

Kentucky Animal Control Advisory Board

Animal Control Officer Training Manual

This manual contains some of the basic information needed to enter the animal control field. It is not intended to replace professional training.

Table of Contents

Chapter 1: Introduction	6
History of Animal Control.....	
Objectives of Animal Sheltering and Control Programs	
Philosophy of Professionalism	
Training Requirements	
Chapter 2: Animal Identification	10
Introduction	
Identification of Canines	
Identification of Felines.....	
Chapter 3: Animal Capture and Handling	19
Introduction	
Equipment.....	
Muzzling.....	
Pursuit	
Territory	
Behavior	
Wildlife	
Chapter 4: Animal Transportation	31
Vehicle Standards.....	
Equipment.....	
Loading Procedures.....	
Unloading Procedures.....	
Chapter 5: Animal Impoundment	33
Shelter Facilities	
Shelter Standards.....	
Humane Care and Treatment	
Rabies Quarantine.....	
Chapter 6: Disposition of Animals.....	40
Introduction	
Reclamation	
Adoption and Sterilization	
Euthanasia.....	
Carcass Disposal	
Chapter 7: Controlled Substances	48

State and Federal Laws	
Drugs Used in Animal Shelters	
Acquiring Controlled Substances	
Storage and Security of Controlled Substances	
Chapter 8: Shelter Safety	58
Working Safely with Chemicals and Pesticides	
How to Avoid Disease and Injury	
First Aid	
Physical Fitness and Stress Reduction	
Chapter 9: Sanitation	61
Introduction	
Personal Hygiene	
Cleaning and Disease Control	
Disinfectants	
Deodorizers	
Equipment and Vehicles	
Summary	
Chapter 10: Animal Health	63
Sanitation and Hygiene	
Disease Transmission and Prevention	
Animal Disease Recognition	
Animal Injuries and First Aid	
Animal Reproduction	
Chapter 11: Rabies	77
Introduction	
Animals That Contract Rabies	
Clinical Signs of Rabies	
Rabies Seasons and Cycles	
Animal Bites	
Rabies Quarantine	
Chapter 12: Records	83
Introduction	
Different Kinds of Records	
Examples of Records	

Chapter 13: Communications Skills	95
Public Relations.....	
Citizen Contact	
Personnel Relations	
Related Agencies.....	
Chapter 14: Court Conduct	98
Citations	
Professional Behavior	
Courtroom Procedures	
Chapter 15: Animal Cruelty Investigations	100
Introduction	
Classifications and Types of Cruelty.....	
Dealing with Violations	
Basic Investigation Techniques	
Evidence and Documentation	
Seizure of Animals.....	
Safety	
Chapter 16: Kentucky Laws.....	104
Rabies Vaccination Requirements	
Animal Control and Sheltering	
Penalties for KRS Chapter 258	
Animal Cruelty.....	
ACO Law Enforcement Powers	
Obtaining and Executing Search Warrants	
Sample Forms Index.....	
ACO Training Approval Request Form	9
Rabies Voucher	46
Pet Sterilization Education	47
Biennial Inventory of Controlled Substances.....	54
Monthly Inventory of Controlled Substances	55
Controlled Substance Use Log	56
Controlled Substance Drug Purchase Log	57
Field Service Complaint Card	89

Sample Forms Index (Continued)	
ACO Daily Report.....	90
Warning Citation	91
Owned Animal Receiving Form	92
Stray Animal Receiving Form	93
Back of Animal Receiving Form.....	94
Other Resources	107

Thank you to the Texas Department of State Health Services for the use of their Animal Control Officer Training Manual.

This Chapter Covers:

- History of Animal Control
- Objective of Animal Control
- Philosophy of Professionalism
- Training Requirements



History of Animal Control

For hundreds of years, man has selectively bred animals to enhance or eliminate traits and behaviors to produce an animal that will improve our lives in some way, whether through hunting, herding, protection or companionship. Our domestication of dogs and cats has made them dependent on man for food, shelter and protection and we have a responsibility to assure their basic needs are met.

Feral animals are domestic animals that have reverted back to their wild state due to instincts or for survival needs after escaping captivity.

Kentucky's early settlers kept dogs and cats because they performed an essential role in assisting the family to survive. If an animal did not provide a service or aid the family in some way, they did not remain to draw on limited resources. A majority of Kentucky's families no longer have to grow or produce their food to survive, therefore the animals' role has changed in many households from a resource to companion animal.

During the mid twentieth century animal control programs started becoming more prevalent across the United States. They were created out of need to protect the health, safety and property interest of its citizens. You will find animal control programs under public safety, health or agriculture departments, or cabinets based on what prompted their creation.

The sheep industry in Kentucky was nearly wiped out in the early 1950's by packs of free roaming dogs. This prompted the 1954 General Assembly to create the Dog Laws under the Kentucky Department of Agriculture. These laws were enacted to protect the public from animal bites, control disease, and protect livestock, one of Kentucky's main industries.

Objective of Animal Control and Sheltering

The Kentucky Revised Statutes require the governing body of each county to have an Animal Control Officer and animal sheltering services that meet the minimum care standards.

Animal Control programs should be designed to ensure that pet owners exercise proper care and control of their animal so that they do not pose a threat or nuisance to the community. Some issues a community will encounter are complaints of;

- spread of disease and injury: bites, rabies, and other zoonoses.
- vehicle damage
- public nuisance: barking, howling, and spreading trash.
- unsanitary conditions: animal waste
- property damage: digging in lawns and gardens, chasing, injuring or killing livestock, pets and wildlife.

Animal sheltering provides safe, humane housing for dogs and cats which have become separated from their owner, confiscated for cruelty cases, or impounded for law violations on the part of their owner. It also provides one location for the reporting of lost and found pets.

Philosophy of Professionalism

An Animal Control Officer is a professional. All professionals, no matter what their job, have certain characteristics:

- dependability,
- credibility,
- dedication,
- good judgment,
- neat appearance,
- specialized knowledge and skills,
- ability to deal with other people, and
- a desire to improve themselves through education.

Strive to maintain a positive attitude about your work and to be a professional ACO in speech, actions, attitude, and appearance. Deal with people in a polite but firm manner. A professional ACO enforces the laws and ordinances by being respectful, fair, and consistent. Always handle and care for animals in a safe, humane manner. Never vent your frustrations and anger on the animals in your care.

Animal Control Officers have a high level of public visibility and contact. People, including supervisors in your agency, respect a professional appearance. If at all possible, wear a uniform with visible identification. If your agency does not have a uniform, wear neat, clean street clothes. Your vehicle and animal sheltering facility must look professional. Keep them clean, in good repair, and well organized.

Gaining the respect of the people in the community is the first step in getting public support and cooperation for the animal control agency. Public support is essential for a good animal control program.

Training Requirement

Animal Control Officers charged with enforcing laws related to animal control must have a high school diploma, or its equivalence and satisfactorily complete a basic training course that has been approved by the Kentucky Department of Agriculture Animal Control Advisory Board (KACAB). Animal Control Officers must complete 24 hours of KACAB-approved training every 2 years. Continuing education (CE) is reported on even numbered years. Those ACOs hired in the 6 month period prior to a reporting year will not be required to submit CE training until the next reporting date. (2 ½ years) Officers employed at the time of enactment of the training regulations will have 90 days to successfully complete the basic training course.

The KACAB has pre-approved selected training programs for continuing education. (Chapter Appendix document 1) Additional training must be submitted for approval on the form provided by the KACAB. (Chapter Appendix document 2)

Approved Continued Education

Kentucky Animal Control Advisory Board – www.kyspayneuter.com

- ACT DVD Series (Fiscal Courts in Kentucky may borrow them through the KDA at no charge)

National Animal Control Association – www.nacanet.org

- Animal Control Officer Certification – Level 1 (40 hours)
- Animal Control Officer Certification – Level 2 (40 hours)
- Level 3 Training – Euthanasia, Bite Stick and Chemical Immobilization Certifications (40 hours)
- Euthanasia Certification (16 hours)
- Bite Stick (16 hours)
- Chemical Immobilization Certification (16 hours)
- Annual Training Conference (submit agenda for determination of credit hours)

Kentucky Animal Control Association – www.KACCA.org

- Annual Training Conference (16 hours)

Kentucky Horse Council – www.KentuckyHorse.org/welfare-education

- Livestock Abuse Investigation (3 day, 1st day optional) – Level 1 (16 or 24 hours) KLEC Approved
- Livestock Abuse Investigation (3 day, 1st day optional) – Level 2 (16 or 24 hours) KLEC Approved
- Livestock Seminar – ACO Updates (Submit agenda for determination of credit hours)

Kentucky Board of Veterinary Examiners – <http://bve.ky.gov>

- Approved Euthanasia Certification Training (16 hours)

FEMA – Recommended Online Training for ACOs - <http://training.fema.gov/is>

FEMA Training credit hours, CEU .01 = 1 Contact Hour

- IS-10a Animals in Disasters: Awareness and Preparedness (0.4 CEUs or 4 hours)
- IS-11a Animals in Disasters: Community Planning (0.5 CEUs or 5 hours)
- IS-100b Introduction to Incident Command System (ICS) (0.3 CEUs or 3 hours)
- IS-101a Deployment Basics (0.1 CEUs or 1 hour)
- IS-111 Livestock in Disasters (1.0 CEUs or 10 hours)
- IS-200b ICS for Single Resources and Initial Action (0.3 CEUs or 3 hours)
- IS-700a National Incident Management System (NIMS) An Introduction (0.3 CEUs or 3 hours)

Additional training programs, including in-house or multi-agency training (police, fire, communications, etc.), may be submitted for approval on the Animal Control Officer Training Approval Request Form found in this manual.

Kentucky Animal Control Advisory Board
Animal Control Officer
Training Approval Request Form

Training Approval Requested By: _____

Title: _____

Phone: _____

Email: _____

Fax: _____

Requesting: When submitting please attach a copy of the detailed training event agenda showing all starting and ending times of training sessions and any breaks that may be given and complete the follow.

