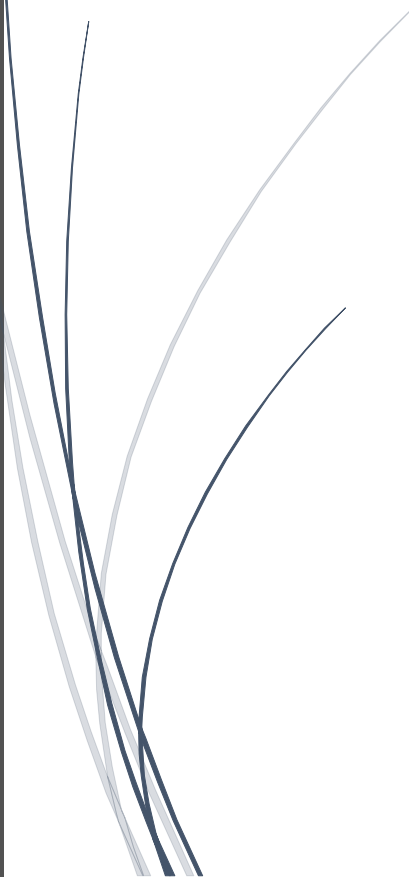





Animal Control Policy

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	Standard Operating Guideline: Animal Control AC1 General Regulations	
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I. General Regulations:

A. Vacation and sick leave.

- 1) Employees shall be guided by the vacation and sick leave policies outlined in the Franklin County Employee Manual.
- 2) Officers shall notify the animal control supervisor as soon as possible when they are unable to work due to illness.
- 3) The animal control supervisor or his/her designee will notify the communications center of any changes to the "on call" status of animal control officers.
- 4) Vacation leave requests are to be submitted in writing to the animal control supervisor for approval at least 2 weeks prior to the beginning of any scheduled leave.
- 5) The animal control supervisor shall be notified as soon as possible of any employee leave related to illness in order to provide for adequate staffing of the animal shelter.

B. Purchasing

- 1) Purchases in excess of \$500.00 require approval of the animal control supervisor.
- 2) Receipts shall be forwarded to the Shelter Manager upon receipt for payment.
- 3) Employees shall endorse or initial every purchase receipt with the following information:
 - a. Name
 - b. Date of purchase
 - c. Project description

C. Vehicles

- 1) Employees shall maintain their assigned vehicle in accordance with the Department of Public Safety SOG OPS 2.
- 2) Employees are expected to keep the interior and exterior of their vehicle clean, fueled and stocked with necessary equipment at all times.
- 3) Vehicles shall be equipped as required by state regulations from the Virginia Department of Agriculture for animal control.
- 4) The global positioning system (GPS) and vehicle mounted camera on county vehicles will not be disabled or tampered with by employees.
- 5) Employees shall notify the animal control supervisor when they note the global positioning system (GPS), or vehicle mounted camera is not operational.


D. Uniforms/ Dress

- 1) Uniforms shall be clean and in a good state of repair.
- 2) Class A uniforms shall be worn for Circuit Court.
- 3) Long sleeve shirts will be worn with Class A uniforms for all Circuit Court appearances. Shoes must be polished.
- 4) Class A uniforms for sworn employees shall consist of the following items:
 - a. Navy blue dress pants.
 - b. Navy blue long sleeve button up shirt.
 - c. Dark blue necktie
 - d. Dress shoes
 - e. Gun belt
 - f. Officer badge and nameplate.
 - g. Winter or windbreaker jacket.

- 5) Class B uniforms for all employees shall consist of the following items:
 - a. Navy utility pants.
 - b. Navy collared polo shirt, t-shirt or sweatshirt with emblem and Animal Control markings.
 - c. Black work boots.
 - d. Nylon web gear gun belt and gun belt accessories.
 - e. Baseball style hat with embroidered emblem.
 - f. Heavy weight work coat of jacket with embroidered emblem.
- 6) To reduce potential hazards to sworn employees, hair shall be trimmed or restrained in a manner that does not touch the collar when working to prevent hazards to employees.
- 7) Employees shall adhere to the Department of Public Safety operational guidelines regarding tattoos, body piercings, and jewelry while on duty.
- 8) Animal Shelter staff shall wear a staff shirt with the animal shelter logo, navy blue pants, and closed toe shoes or boots while on duty. Scrubs are permitted for shelter staff.
- 9) Department issued uniform with markings shall be worn at all times

E. Officer and Shelter Staff Conduct

- 1) Officers shall always conduct themselves in a professional manner.
- 2) Employees shall treat others with courtesy, respect, and professionalism. This includes co-workers as well as the general public.
- 3) Complaints against an Animal Control Officer or Shelter Staff will be investigated by the Animal Control Supervisor or their superior.
- 4) The animal control supervisor shall notify officers of any complaints received unless notification will compromise the integrity of the investigation.
- 5) Any disciplinary actions will be in accordance with the Franklin County Human Resource Management Policies and Procedures Manual.

	Standard Operating Guideline: Animal Control AC2 Communications	
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II. Communications:

A. Voicemail:

- 1) Officers will check voice mail messages left on their county issued cell phones as they are received during normal business hours. Messages should be returned as soon as possible. Shelter staff will check messages for the shelter, and they shall be returned as soon as possible.
- 2) The recorded phone message will be updated to reflect changes in Animal Shelter hours of operation due to emergencies, weather related closings, and holidays.

B. Email:

- 1) Officers and shelter staff shall check their county email at least once per scheduled shift, unless given an assignment by a supervisor that would prevent them from doing so.

