

NEW CANAAN POLICE DEPARTMENT

SUBJECT: ANIMAL CONTROL

GENERAL ORDER NUMBER: 90-11-87

FILE: OPS 12

LAW ENFORCEMENT

I PURPOSE/POLICY

The purpose of this General Order is to establish procedures that insure a uniform response to the Department's handling calls for service relating to animals and wildlife.

II RESPONSIBILITY

It is the responsibility of all Department personnel to become familiar with and adhere to these procedures. It is the additional responsibility of supervisory staff to insure compliance with these procedures.

III PROCEDURES (Canine Complaints)

A The Animal Control Officer works under the direct supervision of the Shift Commander and under the General Supervision of the Commander of Operations of the Police Department.

B The Animal Control Officer is responsible for handling all dog complaints and queries that are received by the Department during his/her scheduled duty time. He/she is additionally responsible for insuring that impounded dogs, under the control of the Animal Control Officer, receive proper care, and that the dog pound facility be maintained in a sanitary condition.

C When the Animal Control Officer is off-duty, the dispatcher is responsible for accepting and acting on dog complaints and queries. These complaints and queries may include:

1. Receiving information on found/missing dogs and logging them in the Impound Book.
2. Receiving information and dispatching a patrol officer to investigate dog complaints involving:
 - a. Complaints of excessive barking.
 - b. Complaints of dogs roaming that pose a danger to the public.
 - c. Complaints of dogs roaming when the complainant has the roaming dog under his/her control.
 - d. Complaints of dog bites.
 - e. Release of an impounded dog.

- D** Normally, Animal Control does not take in owned or unwanted animals for boarding. Quarantined animals will be held at the Pound. At times, under extenuating circumstances, the Animal Control Officer has the discretion to board any animal on a short-term basis

The dispatcher may, upon approval of the Shift Commander, request the complainant to contact the Animal Control Officer during his/her regularly scheduled hours to handle the complaint when the level of shift activity prohibits patrol from responding to the complaint.

IV PROCEDURES (Impounding Dogs)

- A** Officers are encouraged to handle dog complaints without impounding the dog. This may be done by identifying the dog's owner through a license tag check or other collar identification, or a check of the missing dog slips. If identified, the officer should contact the owner and request the owner to respond and claim the dog.
- B** When the dog's owner is not known or cannot be contacted, the investigating officer will transport the dog to the pound by use of the dog van or a patrol vehicle. The investigating officer is also responsible for:
1. Leaving food and water for the dog if impounded during the morning hours. Leaving water only for the dog if impounded during the evening hours.
 2. Filling out a Property Report/Receipt listing the dog as safekeeping (SK) property.
 3. Insuring that proper information on the dog is entered in both the Impounded Dog List.
- C** Once the impound and paperwork are complete, the Animal Control Officer becomes responsible for the continuing care of the animal. If he/she is not available to perform this duty, the Assistant Animal Control Officer is to be contacted. The Animal Control Officer or Assistant Animal Control Officer will insure that:
1. All animals have food and fresh water once per day.
 2. All kennels are cleaned once per day.
- D** In the event that a dog needs veterinary care and has been transported to a veterinary hospital:
1. The Property Report/Receipt will be signed by an employee of the hospital, indicating receipt of the dog.
 2. The impounded dog list will be marked or amended to indicate the dog is being kept at the hospital.
- E** When releasing an impounded dog to an owner, the officer assigned to handle the release is responsible for:
1. Ensuring that enforcement action, if any, is properly issued.
 2. Collecting an impoundment fee of \$15.00 for the first day of impoundment, and \$25.00 for each additional day of impoundment. Cash or personal check will be acceptable methods of payment. Checks should be made out to the Town of New Canaan.

3. Indicating the impoundment receipt as a supporting document (SD) on the property form.
4. Having the owner of the dog sign the Property Release Form, acknowledging receipt of the dog.
5. Filling out and placing a copy of the impound receipt, along with any monies or checks collected, in the locked cash box located in the Animal Control Officer's desk.
6. Crossing the affected dog off the impounded dog list.

V PROCEDURES (Enforcement Action)

A The goal of enforcement action for dog violations is to achieve voluntary compliance with dog laws and regulations. The investigating officer's reasoned judgment should determine whether a verbal warning, written warning, infractions or misdemeanor summons best satisfies this goal.

B Officers may take enforcement action when:

1. The dog's owner or keeper can be identified, and:
 - a. The officer observed the violation, or
 - b. The complainant signs a written voluntary statement detailing the violation.

C. The following guidelines, based on applicable State Statutes and Regulations, must be considered prior to the officer's decision on enforcement action.

1. Unlicensed Dog (re: CGS 22-349) - Dogs aged six months and older are required to be licensed. An infractions summons may be issued for this violation.
 - a. A grace period of 60 days from license expiration shall be given to owners of previously licensed dogs. In these cases, a warning is appropriate.
2. Dog Bites/Quarantine Notice (re: CGS 22-363, CGS 22-358)- Owners or keepers of dogs that have bitten any person, either on or off the property of the owner, may be issued an Infractions Summons for violation of CGS 22-363, Dog Nuisance. In addition, dogs found to have bitten, are required to be quarantined for a period of 14 days. If the bite occurs on the property of the owner, investigating officers will:
 - a. Complete State Form A-36, Animal Bite/Attack Report.
 - b. Instruct the owner to quarantine the dog within the confines of their home.
 - c. Issue an On-Property Quarantine Order and obtain recipient's signature.