Training Title: _____

Training Dates: _____

Training Provider: _____

Training Locations: _____

Provider Contact: _____

Title: _____

Phone: _____

Fax: _____

E-mail: _____

Proof of Attendance:

Sign In/Out Sheet ☐

Registration Fee?: _____

Individual Certificate ☐

Send Completed form to:

Kentucky Department of Agriculture
Animal Control Training Approval
500 Mero Street, 7th Floor
Frankfort, KY 40601
Fax (502) 564-4696

FOR KACAB USE ONLY

Approved: _____

Date: _____

Hours: _____

Denied: _____

Date: _____

This Chapter Covers:

- Introduction
- Identification of Canines
- Identification of Felines



Introduction

This chapter deals with the identification of different animals, including canines (dogs), and felines (cats). This will also help you to standardize the description (everyone in the agency will give the same description for an animal) of impounded animals for record keeping purposes. This will help make sure that the correct action is taken with the right animal.

Identification of Canines

Approximately 15-20% of dogs received in animal shelters are purebreds (all one breed). Most dogs are crossbreed animals. However, many will resemble a certain breed. To describe a dog, determine the breed the dog looks like the most, for example, a Beagle cross or mix. Many mixed-breed dogs may not look like any certain breed. Other features must be used to describe these dogs.

Descriptions could include:

- **Breed** – state the breed name or the breed the dog looks like the most.
- **Height** – when the animal is standing, height is measured from the ground to the top of the animal's shoulder.
- **Weight** – use a scale to determine the heaviness of the animal. If a scale is not available, state a weight range (for example: under 10 pounds, 10 to 30 pounds, etc.)
- **Coat color** – dog coats can be uni-color (all one color), bi-color (2 colors) or tri-color (3 colors):

- Black
- Brown
- Chocolate
- Cream – off-white
- Fawn – usually light grayish-brown
- Gray
- Liver – Deep reddish-brown
- Wheat – pale yellow
- White
- Yellow

Combinations of the above colors can be used to describe an individual dog such as; light gray, reddish-brown, or black and white.

- **Markings** – The body areas consisting of various colors are also very important in a dog description. Markings are the way different colors are arranged on a dog. It is helpful to describe colors different from the body on the head or face, feet, tip of tail, and belly of the dog.

Points – some markings are referred to as points. Points are the contrasting colors on the face, legs, ears, and tails of the dog. They are usually darker than the base coat.

Saddle – the saddle is another type of marking. It is a dark marking over the back of the dog.

- **Coat Length** – The length of the coat can be described as very short, short, medium, or long.
- **Coat Texture** – Texture describes the character of the hair coat. Sleek, soft, hard, straight, smooth, wavy, wooly, silky, curly, or wiry can be used to describe the texture.
- **Eye Color** – Some breeds have different colored eyes, and this can aid in the description.
- **Age** – If you can estimate it accurately, use age in the description. The following are helpful in determining age;

1. Eyes – a puppy's eyes will open 10-12 days after birth.

2. Teeth –

- a. deciduous (baby) teeth begin growing through the gums at 1 month of age.

- b. by 2 months of age, a puppy will have all 28 baby teeth.

- c. by 5 to 6 months of age, the deciduous canine teeth are replaced by permanent canine teeth (fangs).

- d. by 6 to 7 months of age, a dog will have all 42 of its permanent teeth.

- **Ears** – There are seven basic ear types found in dogs (see Figure 1 in the chapter appendix):

Bat – large, erect ears turned more to the side of the head instead of forward (example: French Bulldog).

Button – ears that fold forward and completely covers the inside the ears (example: Fox Terrier)

Cropped – surgical trimming of a dog's ear to cause drop ears to stand erect (example: Doberman)

Drop – ears that hang down (example: Bloodhound)

Prick – ears carried erect and usually pointed at the tip (example: German Shepherd).

Rose – ears which fold down and back and expose the inside of the ears (example: English Bulldog).

Semi-Prick – similar to prick ears except the tip folds forward (example: Collie).

- **Tails** – There are six basic tail types (see Figure 2 in the chapter appendix):

Docked – surgically clipped or cut off. Tails are docked at different lengths for different breeds (example: Boxer).

Gay – tail is carried higher than the level of the back (example: Beagle).

Plumed – a tail with a fringe of long hair, sometimes called feathered (example: Irish Setter).

Screw – a naturally short tail which is twisted or crooked (example: Boston Terrier).

Straight – long, slick tail carried lower than the level of the back. Sometimes called a saber tail (example: Pointer).

Tightly Curled – similar to the gay tail but it is curled almost into a ring over the back (example: Basenji).

Identification of Felines

Most cats can be described based on their coat length, color, and pattern. Attend a cat show to see what the different breeds look like, or use a good book on cat breeds as a guide. Descriptions should include:

- **Coat Length** – The length of the coat can be described as short, medium, or long.

Domestic Shorthair (DSH)

Young kittens that are DSH may have coats that spike like porcupine quills. A kitten is a shorthair unless the coat is soft and wavy.

Domestic Medium Hair (DMH)

These cats have long hair on their stomachs, a bit of a ruff (long hair at the neck/chest area), and usually have long bushy tails.

Domestic Long Hair (DLH)

This type of cat has a coat that flows and hangs down its sides. Some of these cats have hair so long that it touched the floor when they are standing. The hair on the tail usually flows as well and does not have the bushy appearance of the DMH tail.

- **Coat Color** – Typical cat coat colors include:

Black

Blue – officially used to describe gray cats; can vary from light to dark.

Brown – a warm deep brown, like chestnut or coffee grounds.

Cream – a soft, blonde color.

Red – the same color and shade as people with red hair. Ranges in color from “Irish Setter red” to a pale “carrot top” color. Often referred to as orange or yellow.

White – no shade of color are on this animal. For identification purposes, it is important to note the color of the eyes on white cats.

- **Coat Pattern** – Unless a cat is one solid color without markings, the description should include the pattern of how the color is distributed.

Parti-color – These cats have two or more colors. The pattern includes bicolor cats (for instance, black with white patches) and calicos and tortoise shells.

Bicolor – patches of white fur next to dark fur.

The white markings may cover only a small part of the cat or most of it. When describing a bicolor cat, list the color that covers most of the body first. (example: you would describe a mostly black cat as bicolor; black/white; white on face/stomach/legs).

Calico – White coat with patches of black and red.

Tortoise Shell – black coat with patches of red and cream.

Calico and Tortoise Shell cats are almost always queens (females).

Color point – These are light-colored cats with darker markings only on the ears, face, legs, and tail; examples of breeds of cats that are color point include, Siamese, Himalayan, and Birman.

The points come in all cat colors. The points darken with age and the color spreads on the cat’s body. A very young kitten may be white or off-white with only a dash of color on the nose and ears.

The proper way to list the color of these cats is to put the color of the markings in the front of the word point, such as:

Blue Point (grey)

Chocolate Point (brown)

Flame Point (red)

Lilac Point (dark silver)

Seal Point (dark brown)

A color point cat with tabby markings on the points is called a lynx point with the color listed in front of the word lynx.

Tabby – Tabby is a coat pattern and not a color. All tabbies have stripes on their tails, legs, throats, and faces. Tabbies also have an “M” pattern on their foreheads.

- a. Tabby Markings – The most common tabby markings are:

Classic – broad stripes that make circles and swirls on the sides of the body.

Lynx Point – the stripes are only on the tail, legs, and face.

Mackerel – narrow stripes that run vertically down the sides to the belly and sometimes with a strip down the back. Often referred to as a “tiger” pattern by lay people.

Spotted – just like it sounds, instead of stripes on the body there are spots of color that are usually in a random pattern.

- b. Tabby Colors – Tabbies come in all cat colors with varying shades. The proper way to list a tabby coat is to state the color first, and then the word “tabby”. The most common ones are:

Blue – dark blue stripes on a lighter blue background.

Brown – black or very dark brown stripes on a lighter brown background.

Cream – darker cream strips on a lighter cream background.

Gray – gray strips on a lighter gray background.

Red – darker red stripes on a lighter red background.

Silver – black strips on a silver background.

- **Eye Color** – Eye color may sometimes be the only way to tell two cats apart. Cat eye colors include blue, green, yellow, copper, and hazel. Sometime a cat will have two differently colored eyes.
- **Age** – Cat age can be estimated in the same way as dog age. The following are helpful in determining age:
 1. Eyes – a kitten's eyes will open in 8 to 10 days after birth.
 2. Teeth –
 - a. deciduous teeth begin growing through the gums at 2 weeks of age.
 - b. by 2 months of age, a kitten will have all 26 baby teeth.
 - c. by 5 months of age, the deciduous canine teeth are replaced by permanent canine teeth (fangs).
 - d. by 5 to 6 months of age, a cat will have all 30 of its permanent teeth.
- **Gender Identification** – It is often difficult to determine the sex of cats, especially kittens. Compare the following features in kittens until you easily identify males and females.



7 week old Male kitten

Males – the penile opening has a circular shape. It is a greater distance below the anus than the vaginal opening on a female. This allows room for the testicles to descend into the scrotum. It is often difficult to see or feel the testicles in a young male kitten.



7 week old Female kitten

Females – the vaginal opening will be a vertical slit. It is located a very short distance below the anus.

One method of sexing kittens is to hold them on their backs with their hind end toward you. On a male, the openings will look like a colon (:); on a female, the openings will look like an exclamation point (!).