C. Animal Complaints:

- 1) Officers shall attempt to answer any animal complaints the same day as received, if possible. In the event the animal complaint was received after hours or on a weekend, the complaint should be answered the next regular business day. If a complainant cannot be contacted, a notation denoting the time and date of each attempt shall be entered on the complaint form.

D. Phone Procedure:


- 1) Phone calls will be answered in a professional, courteous manner by staff.
- 2) Any Animal Control complaints received by shelter staff will be forwarded to the Franklin County Sheriff's Office Communication Division for dispatch and recording of the call. Animal Shelter requests will not be forwarded and will be handled by shelter staff.

E. Officers shall notify the Communications Center at the beginning and at the end of each shift.

F. Officers shall carry their issued portable radio and cell phone when on duty.

G. Officers shall notify the communications center via radio or cell phone of any address or location that the officer marks out at in the performance of their assigned duties.

H. Officers shall be responsible for documenting the disposition and any pertinent information related to the calls for service through dispatch or via their MDT in their vehicle.

	Standard Operating Guideline: Animal Control AC3 Animal Intake Procedures	
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III. Animal Intake Procedures:

A. Owner surrendered animal:

- 1) Owner defined: Section § 3.2-6500 of the Code of Virginia defines "Owner" as any person who:
 - a. Has a right of property in an animal;
 - b. Keeps or harbors an animal;
 - c. Has an animal in his care; or
 - d. Acts as a custodian of an animal.

- 2) When an animal is delivered to the shelter and surrendered by the owner, the receiving employee shall advise the owner that there is no minimum holding period. Virginia Department of Agriculture regulations shall be followed which state that the animal is available for immediate disposition which includes adoption, transfer and euthanasia of the animal.

- 3) Staff shall obtain positive identification from individuals delivering animals to the shelter and record on relinquishment form.

- 4) Any citizen desiring to surrender their animal shall submit a form relinquishing all rights to the animal, shall sign a statement stating if the animal has/has not bitten a person or another animal while in the owner's custody and transfers ownership of the animal to Franklin County Animal Control and Shelter.


- 5) Although efforts will be made to find another owner for the animal, staff should advise the owner to read the form carefully as the owner acknowledges that the animal may be euthanized.
- 6) Staff shall inspect owner surrendered animals for tattoos and be scanned for identification microchips upon entry into the shelter. This information will be recorded in the animal control database record for the animal. Original signed relinquishment form will be kept for a minimum of 3 years.

B. Stray Animals:

- 1) Upon intake, staff shall complete the required forms and checklists and enter that information into the animal shelter database. All available information will be documented.
- 2) All incoming animals shall be inspected for tattoos and scanned for identification microchip when custody is obtained, upon entry into the shelter and prior to disposition.
- 3) Animals bearing any form of collar, tattoo, or microchip will be held a minimum of 10 days starting the day after intake in accordance with § 3.2-6546 of the Code of Virginia prior to disposition.
- 4) Staff shall obtain positive identification from individuals delivering stray animals to the shelter and document on stray animal release.
- 5) Stray animals not bearing identification shall be held for a minimum of five 24-hour days starting the day after intake in accordance with 3.2-6546 of the Code of Virginia prior to disposition.

C. Impounded Animals:

- 1) Animals classified as unadoptable shall not be held for a period of more than 10 days past their disposition date unless used as evidence in a court case.
- 2) Un-adopted animals held over 60 days will need to be re-evaluated taking available space into consideration for disposition.

	Standard Operating Guideline: Animal Control AC4 Animal Adoption/Transfer Procedure	
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IV. Animal Adoption/Transfer Procedure:

A. Animal Adoptions:

Potential adopters shall live in Franklin County or adjoining locality. Adoptions shall take place during the Animal Shelter scheduled hours of operation. All adoptions shall comply with section§ 3.2-6546 of the Code of Virginia. All individuals adopting animals shall:

- 1) Be 18 years of age or older.
- 2) Provide positive proof of identification prior to adopting any animal.
- 3) Sign a form stating they have not been charged with animal cruelty or are prevented from owning animals by the court.
- 4) Sign a legal contract which notes the deadline for sterilization of the animal prior to taking possession of the animal. Adopted animals shall be sterilized within 30 days of reaching 4 months of age.
- 5) Pay all adoption fees prior to taking possession of the animal.
- 6) Not adopt more than two animals within a 30-day period.
 - a. Adoption fees shall be set by the Franklin County Board of Supervisors.
 - b. Animals will be adopted on a first come, first serve basis.

c. The Shelter Staff shall have the right to refuse adoption of any animal based on any of the following reasons:

- 1) Special needs of the animal
- 2) Health care needs of the animal
- 3) Temperament of the animal
- 4) Ability of potential adopter to provide adequate care
- 5) Staff feels the adopter would not be a beneficial match with animal


E. Animal Transfer

- 1) Animals may be transferred only in accordance with Virginia Department of Agriculture guidelines to state authorized animal shelters, humane societies, or to a certified releasing agency in accordance with § 3.2-6546 of the Code of Virginia.
- 2) Animals will only be released into the custody of registered agents of the receiving agency by signing a transfer contract.
- 3) All agents of animal shelters, humane societies, and releasing agencies must provide proof of affiliation with their respective agency.
- 4) Prior to releasing any animal to a registered agent, the animal shelter, humane society, or certified releasing agency shall provide confirmation that the agent has never been convicted of animal cruelty, animal neglect, or animal abandonment in accordance with § 3.2-6546 (D1).
- 5) No agent may transfer any animal out of the animal shelter on behalf of another agency unless registered as an agent for both animal welfare agencies.
- 6) All animal transfer forms, and documentation shall be completed in person at the Franklin County Animal Shelter prior to release of any animal.