If the bite occurs off the property of the owner, investigating officers will:

- a. Complete State Form A-36.
- b. Instruct the owner of the dog to quarantine the dog

at a registered kennel.

- c. Issue an Off-Property Quarantine Order and obtain recipient's signature.
 - d. Instruct the owner to have the kennel call this Department to verify the owner's compliance with the Notice of Quarantine.
3. Excessive Barking - Owners or keepers of dogs found to be barking excessively, may be issued an infractions summons for violation of CGS 22-363, Dog Nuisance. Owners or keepers of dogs barking after 2200 hours can be issued an infractions summons for violation of Town Ordinance 6-3, Animals Not to Be Noisy.
 4. Dogs Roaming - Owners or keepers of dogs found to be roaming at large and not under control, may be issued an infractions summons for violation of CGS 22-364.
 5. Dog Annoyance - Owners or keepers of dogs found to be accustomed to annoying persons or chasing motor vehicles on the highway may be issued a misdemeanor summons for violation of CGS 22-362.

VI PROCEDURES (Wildlife)

A. Cats - Cats are considered "Wild" by the state and will be handled as follows:

1. Lost or found cats will be logged in by Animal Control only.
2. Injured cats will be brought to a vet for immediate care. Without a known owner, no heroic methods will be used to keep the cat alive unless a written authorization from a welfare group has taken financial responsibility for the cat and the animal turned over to said welfare group. Otherwise the cat will be humanely euthanized.
3. Deceased cats may be left for Highway to pick up or Animal Control may hold said cat for 7 days to see if an owner can be found.
4. Cats involved with a bite/scratch to a human will be quarantined by the owner:
 - a. Issue an On-Property Quarantine for 14 days and obtain owner's signature if bite/scratch occurred on-property.
 - b. Issue an Off-Property Quarantine for 14 days and obtain owner's signature if bite/scratch occurred off-property.
 - c. If no owner is known, the cat will be quarantined at the Pound. At the end of the Quarantine, the cat will be returned to the known owner, or if no owner is known the cat will be returned to the property it was removed from before the Quarantine.

B. Rabies:

1. Any domestic animal or human that comes in contact with a wild animal, whenever possible, the wild animal will be euthanized and sent to Hartford Virology for rabies testing. No LIVE animals are to be brought back to the Police Department. All specimens need to be euthanized and double-bagged before bringing them inside the building or placing in the shelter freezer.

2. Animal Control Officers will make out the required Request for Rabies when on-duty. When Animal Control is not on-duty, the Police Officer assigned the incident will make out the Request for Rabies (Envelopes in the Report Room) the Health Department will be contacted for transport (See SOP in Report Room).

C. Bats:

1. If a bat is found inside a residence where human or domestic animals reside, whenever possible, the specimen shall be taken for Rabies Testing. When Animal Control is on-duty, they will respond to the residence. When Animal Control is off-duty or unable to respond, the resident needs to contact a Pest Control Company to secure the bat and then the resident will bring the bat to HQ for Rabies Testing.

D. Deer:

1. When Animal Control is on-duty, they will assist in the euthanization and tagging of the deer. They will then complete the required Deer Kill Report.
2. Animal Control will keep records of the number of deer/vehicle accidents and give the information to anyone requesting it.
3. Deer that die on private property are the responsibility of the homeowner.

VII PROCEDURES (FIREARMS)

- A. The Animal Control Officer is only authorized to carry the Mossberg model 500 .410 gauge shotgun utilizing *Winchester Hollow Point Rifled Slugs, Federal/Rio#12 or 000 buckshot* or their equivalent. The sole use of this weapon shall be to dispatch animals.
- B. All weapons selected and utilized by the Animal Control Officer shall have undergone an evaluation process in accordance with General Order 89-22-75, FIREARMS TRAINING.
- C. When not in use, the weapon shall be secured in the same storage rack that is used to secure all patrol shotguns. When being transported, the weapon shall be stored in the mobile shotgun mount and the weapon will remain unloaded until such time as the Animal Control is in a safe position to dispatch the animal.
- D. The Animal Control Officer shall be primarily responsible for determining the serviceability of the firearm prior to its being utilized. Additionally, the firearm shall be inspected for operation readiness on a monthly basis by a firearms instructor.
 1. When the weapon is found unserviceable, the Animal Control Officer shall promptly place the weapon out of service and notify the Commander of Staff Services of the problem so that it may be repaired.
- E. Records pertaining to this weapon shall be maintained in accordance with General Order 89-22-75, FIREARMS TRAINING
- F. The Animal Control Officer shall qualify on an annual basis in order to ensure proficiency with the weapon.

VIII DISTRIBUTION

This general order will be reproduced in electronic and traditional media. All sworn personnel shall have access to Department general orders through a read-only file on their individual domain of the Department's computer network. Printed copies and/or CD's will also be placed in locations throughout headquarters so that they are easily accessible to all personnel.

IX EFFECTIVE DATE

This general order approved by the Police Commission on October 17, 1990 and is effective November 5, 1990.

Revised April 2005
Revised November 2008
Revised August 2012

Per Order

Edward J. Nadriczny
Chief of Police