Chapter Appendix

Figure 1 – Dog Ears

Figure 2 – Dog Tails

Source: American Kennel Club, *The Complete Dog Book*

Figure 1 -

Dog Ears



PRICK - German Shepherd



ROSE - English Bulldog



SEMI - PRICK - Collie



DROP - Hounds/Setters



BUTTON - Fox Terrier



BAT - French Bulldog



CROPPED - Doberman/Boxer

Figure 2 -

Dog Tails



TIGHTLY CURLED - Basenji



GAY - Beagle



PLUMED - Irish Setter



SCREW - Boston Terrier



STRAIGHT - Pointer



DOCKED - Boxer

This Chapter Covers:

Introduction
Equipment
Muzzling
Pursuit
Territory
Behavior
Wildlife



Introduction

In this chapter you will learn how to capture (catch) and restrain (hold) an animal without hurting yourself or the animal. You must learn how to use the different kinds of animal control equipment effectively and without hurting the animal. To do a better job of capturing animals, you need to understand animal behavior (an animal's response to its environment), including the behavior of dogs, cats and wildlife. Sometimes you have to think like an animal to catch the animal. You have a better chance of catching an animal if you have an idea of what the animal is probably going to do next. If you can "out-think" an animal instead of trying to out-muscle it, capture is easier.

Equipment

It is important for Animal Control Officers (ACOs) to know that all animals can feel pain. Although animals cannot always express their discomfort and suffering, they can still hurt. Professional ACOs are morally, ethically, and legally obligated to minimize the suffering of animals they handle without jeopardizing your safety.

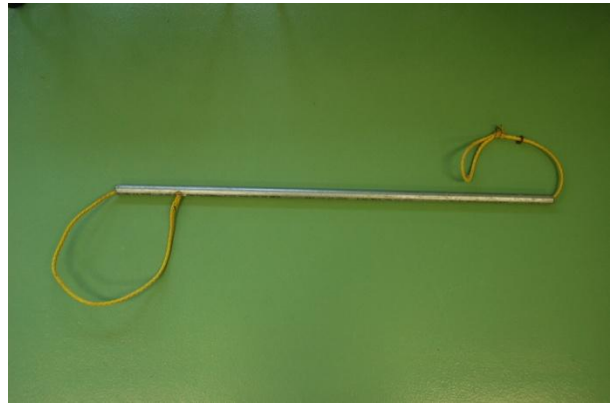


You use different kinds of equipment to catch and restrain the animals. You must learn how to use your equipment on the animals without hurting them, or hurting them as little as possible. (The equipment for the capture and restraint of animals can cause some amount of discomfort or pain to the even when used correctly.) There are five major kinds of equipment:

- Extension of Arms
- Physical Barriers
- Traps
- Chemical Injections
- Firearms

Extension of Arms – equipment that allows you control without getting too close to the animal.

Catch poles and snares are often used and come in all styles and lengths (see figure below). They have a stiff handle with an adjustable loop of rope or cable on one end. Keep them clean, properly stored, and in good condition.



Properties of a Catch Pole or Snare:

- Use a catch pole that is between 3 and 5 feet long. A shorter one will not be an effective extension of the arms and a longer one will be too difficult to handle properly.
- Make snares or catch poles using a broom handle, pipe, or conduit (staff) and rope (loop).
- Buy strong, lightweight catch poles. These usually have an aluminum tube for the staff, a plastic-covered wire cable for the loop, and a cable-locking device to prevent accidental release of the animal.

Techniques for Using a Catch Pole or Snare:

- One method of using a catch pole is to have the loop enclose both the head and one forelimb of the animal to prevent choking. For other methods of proper usage, refer to the manufacturer's recommendations for the catch pole you are using.
- Slide the catch pole along the ground towards the animal, as this will appear less threatening.
- Once the catch pole has crossed the animal's personal space, gently stroke the animal with the end of the staff and then slowly apply the loop.
- Never use the catch pole to lift any animal! Support the body with your free arm and use the catch pole to control the animal's head.

Long Handled Tongs (on right) catch the animal around the neck or body and can be used for snakes, cats, and other small animals. When using tongs you must be aware of the pressure being applied so as not to cause harm or injury to small animals.



Ropes can be hard to use and are normally only good for catching a large animal (30 pounds or more). Store ropes in a dry, clean place. Inspect them frequently for worn or weak areas.

Different kinds of Rope:

- Soft Rope
 1. Cotton
 2. 15 to 20 feet
 3. inexpensive
 4. flexible
- Hard Rope
 1. manila, sisal, or other fibrous materials
 2. 30 to 60 feet
 3. strong and less flexible
 4. can cause rope burns
- Synthetic Rope
 1. nylon
 2. strong and flexible
 3. can cause severe rope burns
 4. can stretch

Good ropes for general animal control use are those which have a strong nylon center core and a woven cotton outer covering. This combination provided the necessary strength while reducing the possibility of choking the animal or causing rope burns.

Techniques for Using a Rope:

- A short underhand or sidearm throw is most effective since it is less frightening to an animal than an overhead throw.
- In some situations, the rope may not have to be thrown at all. Lift the loop over the dog's head if it is not attempting to run.
- Once you have applied the rope to the dog, use the rope to bring the animal closer to you and then lift the dog if it is small enough. Lead larger dogs to your vehicle and then lift them into the cage.
- Use the rope to control the head and lift the body with your free arm.
- Never lift any animal off the ground by the rope alone.

Disadvantages of a Rope:

- You can choke the animal with the rope.
- A rope will not keep the animal from attacking you.
- Some kinds of rope can cause rope burns on both the animal and the ACO.

Nets work well sometimes, particularly in capturing birds or small primates. Nets can be attached to poles. (see the figure to the right) or can be thrown over the animal. They can be difficult to use since most animals can easily avoid a net. They are also expensive, difficult to store, and require continual repairs.

Physical Barriers

Gloves can sometimes, but not always, protect you from animal bites. Gloves that are thick and tough enough for maximum protection can make it difficult to grasp the animal or to feel how hard you are pressing on it. However, they can also help prevent animal saliva that might contain the rabies virus from contacting any breaks in the skin of your hand.

Blankets, large towels, or other heavy cloths can be placed over an animal. Use a blanket that is thick enough so the animal cannot tear it, but thin enough so that you can still grasp the animal.

- Blankets help calm the animal and may protect you from bites because animals are less likely to attack a flat surface.
- Many animals may be calmed by the darkness created by being covered with the blanket.
- A blanket is useful when handling large birds because the wings, talons, and beaks can all be covered.
- Make sure the blankets and towels are washed after each use to prevent disease transmission.

Traps

Check with the Kentucky Department of Fish and Wildlife and your local ordinances concerning possible restrictions on the use of steel jaw leg hold traps. These traps are painful for the animal and should never be used in the course of daily animal control functions. You will find animals caught in these types of traps. It's essential that you have the knowledge to determine if the traps are being used properly and are legally tagged as required.

When dealing with members of the public, use words like box traps, humane trap, or live trap so they will know that you do not use steel jaw leg hold traps. It will help improve your public image.

Box-type live traps are good tools for capturing animals. Use traps for capture of animals when close approach is difficult, as with animals having a large public space or a strong flight response. Also use traps to capture nocturnal animals, such as skunks, raccoons, and opossums.

- Box-type live traps are made of hardware cloth or other kinds of wire mesh and are available in a wide range of sizes from large dog size to small rodent size. (see figure below)
- Larger live traps are harder to store. Some commercial traps are collapsible, which makes storing them much easier



- Live traps of any size work in basically the same way. A door is opened and connected to a treadle or a metal plate on the floor of the trap. The animal triggers or releases the door when it enters the cage and steps on the treadle or tries to remove the bait. The door then closes and locks.
- Use bait that will attract the animal you want to catch. For example, canned or dry cat food will attract cats, raccoons, opossums, and skunks.
- Live traps must be carefully examined after each use and kept clean and in good condition.
- Live traps can be made or commercial traps can be purchased. Commercial traps are expensive and are sometimes stolen or vandalized. Requiring a deposit from citizens who want to use the traps on their property will help reduce the financial loss if the traps are damaged or lost.
- When providing traps to the public, ask them not to set the traps unless they can attend to and care for the animal in a timely manner.
- Make sure to use a trap that is the right size for the animal being captured. After setting the trap properly, check it at least once a day. Check the traps more often during the summer because of heat.
- Most animals will quickly learn to recognize the trapping device and will be hard to trap a second time.

Chemical Injections – The use of chemical injections to capture an animal has many legal and medical issues to consider. The drug can be difficult for ACOs to obtain or be able to administer. Some of the drugs do not affect the animal quickly; therefore, the animal may remain mobile or aggressive for a considerable amount of time after injection. Chemical injections to capture an animal are used only as a last option and require special training.

Firearms - Handguns, shotguns, rifles, and other firearms have very limited emergency field use in animal control activities. Due to liability issues, they should not be used unless the ACO is properly trained. Check with your agency to learn about the local firearm policy.

Muzzling

Muzzles can prevent an animal from biting you, and they can sometimes make an animal behave better. You can make muzzles yourself, or your agency can purchase commercial muzzles. Homemade muzzles are cheap, comfortable, and easy to make using rope, cloth, nylon stockings, or cotton gauze. Commercial muzzles come in different sizes and are usually made of nylon with buckles or Velcro straps. Muzzles can be used for both cats and dogs, but you need to be careful; many ACOs have been bitten while putting a muzzle on an animal.



Photos by Washington State University, College of Veterinary Medicine

- 1) Make a loop in the center of a four foot leash or bandage using a surgeon's knot.
- 2) Slip the loop over the nose and draw it snug.
- 3) Bring the ends down under the chin and tie them with an overhand knot. Carry one around each side of the neck and at the nape tie them in a square knot.

The "quick muzzle" can be used in the field when other alternatives are not available.



Photos by Boone County Animal Care & Control

- 1) Place a flat nylon D-ring leash around the neck placing the ring to the side.
- 2) Reverse direction and circle the muzzle twice.
- 3) Loop leash under the muzzle crossing over the back of the neck.
- 4) To secure the muzzle, slip your fingers under the original loop circling the neck holding the end of the leash and original loop in the same hand.

Do not leave a muzzle on an unattended animal. If the animal vomits while wearing a muzzle, it could choke. Also, the animal will not be able to cool itself by panting and may experience heat exhaustion and/or heat stroke.