- 7) Animals shall not be transferred until they have been made available for adoption to the general public for a reasonable amount of time.

F. Returning Pets to Owners

- 1) Prior to releasing any animal from the shelter, staff shall obtain the following from the rightful owner.
 - a. Positive identification verifying name, address, and date of birth.
 - b. Boarding fee and any applicable pick up fees and/or charges associated from each animal.
 - c. A completed owner release form

	Standard Operating Guideline: Animal Control AC5 Animal Shelter Operations	
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V. Animal Shelter Operations:

A. Housing:

- 1) Animals in the facility shall be cared for in accordance with regulations established by the Virginia Department of Agriculture and Consumer Services and outlined in the Virginia Administrative Code sections §3.2-6501
- 2) Floors and walls of each enclosure shall be properly cleaned and disinfected daily in accordance with state regulations referenced above.
- 3) A comfortable ambient temperature of the animal holding areas shall be maintained in accordance to state regulations referenced above.
- 4) Each building and enclosure shall provide adequate ventilation in accordance with state regulations referenced above.
- 5) Provisions shall be made for the separation of animals according to species, sex, age, and temperament.
- 6) Animals shall be maintained in quarters to prevent their escape, protect them from injury, and safeguard them from being stolen.

B. Feeding:

- 1) Each animal shall be provided adequate feed as defined in §3.2-6500 (sufficient, nutritive, accessible, easily consumed, provided in a sanitary manner at suitable intervals, at least daily).

- 2) Puppies and kittens shall be fed with appropriate food for their size.
- 3) Animals should be fed on the date they arrive and depart the facility.
- 4) Each animal shall be provided adequate water as defined in §3.2-6500 (clean, fresh, potable, drinkable temperature, enough volume, at suitable intervals to maintain normal hydration).

C. Veterinary Services:

- 1) Veterinary care for animals will be provided in accordance with §3.2-6503 of the Code of Virginia when needed to prevent suffering or impairment of health, disease progression, or disease transmission.
- 2) Staff may transport any animal needing emergency veterinary treatment to any veterinary facility that may be able to provide care. "Emergency veterinary treatment" means veterinary treatment to stabilize a life-threatening condition, alleviate suffering, prevent further disease transmission, or prevent further disease progression.
- 3) If the animal has identification, a reasonable effort shall be made to locate the owner and care shall be given to make the animal as comfortable as possible.
- 4) If the animal has no identification, the veterinarian should be asked to provide emergency veterinary care as defined in §3.2-6500 of the Code of Virginia. In the event the animal is paralyzed or has a mortal injury it should be euthanized to prevent suffering.
- 5) After business hours, if no local veterinary care facility is available, staff may contact Emergency Veterinary Services of Roanoke, located at 2805 Hershberger Road, N.W. Roanoke, VA. Phone: (540) 563-8575

D. Euthanasia Guidelines:

- 1) Staff performing euthanasia shall maintain certification as required by the Virginia Department of Agriculture in accordance with Directive 79-1 and § 3.2-6546 of the Code of Virginia.
- 2) The Euthanasia process shall include the following steps as required by state regulations:
 - a) Assemble and verify that all needed equipment is functional.
 - b) Two staff personnel shall be present to assist with the euthanasia process.
 - c) Ensure that all necessary equipment and medications are available
 - d) Staff performing the procedure shall verify the correct animal is being euthanized prior to starting the procedure.
 - e) Prior to the beginning of the procedure all animals shall be scanned for ID chips and/or tattoos.
 - f) Staff shall perform euthanasia in accordance with the humane standards as instructed in the certification course.
 - g) Animals are to be euthanized by injectable drugs as approved by Virginia Directive 79-1.
 - h) Ensure the proper selections of hypodermic needles are used for the appropriate size animal.
 - i) Ensure the proper amount of drug is given.
 - j) All animals are to be sedated before euthanasia with a mixture of Telazol and sterile water.
 - k) Euthanasia dosage shall consist of 1 cc of pentobarbital sodium per 10lbs. and administered by IV or IP injection.
 - l) Intravenous administration is the preferred administration method, although other approved methods per Virginia Directive 79-1 may be used.
- 3) Determination of death:
 - a) All animals shall be checked to make an accurate determination of death by stethoscope, thoracic palpation, visual observation, corneal reflexes, and toe pinch reflexes.
- 4) Carcass disposition:
 - a) All animals shall be disposed of in accordance with guidelines approved by the Animal Control supervisor and in accordance with Virginia Department of Health regulations.

E. Animal Shelter Cleaning Procedure:

1) Cat Holding Area:

- a) The cat holding area should be the first area that is cleaned daily.
- b) Prepare vacant cages with bedding, food and water.
- c) Transfer all cats to the clean cages.
- d) Remove all bedding, food, and water containers from the dirty cages and place in the trash can.
- e) Fill the sprayer with disinfectant and foam the inside of all empty cages with hot water.
- f) Scrub the cages with a brush to remove any material that is stuck to cages.
- g) Spray the cages again with disinfectant, and then squeegee them dry.
- h) At no time shall the animals get wet.

2) Dog Runs:

- a) Move dogs to the adjacent or outside runs.
- b) Clean the solids from the runs.
- c) Foam the outside walls and floors with cleaner and hot water.
- d) Scrub all surfaces with a brush until clean.
- e) Rinse and repeat then squeegee the surfaces dry.
- f) At no time shall the animals get wet.
- g) Allow dogs to go outside and repeat the cleaning process inside. All surfaces in the inside shall be cleaned and disinfected.
- h) All water and food bowls should be cleaned and sanitized

3) Quarantine Room:

- a) Clean and disinfect as you would the dog runs.
- b) At no time shall the animals get wet.

