



Taylor County Public Safety

Brianne Hoover, Director

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Standard Operating Procedures

Section 1:1/3/06	Animal Control Officers
Section 2:1/3/06	Kennel Staff
Section 3:1/3/06	Administrative Policy & Procedures Dated 1998
Section 4:1/3/06	Chemical Capture Procedures



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TO: Animal Control

FROM: Brianne Hoover, Public Safety Director

SUBJECT: STANDARD OPERATING PROCEDURE

Standard Operating Procedure

Section 1:1/3/06

Vehicle Safety: The driver of the vehicle is responsible for completing safety checks on the Animal Control vehicle. Every morning, prior to leaving the parking lot, the following items should be in working order: lights, brakes, radio, animal cages, and animal capture equipment. Immediately report any nonworking, worn, broken items and lost or stolen items.

Equipment: The cost to replace equipment is high.

- Chemical Capture Rifle will be cleaned after each use.
- Chemical Capture Rifle will be locked inside a secure building after each shift.
- Scope will be checked for accuracy at least every 3 months.
- Capture equipment will be cleaned with a non-caustic diluted rinse, not only to prevent the spread of diseases, but to maintain longevity.
- Truck will have routine maintenance every 3-4 months. Tires rotated as needed, oil and fluids checks/changes, wiper blades, wax, etc.
- Only the on-call ACO will take a vehicle to residence. All other vehicles must be secured at Animal Control Facility.
- Drug safe will be kept locked at all times. Only authorized/certified personnel will be allowed into safe at any time. A sign-out form must be filled out and signed by personnel who are in possession of safe key.
- Drugs will not be left in vehicles overnight unless on on-call vehicle.
- Drugs in vehicles will be kept in a secured safe.
- Only certified personnel and Director will have keys to any drug safes.

Upon arrival or impounding: All animals 6 months old or less will be given a DHLPP (pups) or FVRPC (kittens) injection and wormed.

- These services will be noted on the kennel intake form and cage card.
- The staff member taking in the animal will document the condition of the animal. i.e. appears sick, skin problems, or any suspected medical needs.

Uniform/Dress: You are the first person the citizens come in contact with regarding Animal Control Services.

- ACO will be in full work uniform when conducting official county business. Jeans may be worn on Fridays only.
- Court Hearings and formal appearances – ACO will be in dress uniform consisting of a long-sleeved white collared shirt, collar brass, black uniform pants and black boots.
- Office Staff – Business casual attire or “scrubs”, closed toe shoes/boots.
- Kennel Staff – Scrubs, boots, or rubber boots.
- NOTE: Should the situation arise that the office/kennel staff must appear in a business meeting or court proceedings, he/she is to wear business attire.

Sanitation: To prevent the spread of many contagious diseases:

- All staff and volunteers will wear footwear that can be disinfected with a solution of either diluted bleach or parvocide.
- A tub containing such a solution will be prepared each day and placed in a location that allows staff to step into the tub and have soles of footwear treated.
- When it is necessary to work in kennel area, a change into rubber boots must be made.
- Do not wear kennel footwear into any office areas or in vehicles.

Paperwork and Procedures

- Drug log kept up-to-date daily.
- Drug Inventory to be kept up-to-date.
- No equipment is to be discarded without first checking with Public Safety Director – as inventory must be kept current.
- All found/adoptable animals must be listed in the newspaper at least one time prior to euthanization.
- All computer input must be backed up on disc/CD or paper copy.
- An up-to-date written guide to the office and kennel procedures will be made available should it be necessary for the office staffing position to be manned by a person unfamiliar with procedures.

Legal Cases: As Taylor County Government is liable for the actions of its employees, the following guidelines will be implemented immediately;

- The Director of Public Safety or his/her designee will first be made aware as to any action which could result in formal charges being brought against a citizen of Taylor County for animal cruelty, neglect, abuse, or dangerous dog prior to proceeding with actions.
- A written report will be given to the Director by the ACO initiating the charges detailing the situation and making his/her recommendations as to the disposition of the case.
- Permission to proceed with such actions will be granted should the Director find it is warranted. The Director will be made aware of and included in all meetings the ACO schedules with any attorneys. (County, States, Defense, etc.)
- During all meetings, in regards to the above, notes will be taken as record of all events concerning these cases.



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“It is vital you take pride in the work you do while cleaning.” Provide the best environment possible for the animals. Attention to detail. Do not take short cuts. The animals and your co-workers are depending on these tasks to be done correctly daily. Staff will be accountable for the correct completion of their assigned tasks and following the SOP.