Pursuit

It is not always a good idea to pursue an animal that is running away from you. The animal will probably escape, and it will be even harder to catch the next time.

Many animals (and ACOs) have been severely hurt during a chase.

People watching may think that you have lost control of the situation. This can damage you and your agency's image.

Only chase an animal if you think you will capture it quickly or you will be able to follow it home.

Remember: As a professional ACO, you need to "outthink" the animal so that you can capture it before it has a chance to escape. If an animal does run away, there are other ways to handle the situation without chasing it.

Follow the animal until you locate where it lives.

Try to capture the animal by setting a live trap.

Territory

All animals, even pets, have home ranges and territories in which they travel. When you know those areas, you will have a better chance of capturing the animal. Dogs are very social in their behavior and form packs that tend to travel together. Cats are not as social and seldom have much to do with other adult cats, except when one is in estrus or they are defending their territory.

Fight or Flight

When you are entering an animal's home range, remember that all animals have "flight reaction distance." This is the closest you can get to that animal before causing a reaction. The animal will either attempt to hide, run, or fight.

Most animals will try to run and avoid a confrontation instead of fighting when you approach them. This is a flight response. If you enter the animal's critical distance, it will usually attack you in an effort to escape.

Animals react to visual (sight), auditory (sound), and olfactory (smell) signals sent by a person, so always act in a calm, quiet manner while being deliberate and methodical in your movements. Avoid gestures the animal may see as threatening, such as a loud voice and flailing arms. An individual that towers over you, which is how you appear to an animal, can be very threatening. The tone of your voice is very important too; what you say is not nearly as important as how you say it. It is interesting to note that female ACOs may be more successful than male ACOs in capturing unconfined dogs. Soft, soothing tones along with correct body movements can actually reduce the animal's public, social, or personal spaces.

Animal Territories (see figure below) - Reduce the chances of the animal attacking you by understanding how animals will react in their different spaces.

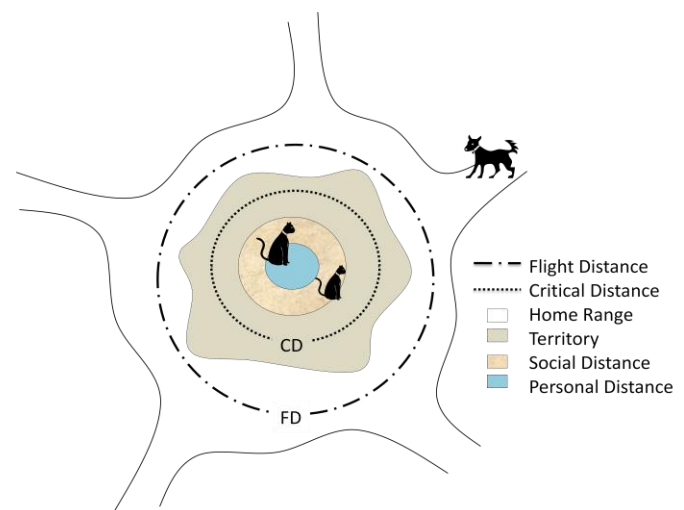
Home range this is the largest area in which the animal will usually roam.

Territory this is a smaller area within the home range, and the animal usually will defend it against intruders.

Public space this area is greater than 12 feet from the animal, but it is still within the animal's territory. When you approach an animal in this area, it will usually try to run from you.

Social space (approximately 4 to 12 feet) this is a smaller area within the public space. When you approach an animal in its social space, it may either fight or run from you, depending on other behavioral characteristics.

Personal space (approximately 0 to 4 feet) this is the smallest area and the area nearest the animal. When you approach an animal in its personal space, it will usually fight or submit.



Behavior

Ethology is the study of animal behavior. If you understand animal behavior, you will sometimes be able to guess what the animal will do next. This makes it easier to capture the animal.

Remember: "Normal" behavior can change when an animal is lost, chased, scared, sick, hurt, in heat (estrus), hungry, cold, hot, or stressed in any other way.

You can understand an animal's behavior better by knowing what time of the day it is most active (when it eats, drinks, or travels).

Crepuscular active at twilight or before sunrise, such as foxes and coyotes.

Diurnal active during the day, such as squirrels.

Nocturnal active during the night, such as skunks, raccoons, bats, and opossums.

Cats are **nocturnal** with **crepuscular** tendencies. **Canines** are **crepuscular**. However, **domestic dogs** have **diurnal** tendencies because of their association with humans.

Many domestic pets behave differently than their wild counterparts. This is because pets have undergone domestication and socialization, which alter the wild behavior patterns. Contact with people and other animals help to socialize animals. They learn how to behave and become familiar with people and other animals. Socializing dogs and cats at an early age helps them become well-adjusted family pets.

It is easier to socialize animals when they are young (preferably before they are four months old). If a puppy has not been socialized to human contact by the age of 14 to 16 weeks, it may never make a good pet.

It is usually best for families to adopt a puppy between 6 to 10 weeks of age because at this age it is easier to socialize.

Because pets are around people on a regular basis, they may be easier to catch than a wild animal. However, remember that some animals may behave oddly because they have not been socialized. **Just like people, animals that were neglected or abused when they were young may behave strangely when they are older.** These animals are sometimes called asocial which means that they are not as friendly around people as socialized pets.

There are three main kinds of a-social behavior in pets:

- submissive_behavior,
- aggressive_behavior, and
- "fear biting" behavior.

Knowing the signs of different behaviors will help you decide how to handle the animal.

Behavior in Dogs

A **submissive** dog may behave in these ways:

- whining and whimpering;
- tucking the tail between the legs;
- holding the ears down when approached;
- rolling on its side or back; and/or
- urinating when touched or lifted.



An **aggressive** dog may show these behaviors before it attacks:

- growling, or a change in the sound of the bark;
- hair standing-up on the neck and along the back (hackles);
- curling the lips in a snarl;
- moving the tail slowly from side to side (flagging); and/or
- standing very rigid, looking directly at you, flattening its ears against its head, tucking its tail between its legs, and baring its teeth.



You need to act calmly and quietly when you are around an aggressive dog. Do not move quickly, as sudden movements might cause the dog to attack. Never attempt to run from an aggressive dog. Do not stare into an aggressive dog's eyes. It may perceive this as a threat and attack you.

Fear Biters and Capture Hints

Dogs that are "**fear biters**" bite when they are scared and usually will not act like an aggressive dog. They may even have their ears and tails down and lean away from you as you get closer to them. If you get too close, the dog will probably snap at you or bite you. If a dog shows indications of fear biter behavior, there are things you can do to calm the dog:

- Move slowly.
- Talk in a soft voice to the dog.
- Squat down on one knee and turn sideways to make yourself appear less threatening.
- Pat your thigh softly to call the dog closer.
- Reach out to the dog carefully and touch it under the chin; do not try to touch it on top of the head or on the shoulder.
- Touch and pet the dog gently to calm it.
- Slip a snare or leash carefully on the dog.
- Move away slowly if the dog does not respond and is still acting like it might bite.



Experience and knowledge of dog behavior will help you predict how different dogs will respond to you.

Behavior in Cats

An **alert** cat might behave in these ways:

- stopping in its tracks;
- holding its head and ears erect;
- staring with an even, close-mouthed expression; and/or
- standing with its back level and tail erect.



As the ACO continues to approach, the cat may respond in three ways:

- aggressively,
- fearfully, or
- submissively.

An **aggressive** cat might behave in these ways:

- lowering the head;
- holding the ears to the back or side of the head;
- arching the back;
- fluffing the tail and holding it erect; and/or
- growling and hissing.



A **fearful** cat might behave in these ways:

- crouching low to the ground;
- fluffing the hair along back and tail;
- pulling the tail to its side;
- dilating the pupils;
- flattening the ears;
- growling and hissing; and/or
- displaying fear biter behavior.



Fearful cats will try to escape by climbing anything available, including people and flat walls.

A **submissive** cat might behave in these ways:

- similar to a fearful cat; and/or
- leaning away from a person.

Do not assume, however, that simply because they are categorized as "fearful or submissive" that they have surrendered to inevitable capture and can be handled with no risk of injury. A seemingly submissive cat may suddenly roll onto its back and attack with both sets of claws.

Wildlife

This section is for informational purposes in areas where A.C.O.s may handle wildlife. K.R.S. does not require A.C.O.s to address wildlife issues. Special training and permits are required to handle wildlife.

Animal control officers will receive calls from citizens for help with wildlife problems. As our cities and towns grow, there will continue to be problems between humans and wild animals.

Nearly any wild animal can make a home in urban and suburban areas if there are food, water, and shelter. People attract wildlife by leaving their garbage and pet food outside. Wild animals can also make their homes in attics and chimneys, which can cause problems and damage to the building. The only long-term solution for dealing with problem wildlife is to not attract them with food and to "build them out" of areas where they are not wanted.



Discourage people from having contact with wildlife. Wild animals can cause injury through bites and may expose humans or pets to rabies. The Kentucky Department of Fish and Wildlife and many cities and counties have laws pertaining to keeping wild animals as pets. Know the laws regulating wildlife.

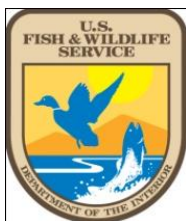
Animal control agencies may be asked to help citizens with wildlife problems, or they may refer citizens to private pest control companies, wildlife rehabilitators or Nuisance Wildlife Officers (NOW). Your agency should develop a policy to deal with these issues.



Consider answering all calls for help with animals that are high risk for spreading rabies (skunks, bats, raccoons, foxes, and coyotes). High-risk animals are normally nocturnal; this means those that are active during the daytime may have rabies. It is essential to try to capture or kill (without damaging the brain) a high-risk animal for rabies testing if it had direct contact with a human. Contact your local health department for guidance.