4) Office and Bathroom:


- a) Empty all trash cans and take trash to dumpster.
- b) Sweep and mop the floors.
- c) Dust all furniture.

5) General Grounds:

- a) All trash should be taken to the dumpster for disposal.
In the event of ice or snow, clear all sidewalks of ice and spread chemicals to melt ice.
- b) Maintain gates as needed and any perform routine maintenance as necessary on all equipment.

6) Hours of Operation:

- a) The Franklin County Animal Shelter will maintain hours that are accessible to the general public.
- b) Holidays:
 - 1) The animal shelter shall observe holidays as approved by county policy and as adopted annually by the Board of Supervisors.
 - 2) During holiday closings the shelter manager shall ensure the shelter is cleaned and maintained.
 - 3) The shelter manager shall ensure that all animals are fed given fresh water at the normal scheduled feeding times.
 - 4) The shelter manager shall ensure that all animal holding areas have been cleaned in accordance with section E of this document.

	Standard Operating Guideline: Animal Control AC6 Enforcement Operations	
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VI. Animal Control Enforcement Operations:

A. Human Exposure to Companion Animals:

- 1) Human Exposure guidelines (animal located by officer):
 - a) Human exposure occurs when a person is bitten, scratched, or injured by a mammal that can transmit the rabies virus.
 - b) Animal control officers shall respond to all reports of human exposure in which a companion animal caused the exposure to occur.
 - c) The Virginia Department of Health is responsible for investigating all instances of human exposure caused by animals.
 - d) Animal Control Officers shall investigate the circumstances of the exposure and compile an exposure report. All information should be documented accordingly within the exposure report.
 - e) Animal Control Officers shall locate the animal suspected of causing the exposure and shall document all ownership information.
 - f) Animal Control Officers shall interview the owner of the suspect animal and document rabies vaccination records for the suspect animal on the exposure report.
 - g) Animal Control Officers shall notify the owner of the animal to quarantine the animal immediately. Officials with the Virginia Department of Health will specify the exact quarantine period based on health department policy and guidelines.
 - h) Animal Control Officers shall notify the Virginia Department of Health as soon as possible that an exposure has occurred. In no case shall the notification exceed 48 hours.
 - i) Animal Control Officers shall submit the completed exposure report to the health department and a IBR report will be completed and submitted to the

Animal Control Supervisor.

- j) In the event no owner can be found, or the animal is unclaimed. Animal Control officers shall capture and take possession of the suspect animal. The animal shall be transported to the animal shelter and placed in isolation per state guidelines.
 - k) In the event the owner cannot quarantine the suspect animal at home, Animal Control Officers shall take possession of the animal where it will be placed in isolation at the animal shelter per state guidelines.
 - l) Any canine or canine crossbreed that has bitten, attacked OR Inflicted significant injury on a companion animal that is a dog or cat or killed a companion animal that is a dog or cat, the animal control officer shall apply to a magistrate serving the jurisdiction for the issuance of a summons requiring the owner or custodian if known to appear before General District Court at a specified time. No law-enforcement officer or animal control officer shall apply for a summons pursuant to subsection B If upon investigation, the officer finds in the case in the case of an injury to a companion animal that is a dog or cat, that no serious injury has occurred as a result of the attack or bite, that both animals are owned by the same person, or that the incident originated on the property of the attacking or biting dog's owner or in the case of an injury to a person, that the injury caused by the dog upon the person consists solely of a single nip or bite resulting only in a scratch, abrasion, or other minor injury. In determining whether serious injury to a companion animal that is a dog or cat has occurred, the officer may consult with a licensed veterinarian.
- 2) Human Exposure guidelines (animal NOT located by officer):
- a) Human exposure occurs when a person is bitten, scratched, or injured by a mammal that can transmit the rabies virus.
 - b) Animal control officers shall respond to all reports of human's exposure in which a companion animal caused the exposure to occur.
 - c) The Virginia Department of Health is responsible for investigating all instances of human exposure caused by animals.
 - d) Animal Control Officers shall investigate the circumstances of the exposure and compile an exposure report. All information should be documented accordingly within the exposure report.
 - e) Animal Control Officers shall obtain a complete description of the suspect animal.
 - f) Animal Control Officers shall make every effort to locate the suspect animal.

- g) Animal Control Officers should place a trap at the scene of the exposure and attempt to capture the suspect animal. Animal trapping policies shall be followed by officers.
- h) Animal Control Officers shall notify the Virginia Department of Health as soon as possible that an exposure has occurred. In no case shall the notification exceed 48 hours.
- i) Animal Control Officers shall submit the completed exposure report to the animal shelter administrative assistant for submission to the health department. The administrative assistant shall maintain a copy of the report at the animal shelter.
- j) If the suspect animal is captured it should be transported to the animal shelter and placed in isolation per state guidelines.
- k) The Virginia Department of Health shall make a determination regarding the quarantine period for the suspect animal. Staff shall follow the health department recommendation accordingly

B. Dangerous Dog Registry:

- 1) When animal exposure occurs with a human pertaining to Dangerous Dog Virginia Code §3.2-6540, it shall be a priority to gather all information and ensure that the animal is quarantined, as soon as possible. A report shall be completed with information leading up to and pertaining to the exposure. The report should include photographs of the area in which the bite occurred as well as photographs of the wound if possible. An animal exposure report shall be completed and submitted to the Virginia Department of Health as soon as possible. A copy shall also be filed at the Animal Shelter.
 - a) Should the suspect animal have fled the scene, a trap should be set to attempt to capture the animal.
 - b) All efforts should be made to have an animal quarantined at the owner's residence or veterinarian's office. If the owner prefers that Animal Control quarantine the animal, all boarding fees shall be charged to the owner. The minimum quarantine period shall be 10 days.
 - c) In the event the animal has no tag or collar, the animal control officer should take custody of the animal. The animal will be impounded at the animal shelter. Officers shall attempt to locate the owner of the animal.
 - d) Dangerous Dog cases shall be followed as outlined in the Code of Virginia in section§ 3.2-6540.

