped, the animal shall be taken to the Animal Shelter.

Trap Removal:

1. The trap will be removed from their property at the discretion of the Animal Control Officer.
2. Animal control officers shall clean the trap of all old food, cans, leaves and/or trash.
3. Animal control officers shall check the trap for any needed repairs.
4. Document removal of the trap on the trap location log book.

W. Animal Shelter:

The mission of the Animal Shelter is to provide an animal shelter for the citizens of the city and county of Anderson, with effective and cost efficient animal control programs for the humane disposition of stray and/or unwanted animals and the concentrated promotion of proper pet management and animal welfare. (NOTE: The City of Anderson contracts with the Humane Society for the purpose of providing an Animal Shelter.)

X. Uniforms:

Uniforms will be issued to all City of Anderson Police Department Animal Control Officers. The uniform shall be worn while on duty, during any court appearance or any function in which the employees are representing the City of Anderson Police Department. Supervisors may make exceptions for certain training events. City of

Anderson Police Department Animal Control Officers shall wear the prescribed uniform that is consistent with the content of this order and all grooming standards of General Order 1508.1 Uniforms, Equipment and Grooming.

Pants:	BDU's
Shirt:	BDU Shirt with the words Animal Control Inscribed/attached.
Shoes:	Any black smooth finish plain toe low quarter shoe or boot with standard heels and soles is acceptable. All shoes must be maintained in good condition and polished at all times. The trooper boot is acceptable. Platform soles are not acceptable.
Badge:	City of Anderson Police Department Animal Control Badge
Socks:	Only black colored socks are acceptable if visible above the boot top.
Coats:	See General Order 1508.1, Uniforms, Equipment and Grooming.
Sweaters:	See General Order 1508.1, Uniforms, Equipment and Grooming.
Rain Coats:	Rain coats are authorized for use with the official uniform, when appropriate. No patches or insignia shall be worn on the rain coat.
Duty Belt:	Black nylon belt with authorized standard accessories, O/C Pepper Spray, Taser and Radio.

By order of:


Martin D. Brown, Chief of Police

10-14-11
Date