If your agency handles wildlife, there may be times that you will have to set live traps to capture a wild animal. Think before acting and always consider your safety and the protection of private property. Much of your success will develop through experience. Learn how to identify the problem animal by its signs and tracks. Know what bait to use and where to place the trap. Wear protective gloves to handle traps containing animals.

Releasing, instead of euthanizing, captured wild animals is a very good public relations policy for an animal control agency. The public will appreciate your efforts and your caring attitude. However, relocating and releasing all captured wildlife is not always possible or responsible. Depending on the circumstances, some animals may have to be euthanized. Wild animals in a trap can be injected with a euthanasia solution by using a syringe pole. Syringe poles can be purchased, or you can easily make one yourself.



There are trained wildlife rehabilitators that are licensed by the Kentucky Department of Fish and Wildlife Resources and the U.S. Fish and Wildlife Service to care for and release certain animals. Rehabilitators will probably not be able to take all your wildlife, but it can benefit your agency to establish a working relationship with one or more rehabilitators.

Having a cooperative relationship with rehabilitators is important from a public health standpoint. If your agency's policy is to only euthanize sick, injured, or orphaned wildlife instead of placing them with a rehabilitator, many people who find such animals will decide to personally care for them rather

than have them destroyed. These people usually have not been fully educated about the risks of rabies and other zoonotic diseases and have not been trained on bite avoidance techniques; they also have not received pre-exposure rabies vaccinations. Therefore, it is preferable to place wildlife in the hands of responsible, trained rehabilitators whenever possible.

There are many things to consider before relocating and releasing wildlife:
Is it legal?

- Are water, food, and shelter available?
- Is the animal healthy and old enough to survive on its own?
- Will you be spreading disease?
- Are you doing what is best for the animal?
- Are you relocating a problem to someone else?
- Do you have permission from the owner of the property where the animal is to be released?

Additional References:

National Animal Control Association Training Guide

P.O. Box 480851

Kansas City, MO 64148-0851

913-768-1319

<http://www.nacanet.org>

This Chapter Covers:

- Vehicle Standards
- Equipment
- Loading Procedures
- Unloading Procedure



Vehicle Standards

Animal transportation involves taking the animal you have captured or seized to the impoundment facility. This is usually done in a truck that has cages on the back. Your truck is a reflection of you as an animal control officer (ACO), so both you and your truck need to be neat and clean. The public will be able to recognize you by the use of proper identification patches on your uniform and insignia on the sides of the vehicle.

Use a truck that:

- is clean (clean cages after each animal is unloaded to prevent the spread of disease).
- has identifying signs and insignia.
- has cages large enough to hold the captured animals.
- has been properly maintained and is in good working condition.

The truck cages must:

- be clean.
- be made of strong, easily cleaned material. (Do **not** use wood because it cannot be sanitized.)
- have cage doors that can be locked.
- be strong enough to hold the animals.
- protect the animals from bad weather (excessive heat and cold, rain or other precipitation, etc.).
- has proper ventilation.

Special equipment considerations for the truck include:

- lights, including a spot light, and revolving yellow lights for the top of the truck,
- a two-way radio, and
- storage space for the equipment.

Loading Procedures

Someone will usually be watching you whenever you handle an animal, so make sure you do it the correct way. People will have more respect for you if you handle an animal **carefully** and humanely. Careful handling may also help to calm the animal.

To load an animal onto the truck, you need to:

- lead or carry the animal to your truck. **Do not drag the animal.** Have the truck as close as possible.
- keep the rope, catch pole, or leash on the animal while you are loading it.
- lift the animal with your hand and/or arm. **Do not lift the animal with just the leash, rope, or catch pole.**
- close the door carefully so you do not catch a part of the animal in the closing door.
- separate healthy, live animals from sick or dead animals. **Do not put them in the same cage.**

If the animal is in a live trap, put the trap in the truck or in a cage. Do not remove the animal from the trap until you arrive at the shelter unless you have proper transfer equipment. Return to the shelter as soon as possible after the animal(s) have been loaded onto the truck. Keep animals on the truck for a minimal amount of time, especially on very hot or cold days. Do not let the animals suffer from heat exhaustion in hot weather or hypothermia (low body temperature) in cold weather. Keep the animal dry if there is precipitation. Drive slowly and carefully so that the animals do not get hurt or develop motion sickness.

Unloading Procedures

It may be more difficult to remove the animal from the cage than it was to put it in the cage. The cage may have become the animal's home territory. It may feel safer in the cage and not want to leave it. **To unload the animal from the truck, you should:**

- have the truck as close as possible to the holding area.
- park the truck in an enclosed or fenced area before unloading the animal in case the animal escapes from you.
- open the door carefully.
- put a rope, catch pole, or leash on the animal while you are unloading it.
- lift the animal with your hand and/or arm.
- lead or carry the animal to the holding area.

Be careful when loading or unloading animals to avoid back injuries. Try to lift by bending your knees while keeping your back straight. This puts the stress on your legs rather than on your back. Lift a medium- or large-sized dog by wrapping one arm below its rump and the other arm around its chest, as in the figure on the right shown above. If the dog shows signs of biting, apply a temporary muzzle before lifting it.

Lift a small dog by placing your hand under its body (pass your index finger between the dog's front legs). Hold the dog's chest with your fingers. Lift the dog so that it rests on your hip. Place your other hand on the dog's shoulders to steady its neck.

To lift a cat, place your hand under it. Hold the cat's skin at the back of its neck firmly with your other hand and lift it. Press its body between your arm and hip.



This Chapter Covers:

- Shelter Facilities
- Laws Regulating Animal Shelters
- Shelter Standards for Care and Control
- Shelter Operations and Administration
- Humane Care and Treatment
- Rabies Quarantine



Shelter Facilities

"Animal shelter" means any facility used to house or contain animals, operated or maintained by a governmental body, incorporated humane society, animal welfare society, society for the prevention of cruelty to animals, or other nonprofit organization.

Laws Regulating Animal Shelters

Chapter 258 of the Kentucky Revised Statutes (KRS) requires the governing body of each county to have an animal shelter or contract with an entity to provide animal sheltering services that meet the minimum operating standards.

Impoundment Period

Stray dogs are required to be held for a minimum of 5 days to give owners a chance to claim their lost pets unless the dog has an injury or physical condition which causes it to suffer. City and county governments may write ordinances or laws that decide how many days a stray cat will be held after it is captured. ***If an owner is identified, the impounding agency shall immediately notify the owner of the impoundment by the most expedient means available.*** Dogs not reclaimed and those not placed in suitable new homes may be humanely euthanized after the five (5) day holding period.

Many cities and counties have a policy of keeping licensed pets longer than the minimum impoundment period. This encourages residents to participate in the licensing program.

Shelter Standards for Care and Control

Animal shelters may be simple or elaborate, but they all should meet minimum standards (requirements) and provide for the safety and well-being of the animals. ***The governing body of each county shall provide sheltering services that;***

- 1. Segregate male and female animals by species in runs and holding areas;***
- 2. Provide separate runs or holding areas for ill or injured animals. An ill or injured animal shall be treated with proper veterinary care or euthanized;***

3. Provide quarantine for dogs and cats presented to the shelter when quarantine by the owner is not feasible or desirable, the cost of quarantine to be borne by the animal owner at the shelter's regular housing costs and fees. Quarantined dogs and cats shall be held in isolation for observation of symptoms of rabies for a period of ten (10) days from the date the dog or cat bit a person. If the dog or cat dies or is euthanized while in quarantine, it shall be submitted to the local health department for testing for the presence of the rabies virus. The cost of the testing shall be borne by the animal owner or the local health department may bear the cost at its discretion;

4. Provide holding areas with protection from the weather, including heated quarters during cold weather. Holding areas shall be free of debris or standing water; shall provide adequate lighting, ventilation, and sanitary conditions to promote a safe, healthy environment; and shall provide adequate space to allow for normal movement, including standing to full height, sitting, turning, and lying down in a natural position without coming in contact with the top or sides of the enclosure or another animal;

5. Provide runs and cages built of materials which can be readily cleaned and disinfected, including floors made of an impervious material;

6. Provide access to the public for no less than twenty-four (24) hours in one (1) week, with the hours that the facility is open to the public posted in a visible location;

7. Employ euthanasia methods specified as acceptable for that species by the most recent report of the American Veterinary Medical Association Panel on Euthanasia;

8. Provide potable, uncontaminated water to every animal at all times, and palatable, uncontaminated food daily; and

9. Maintain a record on each animal impounded. Records shall be maintained for a period of two (2) years and shall include:

- a. Date impounded;***
- b. Location found or picked up;***
- c. Sex of animal and spay or neuter status, if known;***
- d. Breed or description, and color; and***
- e. Date reclaimed, adopted, or euthanized.***

Structural Strength

Facilities should have a sound structure and be in good condition. They must be able to contain the animals, protect them from injury, and prevent transmission of disease. Building surfaces must not absorb moisture and must be easy to sanitize.

Floors

Floors need to be made of durable, moisture-resistant material. For example, smooth, sealed cement floors are easy to clean and will not absorb moisture and odors. Additionally, floors which are properly sloped (slanted) to the drain will help prevent standing water. The recommendation is one (1) inch per four (4) feet.

Waste Disposal

A shelter should have a way to remove and dispose of animal wastes, such as urine and feces. Sanitary sewers, septic tank systems, or garbage plans are all possible options. A mechanism should also be in place for disposing of food wastes, bedding, dead animals, and debris. Disposal should be conducted in a way that keeps vermin, odors, and the spread of disease to a minimum.

Water, Lighting, and Electricity

Adequate and safe drinking water must be available. Sufficient lighting is needed to properly clean a shelter and observe the animals; a reliable source of electricity will be important in achieving this and other requirements.