- e) Should a quarantined animal escape from the custody of the Franklin County Animal Shelter, the Animal Control Supervisor shall be notified immediately. All efforts shall be made to capture the animal.

C. Compliance/Warning Notices:

- 1) Should an officer be unable to locate an animal owner at home, a notice should be left on the main entrance door of the residence. The notice shall consist of the complaint and name of officer, date and time the officer was at the residence.
- 2) Owners of nuisance animals should be contacted in to notify them of the allegations alleged by the complainant.
- 3) The complainant should be informed when the nuisance animal owner has been notified and advised to contact a magistrate if the nuisance situation continues.

D. Traps:

- 1) Traps will only be set to capture animals actively causing property damage or for animals that pose an immediate threat to public safety.
- 2) Traps shall be inspected daily when active.
- 3) Traps shall be baited sufficiently daily with bait suitable for the species.
- 4) Traps shall be placed in an area that affords officer access but provides adequate concealment to avoid vandalism or theft.
- 5) Officers will notify all other animal control officers when active trapping is taking place. Each officer will familiarize themselves with the location of each trap set.
- 6) Property owners where traps are set should notify the animal shelter every morning whether an animal has been trapped.
- 7) Traps should only be used after other means have failed to capture the animal. Officers are encouraged to assist each other when attempting to capture animals.

- 8) Trapping activities shall be suspended during inclement weather.
- 9) Traps shall be in an area that affords protection from excessive heat or cold.

E. Dead Animals:

1. Disposal:


- a) Private Property: the landowner should be contacted to bury the animal. (Refer to County Code 4-8 through 4-10)
- b) Public Property: On public property such as the State right of way, the Virginia Department of Transportation should be contacted. Refer to County Code 4-10
- c) Dead animals removed from public and private property shall be taken to the county landfill for proper disposal.

F. Wildlife:

- 1) Nuisance wildlife calls shall be relayed to the Virginia Department of Game and Inland Fisheries unless the situation creates a public safety issue, and no Conservation Police officer is available. Animal control may assist if requested by the Virginia Department of Game and Inland Fisheries.
- 2) Injured wildlife complaints shall be relayed to the Virginia Department of Game and Inland Fisheries.
- 3) Animal bite complaints received that involve wildlife shall be relayed to the Virginia Department of Game and Inland Fisheries. The Virginia Department of Health is responsible for investigating cases of reported rabies.

G. Chemical Capture of Domestic Animals:

- 1) Chemical capture shall be considered as a means of last resort to capturing a non-dangerous domestic animal. Animals that pose an immediate threat to public safety should be dispatched as soon as possible to mitigate the threat to humans.
- 2) No chemical capture attempts shall be made by officers. Officer shall contact a veterinarian to perform all chemical captures.

	Standard Operating Guideline: Animal Control AC7 Animal Control Reports	
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VII. Animal Control Reports:

A. Routine Reports:

- 1) Monthly reports shall be submitted to the Shelter Manager at the end of each month for posting of numbers. Monthly reports should provide the following information.
 - a) Hours Worked
 - b) Overtime Hours Worked
 - c) Mileage
 - d) Number of Exposures
 - e) Number of Summons Issued
 - f) Number of Warning and Compliance
- 2) The Shelter Manager shall maintain a record of each transaction conducted at the shelter for a minimum of 3 years.
- 3) Officers shall enter each offense report into RMS for required offenses. Required offenses are any animal bite and criminal charges other than summons for rabies vaccination, county dog licenses or nuisance notification. The information pertaining to the above shall be added to the CAD notes.
- 4) Officers shall submit a report through RMS of all court cases to the animal control supervisor.

- 5) Time sheets shall be submitted to the animal control supervisor by the 15th of each month for the shelter staff. Animal Control officers shall submit time sheets on the next normal business day they return to work after the end of the 28 days' pay cycle.


B. Medication Records:

- 1) Staff shall maintain records of all medications stored at the animal shelter.
- 2) Employees shall maintain a record of each medication administered. This record will contain the following information:
 - a) Medication used
 - b) Dosage
 - c) Animal administered medication
 - d) Employee administering medication
 - e) Medication amount on hand prior to and after administration.
 - f) Date and time of administration.

C. Animal Records:

- 1) Animal Shelter records will be maintained in accordance with §3.2-6557 of the Code of Virginia and will be readily available to Inspectors from the Virginia Department of Agriculture for each animal taken in by the facility. Records are kept for a minimum of three years.
- 2) Animals taken in at the animal shelter shall be photographed if possible, and an identification number will be assigned to the animal.
- 3) All information pertaining to each animal shall be entered into the animal control database.
- 4) Photographs of animals deemed adoptable shall be posted to websites to promote adoption of the animals. These photographs shall be updated on the websites weekly by staff.