Section 2:1/3/06

Attendance: Attendance is of the utmost importance.

- Proper care of the animals must be a priority.
- Missing work puts a strain on the entire staff.

Uniform/Dress: You are the first person the citizens come in contact with regarding Animal Control Services.

- Kennel Staff – Scrubs, boots, or rubber boots.
- No torn clothing is to be worn on duty hours.
- NOTE: Should the situation arise that the office/kennel staff must appear in a business meeting or court proceedings, he/she is to wear business attire.

Official Statements to the Public or Media:

- It is not your duty to give any information regarding the Animal Control Department. Should you be approached for an interview, refer the party to the Animal Control Director.

General Duties

- Staff will not eat in the kennel area. Drinks are acceptable if kept in refrigerator.
- Start washer (so it is ready to use).
- Feeding Animals: Use dated (close to expiration) first. When it is completely gone, begin using newer bags of food. For Canines, condition, size, and age are the determining factors in the total amount to be fed daily. Cats are to be fed 1 scoop of food. All animals are to be given fresh water prior to leaving for the day.
- Paper Work: Kennel Staff will double-check all kennel paper work. i.e. Cage Cards, ID Tags, etc. Be sure all information is correct and complete. Daily – write down where an animal is located and check the board in office to be sure it is corresponding.
- Vaccinations/Worming: After Animal Control Officer or Director has given an animal its vaccinations and worming, check that it is written down on Cage Card and Dated.
- Open window flaps, weather permitting. Close at night.
- Remove dogs from kennels, which are to be cleaned first (6 dogs). Place in outside holding pens.
- Clean dog runs according to the attached instructions.
- After first 6 kennels are dry, replace dogs and begin last 6 kennels.
- Clean cat cages as per attached instructions.
- Place litter into a garbage bag. No animal waste is to be left over the weekend or holidays.
- Check every cat cage and every dog kennel daily. No kennel/cage is to be left unclean.
- The platforms and sleeping barrels are to be scrubbed daily and allowed to dry completely or wiped dry.
- Laundry is to be done daily.
- All solid waste in runs must be completely washed into gutter. Make sure there is none caught between walls.
- Keep weeds out of drain gutter.
- Mix all chemicals according to manufactures instructions. **NO EXCEPTIONS!!**
- Rinse out any containers used for cleaning with fresh water and allow to dry. This includes the Gilmore Spray Container.
- Rake up around the entrance to the kennel and pick up any trash.
- Any broken items are to be taken out with the trash. Do not leave lying around. If unsure about discarding an item, check with Animal Control Officer.
- Do not leave garbage or broken items lying around kennel.
- While cleaning out the runs, move items out in aisle way, sweep and rinse off aisle. Replace the items (shelves, Cat Cages, etc.). Then continue on down the aisle until completed.
- Squeegee all cement areas.
- Wash all used dishes, platforms, and barrels everyday.
- Each animal in a run is to be fed in a separate bowl. They may share water bowl.
- Clean all portable animal carriers with detergent, dry, and place inside shelter.

- Do not leave any items outside in the weather.
- Keep all dogs under padlock. Verify each staff member has a key to unlock when necessary.
- Personal Protective Equipment (PPE): Rubber Gloves, Goggles, Water and/or Chemical Resistant Outer Wear. Coveralls, Rubber Boots, Paper Face Masks as needed.

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Chemical Immobilization Procedure

Section 4:1/3/06

The Animal Control Officer who administers an immobilizing drug must accept the legal and moral responsibility for the life of the animal. If the officer is not prepared or qualified to do so, an alternative method of capture should be sought.

Chemical Capture should be used as a last resort after conventional methods have been exhausted. All feasible alternatives should be explored first.

As a rule, animals weighing less than 25 pounds should not be captured by means of remote injection.

Be aware of FATAL IMPACT. Cause minimum dart impact trauma or damage. The injection is to take place in the muscle masses of the neck, shoulder, or hindquarter (see illustrations in back).

The officer will allow at least 30 minutes elapse time between repeat injections.

Never chase a drugged animal. Wait for the drugs to take effect before even considering an approach, and then do it cautiously.

Be aware of STRESS INDUCED DEATH in the target animal. If the animal is unable to adapt or cope with the disturbance or threat it may reach a state of stress induced exhaustion or death. To learn more on the subject, read pages 7-10 in the Chemical Immobilization Manual.