Heating, Ventilation, and Cooling

Shelters must be ventilated and able to provide supplementary heating. When the surrounding temperature falls below 50 F (10 C), animals should be provided with additional heat or dry bedding. If the animal is old, very young, or fine coated, then additional heat may be called for. If the temperature rises above 85 F (29.5 C) in indoor facilities, fans or air conditioning should be provided. Some breeds, such as Malamutes, Huskies, Shepherds, and other heavy coated dogs love cold weather. Ventilation should be sufficient to keep drafts, odors, and moisture buildup to a minimum.



Enclosures and Space Requirements

Comfortable and safe enclosures for the animals, such as cages and runs, are a requirement. Each animal must have space to turn, stand, sit, and lie in a comfortable position. Enclosures must allow the animal to stay dry and clean and be protected from injury and illness. The surfaces of the enclosures must not absorb moisture and must be easy to sanitize. Animals kept in enclosures must be protected from excessive lighting.

Washrooms and Sinks

Provide washrooms and sinks for employees to wash themselves. Practicing proper hygiene techniques, such as hand washing, helps prevent the spread of disease.

Storage

Store food and bedding where they are protected against vermin. If perishable food is used, refrigeration is required.

Weather Conditions

Provide shade to protect the animal from the direct rays of the sun and direct effects of wind. Provide protection that enables the animal to stay dry during rain, snow, and other precipitation.

Shelter Operations and Administration

Even the nicest facility can be an unacceptable one if it is not operated and maintained properly. The following information contains concepts of shelter management.

Policies and Procedures

Written policies and procedures should be in place to provide standards and give instructions for every part of a shelter's operations.

Unloading Animals

A good practice is to unload animals in an **enclosed** drive-in bay or fenced area to prevent their escape. Take special care when unloading animals to be quarantined.

Animal Surrender

Before accepting an animal being surrendered by someone, it would be advisable to obtain a signed release from the person to certify that he/she is the owner of the animal or that it is a stray. The person should also confirm that, to his/her knowledge, the animal has not bitten anyone within the last 10 days. Additionally, the person should also acknowledge that he/she realizes that there is a possibility that the animal will be euthanized.

Animal Identification

Identify every animal in the shelter. Complete an impoundment card or record and assign an impoundment number for each animal. Keep a record on each animal that includes the physical description of the animal, impoundment date, location found (if stray), disposition date, and method of disposition.

Separation of Animals

Separate animals and do not put too many animals in one cage (try to have only one animal per cage). Litters can be kept together and can be kept with the mother; young animals can be kept together (healthy puppies can be kept together and healthy kittens can be kept together). House animals by species, sex, and size. Always separate animals that are sick, injured, aggressive, or under rabies quarantine from other animals.

Food Storage

It is recommended that if bags of food are stacked, they do not touch the floor or walls. It would be advisable to store food sacks on pallets or shelves with at least 12 inches between the floor and the first



level. Storing food in metal or plastic barrels is better than keeping it in bags. Rotate the food supply so that the older food is used before the newer food.

Remember: first in – first out.

Donated food can be a large savings to a shelter's budget. Examine bags and cans of donated food for damage and insects. Store opened bags of food in containers with lids that fit tight to protect the food from moisture, insects, and rodents.

Sanitation

Dispose of waste and trash properly to prevent odor and disease problems. Clean cages as often as necessary and remove all waste so the animals do not have contact with it. Disinfect the shelter at least once daily to control and reduce odors and disease hazards.

Pest Control

Create and maintain a regular program for the control of ants, flies, roaches, fleas, ticks, and other pests. Avoid pest problems by using good construction methods and by proper cleaning, feeding, and storage procedures. Keep the facility free of any signs of vermin infestation.

Humane Care and Treatment

Always treat and handle impounded animals in a caring, humane manner. Observe animals at least twice daily for any evidence of illness or injury. Note any physical or behavioral changes on the animal's record.

Arrange for a veterinarian to provide help and give advice. The veterinarian will diagnose and may treat the sick and injured animals.

At those times when a veterinarian is not available, shelter employees must make decisions about an animal's health. Always document the animal's condition and get a second opinion. If possible, take a picture of the animal as proof of its state of health. Keep sick or injured animals quiet and isolated if they must be kept for a short time. **Never let an animal suffer.**

Water and Watering

The shelter needs a fresh, clean supply of water for the animals and for cleaning purposes. Clean water must be available to the animals at all times.

You can give water to animals in several different kinds of containers. Stainless steel or plastic buckets for dogs and stainless steel or plastic bowls for cats are the most common methods. Non-tip bowls or buckets with the handles clipped to cage fronts will prevent spillage. Domestic ferrets need access to water at all times provided in drinking bottles. Drinking bottles can also be used for other animals acclimated to their use. Check water containers often for the amount of water and the cleanliness of the water. Clean them at least every day.

Food and Food Preparation

Food for all animals must be wholesome and meet the normal daily requirements for the condition, size, and age of the animal. Food must also be free from contamination. Never throw food on the floor.

Feed adult dogs and cats **at least once a day** or as directed by a veterinarian. Feed puppies and kittens more often. Dry dog and cat food are the most common and acceptable foods for use. Animals must have easy access to their food. Provide every adult dog with its own food bowl to prevent fighting and ensure that each animal is fed. Make sure that each animal is able to eat the food that you give it.

Domestic ferrets need to have continuous access to food. All other animals must be fed appropriately as described on the packaging of a commercial, species-specific food or as directed by a veterinarian. Provide food bowls that are strong, sanitary, and easy to clean. Stainless steel bowls with wide bottoms are best because the animal cannot overturn them easily. Self feeders for dry food can be used for animals acclimated to their use. If disposable receptacles are used, they need to be discarded after each feeding. Check the animal's food and throw it away if it becomes contaminated or spoiled.

Rabies Quarantine

Report all potential human rabies exposures to the local health department. A potential exposure includes any incident in which an animal has bitten a human or in which there is probable cause to believe that an animal has otherwise exposed a human to rabies. The health department decides if the animal will be quarantined or tested for rabies.

If the animal that potentially exposed a person to rabies is a dog, cat, or domestic ferret, it must be placed in quarantine until the end of the 10-day observation period or it must be humanely destroyed and tested for rabies. The 10-day observation period, which is 240 hours from the time of the potential exposure, applies only to dogs, cats, and domestic ferrets. A ten (10) day rabies quarantine is the preferred method to eliminate the possibility of rabies virus shedding from a dog or cat bite! During the observation period, the health status of the animal is watched. **Do not have animals vaccinated against rabies during their observation period.** However, animals may be treated for unrelated medical problems diagnosed by a veterinarian.

Quarantined animals must be separated and confined. They cannot have any contact with other animals or people. Quarantined animals must be separated by a solid partition from all other animals so there is no possibility of physical contact between them.

The health department must approve the location where the animal is to be quarantined. An animal shelter, veterinary clinic, or home of the owner is examples of possible locations.

If the dog, cat, or domestic ferret is quarantined at your facility:

- have the animal observed closely at least twice a day for any signs of illnesses or behavioral changes;
- report any change in the animal's physical condition or behavior immediately to all involved parties; and
- have the animal humanely euthanized and its head submitted for rabies testing if a veterinarian determines that it is showing clinical signs of rabies.

Handling of quarantined animals must be conducted in a way that avoids contact of saliva from the animal with other animals or people.

If the animal is still alive and healthy at the end of the observation period, there could not have been any rabies virus in the animal's saliva at the time of the potential exposure. This means that the animal did not expose the person to rabies.

The health department will formally release the animal from quarantine at the end of the observation period and visual inspection of the animal.

This Chapter Covers:

- Introduction
- Reclamation
- Adoption and Sterilization
- Euthanasia
- Carcass Disposal



Introduction

After an animal is impounded, there are a number of ways that the animal can leave the shelter. The action that is taken to end an animal's impoundment (the final outcome) is called the disposition of the animal. A shelter's options for disposition of impounded animals depend on the animal's health, shelter policy, space and budget for housing animals, municipal or county ordinances, and state laws. Four of the most common outcomes of impoundment are:

- having the rightful owner reclaim the animal,
- transferring to another organization,
- adopting the animal to a new owner, or
- euthanizing the animal.

Reclamation

Animal reclamation (the animal is returned to its owner) benefits both you and the owner. The owner gets his or her pet returned, and you have one less animal to re-home or euthanize. You need to make every effort to match the animal with the rightful owner when it is reclaimed.

Methods for identifying the correct animal owner include:

- rabies vaccination tag,
- animal license tag,
- animal identification tag,
- tattoos
- scars or unique markings
- microchip, and/or
- photograph or written description of the animal from the owner.

It is important to document the release of the animal in writing and collect any unpaid fees or fines **before** the owner takes the animal home. If the animal is a dog, cat, or ferret and is not current on its rabies vaccination, **Kentucky state law requires a vaccination voucher to be issued prior to release.** (Chapter Appendix Document 1) The voucher is valid for 10 days and the animal must be vaccinated before the expiration date. The shelter then reimburses the veterinarian with presentation of the voucher and an invoice for the dollar amount indicated on the voucher.

Adoption and Sterilization

Adoption places suitable animals with responsible owners. A good animal adoption policy can improve the public's view of the animal control agency. **Considerations for adoption policies include:**

- Pre-adoption holding for observation is the period an animal is held before it is placed for adoption. This period allows time for incubating diseases to develop in the animal. This helps to ensure that only healthy pets are adopted. Make the pre-adoption period long enough to cover most disease incubation periods, but short enough to minimize disease exposure that can occur within a facility. A 5- to 8-day period usually works well.
- Animals placed for adoption must be healthy and have good temperaments.
- Animals should be sterilized (spayed or neutered) prior to or shortly after release.

Euthanasia

Euthanasia is defined as the act of inducing humane (rapid and painless) death. The following euthanasia methods are recommended by the American Veterinary Medical Association (AVMA):

- injectable euthanasia solution,
- carbon monoxide (CO) chamber, and
- inhaled anesthetics.