- 5) Animals being held in isolation or quarantine areas of the shelter are not available for adoption. No photographs of these animals shall be allowed.
- 6) Animals held in quarantine and isolation areas are not adoptable. Photography of these animals is prohibited except for record keeping purposes.
- 7) Requests for copies of animal control records by the public will be submitted in writing to the Franklin County Department of Public Safety, 1488 Franklin St., Rocky Mount, VA 24151. The requestor shall specify the way the information should be returned in their request. Public Safety reserves the right to require reimbursement of expenses when fulfilling these requests. Any fees imposed will be in accordance with a fee schedule approved by the Franklin County Board of Supervisors.

	Standard Operating Guideline: Animal Control AC8 Livestock	
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VIII. Livestock:


A. Livestock in State Highways:

- 1) Livestock in the roadway is a hazard to public safety and shall be considered a priority for a law enforcement response.
- 2) Officers shall request assistance from the Sheriff's Office, Police Department and/or Virginia State Police if the animal control officer is unavailable or will have an extended response time.
- 3) Upon arrival, officers shall establish measures to warn motorists of the traffic hazard. Officers shall use emergency lights on their animal control vehicle as well as placing road flares in the highway for additional warning.
- 4) Officers shall attempt to relocate the animal(s) to a location adjacent to the highway as soon as possible.
- 5) Officers shall attempt to locate the owner of the animal and notify them of the hazard.

- 6) Should the officer be unable to locate the owner and the animal(s) cannot be relocated from the state highway, officers shall consider dispatching the animal to facilitate removal in order to protect motorists traveling on the highway.
- 7) Officers shall refer to the Virginia Directives for animal euthanasia for any livestock that is an immediate danger to the public.
- 8) Departmental issued firearms and authorized firearms may be used to dispatch any animal found running-at-large in a public street or highway that is causing an immediate danger to the public.
- 9) The discharge of any firearm shall be done in a safe manner that will not jeopardize the lives and property of others.

B. Nuisance Livestock:

- 1) The owner of livestock and/or fowl is required by county ordinance 4-1 to adequately contain their livestock and/or fowl in a manner that prevents them from straying onto state roadways, public, or private property.
- 2) Officers shall investigate each complaint of nuisance livestock by interviewing the complainant upon arrival.
- 3) Photographic evidence documenting the condition of fencing should be collected.
- 4) Officers shall notify the owner of the livestock of any problems noted during the investigation.
- 5) Chemical capture requests for livestock should be referred to a large animal veterinarian unless the incident is a danger to public safety. Should this be the case, a liability waiver shall be obtained from the owner holding the county harmless for any damages incurred


	Standard Operating Guideline: Animal Control AC9 Animal Handling Procedures	
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IX. Animal Handling Procedures:

A. Safety:

- 1) The animal control supervisor is responsible for ensuring that necessary animal handling equipment is located at the shelter for use by staff. Staff shall utilize proper safety equipment before handling the animals. At a minimum the shelter shall have the following items:
 - a) Leather gloves
 - b) Rubber gloves
 - c) Ketch-poles
 - d) Cat graspers
 - e) Leashes
- 2) Animal Control staff shall be offered pre-exposure rabies vaccination. No animals shall be handled prior to administration of the pre-exposure rabies vaccinations, or a waiver of pre-exposure rabies vaccination is submitted to supervision by the employee.
- 3) Wildlife should not be handled until the pre-exposure shots are given.
- 4) Employees who are scratched, bitten, stuck with a needle, or injured shall report such injuries immediately to the animal control supervisor or administration.
- 5) Minor wounds should be washed with soap and water as soon as possible.
- 6) All sharps shall be disposed of properly in accordance with local, state, and federal guidelines.

- 7) Staff should adequately contain and restrain all animals prior to handling or movement.

	Standard Operating Guideline: Animal Control AC10 Use of Force	
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X. Use of Force:

A. Purpose:

To establish guidelines governing the use of force and its limitations.

Personnel are confronted daily with situations requiring the use of force to effect an arrest or ensure public safety. The degree of force used depends on what the officer perceives as reasonable and necessary under the circumstances. Further, the officer may resort to more severe use of force to overcome increasing resistance and/or an increasingly dangerous threat to himself and/or public safety. The escalation in the use of force typically follows a pattern: verbal control, compliance techniques, Oleoresin Capsicum, defensive tactics, impact weapon, tear gas and firearms. Officers will only employ the minimum force necessary to accomplish a legal purpose. When applying deadly force, officers' objective must be to stop or incapacitate the suspect. The objective of the use of any force is to overcome the suspect's resistance to an officer's lawful purpose. Officers shall not unreasonably or unnecessarily endanger themselves or the public when applying this policy.

B. Definitions:

Deadly force includes:

- 1) The firing of a firearm, even though no intent exists to kill or inflict bodily harm.
- 2) Any force applied in any manner by any means that could reasonably be expected to cause death or great bodily harm. Great bodily harm means bodily injury which creates a substantial risk of death, or which is likely to cause serious, permanent disfigurement

or loss, or extend impairment of the function of any body member or organ.

- 3) Courts have ruled that the uses of roadblocks constitute the potential use of deadly force

Less lethal force

Force employed which is neither likely nor intended to cause death or serious physical injury.

Excessive Force

1. Force is excessive when its application is inappropriate to the circumstances, resulting in serious injury or death to a suspect. No objective definition of excessive force can be offered, each situation must be evaluated according to particular circumstances.
2. As a guide, King v. Blankenship, 636 F. 2d 70 (4th Circuit, 1980) set forth four considerations in determining whether force was excessive.
 - a) Need for the application of force.
 - b) Relationship between the need and the amount of force that was used.
 - c) Extent of injury inflicted; and, whether the force was applied in a good faith effort to maintain and restore order or maliciously for the purpose of causing harm.