Before darting the animal, observe the area for hazards such as water, ditches, roads, fencing, or excavations into which the animal may fall under the effect of the drugs.

Record Keeping

Accurate records will be kept on each incident where chemical immobilization is used. Department Supervisor must sign off after each use. An example of each type of form is attached.

All records pertaining to the use of chemical capture drugs must be maintained for a period of 2 years. They are subject to inspection by the Drug Enforcement Administration.

Procedures

All Chemical Capture equipment and chemicals are to be checked out of the office at the start of the shift and returned to the office prior to the end of the shift. It is to be kept in a locked cabinet when not in a locked vehicle. The temperature extremes in a vehicle will damage the weapon, as well as the chemicals.

- a. Work in pairs. No officer is to work alone when proceeding with the Chemical Capture of an animal.
- b. When a second officer is not available, the capture officer is to contact his/her department and alert a responsible individual that he/she is preparing to perform a chemical capture. Prior to mixing the chemicals and placing them in the pistol, the capture officer is to give his/her location and start time. The officer is to then check in by radio in 15-minute intervals. The officer will do his/her final check in when the capture activities have ended. If the working officer does not check in as specified, another responsible individual will be dispatched to check on the working officer. This can be anyone from a department employee to a Law Enforcement officer.
- c. Wear rubber gloves when mixing or handling drugs.
- d. Do not spray, squirt, or spill drugs when loading.
- e. Do not inhale drug mists. Mix drugs in the open air.
- f. In case of skin contact or mucous membrane contact, wash with large volumes of water.
- g. Treat all guns, darts, or power delivery systems as if they were loaded firearms.
- h. Place any remaining drugs into a holding vial. These vials will be labeled with the date, time, and quantity of drugs.
- i. All drugs will be kept locked inside truck or office.

Monitoring Animals

The Animal Control Officer using chemical capture must know how to monitor the animal's vital signs. The immobilized animal should be checked for obvious signs of injury, disease, illness, and shock. If necessary the animal is to be transported to a veterinarian for treatment. (A list of vitals is located on pages 69 and 70 of the Chemical Immobilization Manual)

- Make sure the animal is resting in the proper position.
- Keep the eyes moist and protected. Put drops in eyes to keep moist.
- Recognize clinical symptoms of distress.

The animal is to be transported to the appropriate facility immediately after immobilization. This will help prevent the animal awakening in a moving vehicle and in strange surroundings, thus alleviating possible stress.

Once the animal is settled into its new location it is to be monitored until completely awake. No animal, which has been the subject of a chemical capture, is to be left unattended. It is the responsibility of the Animal Control Officer who performed the capture to monitor the animal while in the shelter.

Personnel and Public Safety

- Immobilizing drugs are very toxic to humans and must be handled with extreme caution
- Recover all Equipment, darts, etc. You are responsible for the safety of the public.
- Do not allow the public to aid in the chemical capture of an animal. If manpower is needed, contact the Animal Control Director and request further assistance.
- Keep all equipment and drugs under lock and key.
- Be careful when handling the drugs. Never handle the drugs while alone.
- Be proficient in CPR.
- Provide immediate first aid treatment in case of drug poisoning.
- Be careful and stay alert. Never be in a hurry when preparing to do a chemical capture.
- Have water for emergency washing available at all times.

Animals which are destroyed or die subsequent to chemical immobilization cannot be used for human or animal consumption.

Equipment Maintenance

- Use disposable hypodermic needles and syringes only once.
- Dispose of needles and syringes in the SHARPS container immediately after use.
- Reusable darts will be disassembled as far as possible after use and cleaned with mild soap and warm (not hot) water.
- Submersion of reusable darts in a cold sterilant for a few hours will sterilize darts.
- Use a silicone lubricant lightly on the reusable darts.
- Rifles, shotguns, and pistols are to be cleaned and lubricated as any conventional firearm.
- Do not disassemble any further than recommended by manufacturer.
- Barrels are to be kept in a dust free, clean, and locked case.

- Replace any cracked or damaged o-ring seals.
- If repair or service is necessary, return to the manufacturer or distributor.
- Equipment is to be kept in a dust free, clean, and locked case.
- For further information see manufacturer's recommendations and the Chemical Capture Manual.

Staff Training

- Animal Control Officers will train one time per month to remain proficient with the Chemical Control Equipment.
- Animal Control Officer will be required to hit a 6" target twice in a row from a distance of 30'.
- Demonstrate how to load and unload two darts in succession. Using water only.