Injectable Euthanasia Solution:

- Sodium pentobarbital (a barbiturate) is commonly used by veterinarians and certified euthanasia specialist (CES) for euthanizing animals.
- A denatured sodium pentobarbital, a scheduled III drug under the brand name Euthasol or Buthanasia-D can also be used. The recommended use of combined products, like the denatured form of sodium pentobarbital, is interchangeable with those of a pure product. These products induce euthanasia rapidly, smoothly, and with minimal discomfort to the animal. However, this method requires individual handling of each animal, plus training and skill in administering injections.
- The intravenous (IV or in the vein) route is best. The intraperitoneal (IP or in the abdominal cavity) route with a dosage 3 or 4 times the IV dose is second best. The intracardiac (IC) route injects sodium pentobarbital directly into the heart. Only use this method **after** the animal has been thoroughly sedated. Contact your veterinarian about drugs that can be used to sedate an animal.
- One trained animal handler should hold the animal while the veterinarian or CES injects the solution. Pictured is a technique for restraining a dog for intravenous injection. Hold the animal's head with one arm (wrap your arm around the animal's neck and press it near your body). With your other hand, press the vein near the animal's elbow with either your index finger or thumb. Once the needle is inserted in the vein, release the vein so the solution can be injected.



Photos by Washington State University, College of Veterinary Medicine

Carbon Monoxide (CO) Chamber:

- Carbon monoxide is an option when large numbers of animals must be euthanized or when there is not enough manpower to properly restrain animals for IV injection.
- Commercially compressed CO is the only legal source of CO to use in CO chambers.
- Carbon monoxide works by preventing red blood cells from carrying oxygen. The animal becomes unconscious (lacks awareness) when oxygen levels fall below normal.
- Carbon monoxide is a colorless and odorless gas that **can cause death in humans**. Keep a CO chamber outdoors or in a ventilated (good air flow) area with a CO alarm system. Maintain the equipment in perfect operational condition. Train shelter personnel on the proper operation of the CO chamber.
- Just prior to losing consciousness (awareness), animals may become agitated and bark or howl. However, it is thought that these animals are not in pain or distress when this occurs.
- In order for this method to be humane, the animal must breathe in the right amount of CO very quickly. Therefore, this method should not be used in puppies and kittens under 16 weeks of age or in sick animals with faulty respiration.
- The lungs in young, injured or diseased animals are not as effective in breathing in the right amount of CO. Therefore, you should not rely upon CO alone for all your euthanasia needs. You still need to have sodium pentobarbital on hand for animals for which CO is not acceptable.

Sodium pentobarbital and commercially compressed carbon monoxide are the only legal ways to euthanize dogs and cats in the custody of an animal shelter. Standards for allowable euthanizing methods, including requirements, can be found in the American Veterinary Medical Association (AVMA) Panel on Euthanasia

Inhaled Anesthetics:

- Veterinarians use various anesthetic gases (usually through a machine) to anesthetize a patient before surgery. Examples of inhalant anesthetics (or agents) include halothane, enflurane, isoflurane, sevoflurane, desflurane, methoxyflurane, and ether. **These gases are sometimes used to euthanize very small animals, such as rodents or bats.** In euthanasia, the animal is given an overdose of inhalant agent, but a machine is not used.
- Place the animal in a closed container, such as a jar that has a gauze pad or cotton ball soaked with an inhalant agent in it. Make sure that there is enough oxygen in the container to prevent hypoxemia (low oxygen in the blood) and allow a humane death. For instance, a rat may need a larger container than that used for a mouse.
- As with CO chambers, do not use this method to euthanize very young or sick animals.
- Only expose the animal to the vapor (gas) form of the inhalant agent because the liquid form can be irritating. Escaped gases can cause health problems in humans. Be sure to work in a ventilated area.
- Consult with a veterinarian about proper use of inhalant anesthetics for animals.

Important factors for successful euthanasia include:

- Handle and restrain all animals in a humane way. Be patient with the animal. This minimizes the animal's fear and helps promote a gentle and quiet death.
- Choose the best method of euthanasia for each animal and for the staff performing this task.

- Always check the animal's vital signs (heartbeat and reflexes) to make sure that it is dead before you dispose of the body. Make sure it does **not** have a heartbeat (hold your hand against the chest wall to feel for a heartbeat). Touch the cornea (transparent front portion) of its eye to make sure it does **not** have a blink reflex. You can also check for reflexes by pinching a toe or the skin between the toes. After an animal has died, its body will eventually undergo rigor mortis (become stiff).
- Remember that euthanasia is a necessary and important function in animal control.
- Have two people available to conduct IV euthanasia unless the animal is already sedated.

If you need more guidance or information about euthanasia, ask a local veterinarian. Additionally, a person (except for a veterinarian licensed to practice in Kentucky) may not euthanize an animal in the custody of an animal shelter unless he/she has successfully completed a training course in the proper methods and techniques for euthanizing animals, has been **licensed as a Certified Euthanasia Specialist** and is employed by a licensed Certified Animal Control Shelter.

If you perform euthanasia as a CES, it may cause you to experience severe stress, anxiety, and feelings of guilt. This is known as compassion fatigue.

Recognizing Compassion Fatigue (by the Compassion Fatigue Awareness Project)

Compassion Fatigue symptoms are normal displays of stress resulting from the care giving work you perform on a regular basis. While the symptoms are often disruptive, depressive, and irritating, an awareness of the symptoms and their negative effect on your life can lead to positive change, personal transformation, and a new resiliency. Reaching a point where you have control over your own life choices will take time and hard work. There is no magic involved. There is only a commitment to make your life the best it can be.

Normal symptoms present in an individual include:

- Excessive blaming
- Bottled up emotions
- Isolation from others
- Receives unusual amount of complaints from others
- Voices excessive complaints about administrative functions
- Substance abuse used to mask feelings
- Compulsive behaviors such as overspending, overeating, gambling, sexual addictions
- Poor self-care (i.e., hygiene, appearance)
- Legal problems, indebtedness
- Reoccurrence of nightmares and flashbacks to traumatic event
- Chronic physical ailments such as gastrointestinal problems and recurrent colds
- Apathy, sad, no longer finds activities pleasurable
- Difficulty concentrating
- Mentally and physically tired
- Preoccupied
- In denial about problems



Once you realize that you are a candidate for compassion fatigue, or are already suffering its effects, exploring this new awareness can lead to insights concerning past traumas, pain, and defeating behaviors. A common and understandable coping mechanism in care giving is to simply stuff the overwhelming emotions that surface repeatedly in your work. How else can you keep going? Eventually, those emotions refuse to be ignored. All too often, psychological and physical crisis occurs.

With support, insightful information, and authentic self-care, you can begin to understand the complexity of the emotions you've been juggling and, most likely, suppressing. Most people never take the time to understand how their jobs affect them emotionally. Give yourself credit for moving forward and affecting change. Your hard work will pay off.

Authentic and Sustainable Self Care Begins With You:

- Be kind to yourself.
 - Enhance your awareness with education.
 - Accept where you are on your path at all times.
 - Understand that those close to you may not be there when you need them most.
 - Exchange information and feelings with people who can validate you.
 - Listen to others who are suffering.
 - Clarify your personal boundaries. What works for you; what doesn't?
 - Express your needs verbally.
 - Take positive action to change your environment.
- Do seek professional counseling if self care doesn't work.

Selling Animals to a Research Facility

Some shelters feel that it is better for the animal to serve a purpose in research than to be euthanized. However, some members of the public believe animal research is cruel and unnecessary, so they may be critical of a shelter that sells unwanted animals to a research facility. A decision to sell animals for research purposes should be made by an agency only after thoughtful discussions with city or county officials or the shelter's advisory committee or Board of Directors.

Carcass Disposal

Never allow the public the chance to observe an animal control vehicle with visible animal carcasses (dead bodies) in it. Place the carcasses in dark plastic bags before transport. Methods used to dispose of carcasses can include:

- **incinerating (burning):** incinerators are expensive to purchase however they provide an effective method of carcass disposal.
- **using a landfill:** special arrangements must be made with the landfill operator before you can use the landfill area for carcass disposal.
- **composting:** contact the Kentucky Department of Agriculture for composting regulations.

It may be necessary to freeze or refrigerate carcasses until they can be incinerated or taken to a landfill so they do not decompose (decay) prior to their disposal. See KRS 257.160 for state laws regarding all acceptable methods carcass disposal in Kentucky.

Reference:

American Veterinary Medical Association. *AVMA Guidelines on Euthanasia* (formerly the *2000 Report of the AVMA Panel on Euthanasia*): <http://www.avma.org/resources/euthanasia.pdf>

Leahy, John R., and Barrow, Pat. *Restraint of Animals*, 2nd ed. New York: Cornell Campus Store, Inc., 1953.

Chapter Appendix

Document 1 – Sample Rabies Voucher

Document 2 – Sterilization of Your Dog or Cat
(courtesy of the Texas Department for State Health Services)

XXXXX County Animal Control
123 Main Street
Yourtown KY 41005
(606) 123-4567

Rabies Voucher # **0000**

Date Issued _____

Due Date _____

Name _____ Address _____

City _____ State _____ Zip _____

Phone _____ License # _____ Animal Intake # _____

This voucher is redeemable to XXXXX County Animal Control for \$10.00 to the Veterinarian administering the rabies vaccination.

Veterinarian: Return this voucher with your invoice to XXXXX County Animal Control at the above address for payment.

Veterinarian Name and Address

_____ Rabies Tag # _____

_____ Type: 1 Year 3 Year

_____ Date Vaccinated _____

**** Voucher is void after above due date. ****

White Copy – Client Yellow Copy – Issuing Agency

STERILIZATION OF YOUR DOG OR CAT

If you adopt a dog or cat from an animal shelter, humane society or rescue organization in Kentucky it should be spayed or neutered prior to release or shortly thereafter. Spaying and neutering prevents reproduction which is a contributor for the estimated 200,000 animals left homeless or abandon in the Commonwealth each year.

WHAT IS STERILIZATION?