Firearms

Any weapon from which a projectile is forcibly ejected by an explosive.

Intermediate Force

Any use of force involving impact weapons. This level of force is higher on the use of force continuum than is physical force but does not rise to the level of deadly (lethal) force.

Less Lethal Impact Munitions

Flexible or non-flexible projectiles which are intended to incapacitate a subject with minimal potential for causing death or serious physical injury, when compared to conventional projectiles, also known as Kinetic Energy Impact Projectiles.

Oleoresin Capsicum (OC) Spray

Commonly referred to as pepper or pepper spray, this is a personal chemical agent derived from cayenne pepper. OC Spray / Foam is a non-deadly agent that causes a burning sensation when applied to the skin, eyes or mucous membranes for up to (30) minutes. Other effects include involuntary closing of the eyes, watering of the eyes, and over production and

discharge of mucous from the sinus and nasal passages. The use of OCSpray / Foam constitutes a use of physical force and is higher on the continuum than verbal force but is lower on the continuum than intermediate force (impact weapon).

Privileged Force

Courts have recognized that controlling an offender's behavior sometimes requires the use of force and that force is "privileged" or "legally permissible". Additionally, the same factors used to determine if force was excessive must be examined to determine if force was privileged. Force that is recognized as privileged can only occur in the following situations:

- 1) Effecting an arrest (arrest control tactics)
- 2) Self-defense
- 3) Defense of third persons
- 4) To prevent escape
- 5) To prevent the commission of a crime

Progressive Force

An application of force that begins with the lowest level of force and escalates along an ordered continuum to the highest level. The escalation of force is always limited to the minimum amount of force necessary to accomplish a lawful goal. Further, the level of force is de-escalated as the threat or need for force decreases.

Reasonable Belief

When facts or circumstances the officer knows, or should know, are such as to cause an ordinary and prudent person to act or think in a similar way under similar circumstances.

Serious Physical Injury

A physical injury that creates a substantial risk of death, or which causes death or serious and protracted disfigurement, or impairment of the function of any bodily organ or member.

B. Procedures for Applications of Force:

Officers shall be trained in and follow the use-of-force continuum emphasizing the recognition of and response to increasing levels of threat. Most instances in which force is applied are non-deadly. Officers shall assess the incident to determine which technique of reasonable force will best defuse the situation and bring it under control. The following discussion reinforces key principles from training.

LEVEL 1: OFFICERS PRESENCE

The Courts have recognized that, in some circumstances, the mere presence of an armed, uniformed law enforcement officer, displaying a badge of authority, may constitute a use of force, *albeit de minimus*. Therefore, it shall be the policy of this Office to recognize a deputy's mere presence as the first step on the use of force continuum. This presence does, however, represent a minimal use of force and as such does not require specific documentation as a use of force.

LEVEL 2: VERBAL CONTROL

Verbal control refers to the manner in which the officer speaks to a person, which of itself can effectively manage a situation. Verbal control includes instructions, persuasion, admonitions, or orders. The volume and tone of the officer's speech may also contribute to control without having to resort to another method of force. Franklin County Department of Public Safety urges the use of verbal commands without the use of profanity or disrespectful or argumentative behavior. Verbal control represents a minimal use of force and as such does not require specific documentation as a use of force.

LEVEL 3: COMPLIANCE TECHNIQUES

At times uncooperative people who refuse to be taken into custody may only respond to a combination of strength, leverage, take-downs, control holds, or come-along with sufficient force to make the lawful arrest without aggravating tension or a suspect's combativeness. The object of this level of force is to gain control and enforce the suspect's compliance while minimizing the risk of injury to the deputy, bystanders, or the person being placed into custody.

LEVEL 4: OC (*Oleoresin Capsicum*) Spray/Physical Force

- 1) Officers may need to resort to the use of OC in an act of self-defense, defense of a third person or to affect the lawful arrest of a resisting subject. Officers must exercise sound judgment when using OC and realize the effects this chemical may have on the user or assisting personnel.
- 2) OC is regarded by this Department as a weapon utilized in the progressive use of force continuum. Normally, the OC spray will be applied when an intermediate weapon is

needed to overcome physical resistance. The OC spray will be utilized when force is justified, but less force than that required for the use of the ASP, or deadly force. The use of OC is authorized when lesser means of restraint or protection have failed or appear to be inappropriate.

- 3) In some cases, the use of OC Spray in lieu of compliance or hand-to-hand techniques decreases the likelihood that either the deputy or the subject will be injured. As such, OC Spray is considered a viable alternative to these techniques in certain circumstances.
- 4) OC will not be used to threaten, to elicit information, or persuade people to comply with orders; nor will it be used on people who are in custody and under proper control and cooperating with arrest procedures.
- 5) Before using OC, officers should consider:
 - a) Whether sufficient physical force is available from assisting officer(s) to subdue the subject without resorting to chemical agents.
 - b) The feasibility of summoning back-up assistance.
 - c) The officers must allow sufficient time to pass before closing the distance between himself and the individual to allow the OC mist to dissipate.
 - d) Over contamination
 - e) Whether infants & children up to 7 years old are in the vicinity who would likely be exposed to OC.
 - f) Whether there are elderly subjects in the vicinity who would likely be exposed to OC.
 - g) OC has no reported effect on asthma. (However, asthma attacks can be initiated by excitement and/or fear. Thus, the possible panic resulting from OC exposure must be considered.)
 - h) Contact lenses (during decontamination.)
 - i) OC should not be used at very close distances due to the hydraulic needle effect.
- 6) When transporting a subject that has been exposed to the chemical agent, the officer will:

- a) **Never** transport the subject in a prone or hog-tied position
- b) Continue to monitor whether subject is likely to suffer positional asphyxia.
- c) Continue to monitor whether the subject is suffering stress due to physical exertion or any other medical problems that may have been aggravated from the exposure to the chemical agent.

Physical Force

Where lesser levels of force appear ineffective, officers may employ hands, fists, feet, knees and so on in striking an adversary according to methods sanctioned through training. The use of choke holds is prohibited, except in situations where the use of deadly force is allowed by law.

LEVEL 5: *IMPACT WEAPONS*

- Franklin County Public Safety authorizes the carrying and the use of the Extendable baton as the only striking weapons for officers: all other forms of striking or punching weapons are prohibited for carrying or use, including but not limited, to saps, blackjacks, slapjacks, nunchakus and similar sticks and brass knuckles. Officers must be certified in the use of the baton. The weapon may be used in quelling confrontations involving physical violence where higher levels of force are unnecessary or inappropriate, and lesser levels are inappropriate or ineffective. The baton shall not be used to strike handcuffed individuals, nor to threaten or intimidate people.
- The baton is mainly useful as an instrument to gain control of a confrontational situation. Those techniques which offer a high degree of control and a limited potential for damage will be used. Therefore, strikes to the center mass of the extremities should be used. Officers shall avoid strikes to the head, neck, spine, sternum or groin unless deadly force becomes necessary.
- A flashlight or clipboard may be used as impact weapons in situations where the deputy needs to immediately protect himself or others from an assault and there is no time to employ other devices.

LEVEL 6: *LESS LETHAL EXTENDED RANGE IMPACT MUNITIONS*

Ammunition designed and developed to be launched at human targets, with a lower probability of producing fatal results. These munitions can cause similar injuries as traditional police impact weapons, i.e., batons etc.

1. Less Lethal Extended Range Impact Devices

- There are many projectiles considered “less lethal”. The primary type is the 12-gauge beanbag.

2. Extended Range Impact Devices will be issued only to deputies who have received training and demonstrated proficiency in their use.

3. Deployment areas

The less lethal projectiles will be delivered to suspect target areas based on the circumstances, the established safety priorities and the level of force authorized.

4. Deployment Techniques - 12 gauge

- a) The approved designated shotgun will be carried unloaded.
- b) The approved less lethal rounds will be readily accessible.
- c) When a qualified officer loads the weapon and witnessed by another officer the following procedures shall be performed:
 - 1) The officer will visually and physically inspect the chamber and magazine to ensure that no other ammunition is present.
 - 2) The officer will then load the less lethal rounds into the shotgun, visually inspecting each round prior to insertion, ensuring that each round is in fact a less lethal round.
 - 3) Before loading less lethal ammunition, the officer shall consider:
 - the level of force being confronted
 - the proximity/access of subject to personnel
 - the department safety priorities

5. Suspects who are struck by a less lethal round shall be transported to a medical facility for examination.

6. Training in the use of extended range kinetic energy impact projectiles will consist of the approved department program and at least bi-annual recertification.

****Lethal cover must be used whenever extended range less lethal ammunition is deployed.**

LEVEL 7: DEADLY FORCE

Firearms, General

1. The use of a firearm, or other deadly force, is justified only when it is used:
 - a) In defense of the officer or any other person against death or serious physical injury; or,
 - b) To prevent escape of a fleeing felon when the officer has exhausted all other reasonable means of capture; **AND**,
 - c) The officer reasonably believes that the person to be arrested has used deadly force in the commission of a felony; **OR**, the officer reasonably believes that the person whose arrest is sought will inflict death or serious physical harm to the officer or others if apprehension is delayed. In Tennessee v. Garner, 105 S. Ct. 1694 (1985), the Supreme Court ruled that the use of deadly force to prevent the escape of a suspected criminal is unconstitutional if the suspect appears to be unarmed and not dangerous.
 - d) To kill seriously injured or dangerous animals when no other disposition is reasonably practical. A supervisor's approval should be sought when possible.
 - e) In routine firearm training or practice at an approved range.

All due care shall be used to prevent injury to citizens. **Warning shots are PROHIBITED.**⁴
The use of deadly force to apprehend a misdemeanor is not justifiable unless the situation described above confronts the officer.

Shooting at or from moving vehicles is authorized only when:

- a) Any occupant of the other vehicle is using or threatening to use, deadly force by a means other than the vehicle; or
- b) A vehicle is operated in a manner deliberately intended to strike an officer or a citizen; and all other reasonable means of defense have been exhausted (or are not present), which includes moving out of the path of the vehicle, and the safety of innocent persons would not be unduly jeopardized by the officer's action.

Shotgun

Due to its wide dispersion, the shotgun will only be used when a possibility exists that the officers will be dealing with an armed suspect, e.g., armed robbery in progress, searching for armed suspects, answering calls when complainant has indicated a person is armed. Or in use of Animal Control function.

The general rules for the use of firearms apply to shotguns.

Urban Patrol Rifle (UPR)

A UPR may only be deployed by officers specifically trained in their use. The UPR may be used to assist deputies or officers who respond to an unplanned and spontaneous incident involving a suspect(s).

- Who may be wearing protective body armor.
- Believed to be armed with or who has immediate access to a high-powered weapon(s) which surpasses the capability of the weapons normally carried by field deputies.
- Who is believed to be armed and situated in a distant or fortified location which affords the suspect a tactically superior position, in which the deployment of a UPR reasonably appears necessary to neutralize the threat posed by the suspect.
- Or any other situation in which the specially trained officer or supervisor deems necessary.