“Sterilization” is the surgical removal of the reproductive organs of a dog or cat or the use of nonsurgical methods and technologies approved by the U.S.D.A. to permanently render the animal unable to reproduce. Following sterilization, the female dog or cat will not be able to have puppies or kittens, and the male dog or cat will not be able to make a female dog or cat pregnant.

WHAT METHODS OF STERILIZATION ARE AVAILABLE CURRENTLY?

Surgical Sterilization - spaying and neutering: the removal of the reproductive organs (ovaries and uterus of the female; testicles of the male)

Chemical Sterilization - the use of chemical compounds which, when injected, will sterilize the animal (currently available only for male dogs)

WHAT ARE THE ADVANTAGES AND DISADVANTAGES OF EACH METHOD?

Advantages of Surgical Sterilization:

- _ previously this was the only approved and is most widely used method by veterinarians
- _ considered safe in most cases
- _ may reduce hormone-related diseases such as testicular cancer or prostate disease
- _ may decrease unwanted secondary behavior characteristics such as roaming, marking or aggression

Disadvantages of Surgical Sterilization:

- _ involves risk of complications from anesthesia and surgery
- _ longer recovery times and the need for post-operative care and observation
- _ side effects, such as vomiting, loss of appetite, lethargy, and diarrhea, are possible

Advantages of Chemical Sterilization:

- _ relatively painless (usually used with sedation) and quick procedure
- _ eliminates risk of complications from anesthesia and surgery
- _ need for post-procedure care and observation is minimal
- _ considered safe in most cases

Disadvantages of Chemical Sterilization:

- _ may not reduce hormone-related diseases such as testicular cancer or prostate disease to the same extent that surgical sterilization may do so
- _ allows for some continued testosterone production that may not decrease unwanted characteristics such as roaming, marking, or aggression and fighting to the same extent that surgical sterilization may do so
- _ side effects, such as vomiting, loss of appetite, lethargy, and diarrhea, are possible

REMEMBER - Only a licensed veterinarian can legally sterilize your adopted dog or cat. We provide this information paper to assist you in discussing with your veterinarian which sterilization method is better for your pet. We wish you and your pet many happy years together!

Information sheet prepared by the Kentucky Animal Control Advisory Board

This Chapter Contains:

- State and Federal Laws Relating to Controlled Substances and Other Medications
- Drugs Used in Animal Shelters
- Acquiring Controlled Substances
- Record Keeping of Controlled Substances
- Storage and Security of Controlled Substances



State and Federal Laws Relating to Controlled Substances and Other Medications

There are specific laws and regulations governing who has the right to possess, administer, dispense and procure various drugs. These regulations apply to medications indicated for both human and animal use. Drugs are included in Scheduled and Penalty Groups based on their effects, potential for abuse, history and current patterns of abuse, risk to public health, or potential to produce psychological or physical dependence.

The United States Drug Enforcement Administration (DEA) enforces the federal laws and the Kentucky Cabinet for Health and Family Services (CHFS) enforces state laws relating to dangerous and controlled drugs. There are three main sections of laws associated with controlled substances as they relate to animal control shelters in Kentucky:

1. Kentucky Revised Statutes (KRS), Chapter 218A

This chapter of the KRS is a revision of the original Uniform Narcotic Drug Act. The Controlled Substances chapter designates the Kentucky Cabinet for Health and Family Services as the administrator of the chapter and specifies that the cabinet may by regulation add substances to or delete or reschedule all substances enumerated in the schedules set forth in this chapter.

2. Kentucky Revised Statutes (KRS), Chapter 321

The purpose for certain sections of chapter 321, as declared by law, that the practice of veterinary medicine is a privilege that is granted by legislative authority in the interest of public health, safety, and welfare. To protect the public from being misled by incompetent, unscrupulous, and unauthorized practitioners and from unprofessional or illegal practices by persons licensed to practice veterinary medicine, these laws are enacted in the interest of the health, safety, and welfare of the animal population and the citizens of Kentucky.

These sections include Euthanasia Specialists and Certified Animal Control Shelters, who are regulated and governed by the Kentucky Board of Veterinary Examiners (KBVE). KRS 321.181 defines each as;

(16) "Certified animal control agency" means a county or municipal animal shelter, dog pound, or animal control agency; private humane society; state, county, or municipal law enforcement agency; or any combination thereof that temporarily houses stray, unwanted, or injured animals and that is certified under the provisions of KRS 321.207; and

(17) "Certified animal euthanasia specialist" means a person employed by a certified animal control agency who is authorized by the board, under KRS 321.207, to humanely euthanize animals by administering drugs designated by the board for euthanasia.

The KBVE are granted the power to promulgate administrative regulation to accomplish these responsibilities and can be found under the Kentucky Administrative Regulations (KAR) 201.

3. Title 21 – Food and Drugs, Chapter II, Drug Enforcement Administration

This is the United States (federal) code governing all dangerous and controlled drugs and addresses the issue of registration, storage, and documentation:

- Section 1301 – Registration of manufacturers, distributors, and dispensers of controlled substances.
- Section 1304 – Records and reports of registrants.

Drugs Used in Animal Shelters

Dangerous Drugs

A device or drug that is unsafe for self-medication and is not one of the controlled drugs (drugs in Scheduled or Penalty Groups)

- Xylazine – used for tranquilization or sedation prior to euthanasia
- Isoflurane (or other inhalants) – used for anesthesia during surgery
- Acepromazine – used for tranquilization or sedation prior to euthanasia

Controlled Drugs

The most common controlled drugs used in shelters belong in Schedules II through IV.

Schedule II - The substances in this schedule have a high potential for abuse with severe psychic or physical dependence liability. Schedule II controlled substances consist of certain narcotic, stimulant, and depressant drugs. An example of a Schedule II drug used in animal control is:

- Sodium Pentobarbital – used for euthanasia of animals

Schedule III – The substances in this schedule have an abuse potential less than those in Schedules I and II and include compounds containing limited quantities of certain narcotic and non-narcotic drugs. Examples of Schedule III drugs used in animal control are:

- Sodium Pentobarbital Combination (Euthasol and Beuthanasia-D) – used for euthanasia of animals
- Ketamine – used for tranquilization of animal for capture or sedation prior to euthanasia
- Tiletamine/Zolazepam - used for tranquilization or sedation prior to euthanasia

Schedule IV – The substances in this schedule have a lower potential for abuse than substances in Schedules I – III and may lead to a more limited physical or psychological dependence. An example of a Schedule IV drug used in animal control is:

- Diazepam – used for sedation of animals prior to euthanasia

Acquiring Controlled Substances

All medications can be obtained using a veterinarian's DEA registration and Veterinary License. If the shelter does not employ a veterinarian, any veterinarian who is licensed in Kentucky can work with a shelter to serve in this capacity.

Sodium Pentobarbital and Denatured Sodium Pentobarbital:

According to Chapter 321, certified animal control shelters can order both sodium pentobarbital and denatured sodium pentobarbital directly. Your shelter must receive a license for your facility from the Kentucky Board of Veterinary Examiners in order to register with the DEA. A site manager must be designated to license your facility. This is naming one person who is responsible for overseeing the purchase and security of all controlled substances on site. Once you have registered with the DEA, your agency will get a registration certificate that allows you to buy sodium pentobarbital or denatured sodium pentobarbital for euthanasia. On the registration certificate, it states that "Registered activity within schedule is restricted by your state." This certificate is not transferable. You must supply a copy of your DEA registration certificate to drug and veterinary supply companies before they will sell euthanasia drugs to you.

Record Keeping of Controlled Substances

Initial Inventory

A registrant must take an inventory of all controlled substances in stock on the date he/she first engages in such activities. In the event there are no controlled substances at the facility at the initial inventory, a zero inventory should be recorded.

The inventory record must:

1. List the name, address, and DEA registration number of the registrant.
2. Indicate the date and time the inventory is taken.
3. Be signed by the person or persons responsible for taking the inventory
4. Be maintained at the location appearing on the registration certificate for at least two years.
5. Keep records of Schedule II drugs separate from all other controlled substance records.
6. Include the drug name, strength, form (for example, tablets, injectables, etc.), number of units, unit volume, and total quantity in stock.

Biennial and Monthly Inventory

Every two years following the date of the initial inventory, a new inventory is required. The information required on the biennial inventory is the same as that for the initial inventory. The biennial inventory date can be changed to a more convenient date provided it is within six months of the required date and written notification is given to the nearest DEA field office in advance of the date on which the registrant desires to take the inventory. A registrant must keep the biennial inventory record for two years and is not required to submit a copy to the DEA.

The Kentucky Board of Veterinary Examiners requires each animal control shelter's site manager to conduct a monthly inventory. Monthly inventory reports must be maintained for 2 years. A sample form is provided at the end of this chapter.

All inventories and records of controlled substances in Schedule II must be maintained separately from all other records of the registrant. All inventories and records of controlled substances in Schedules III, IV, and V must be maintained separately or must be in such form that they are readily retrievable from the ordinary records of the registrant. This means that animal surgery, euthanasia, or research records are not sufficient for the inventory.

All records pertaining to controlled substances shall be made available for inspection and copying by duly authorized officials of the DEA.

Record Keeping Required for Daily Use in the Shelter

A detailed log recording the exact use of controlled substances is required to be maintained at all times. The following information is recommended to be included in the euthanasia log:

- an in-house assigned bottle number;
- date drug was administered;
- species and breed of animal involved;
- animal identification number and weight;
- dosage amount of the drug used;
- total amount of the drug on hand after each use; and
- signature of the Euthanasia Specialist administering the drug;

Order Forms

Schedule II drugs: A registrant who has need for controlled substances in Schedule II (Fatal Plus or Pentasol) must obtain these drugs by the use of a triplicate order form (DEA-222). Order forms can be obtained by requesting them on the initial application by checking block "3" of the Form DEA-224 or 225. Once a registrant has obtained DEA order forms, a separate requisition form, DEA-222A, will be mailed to the registrant in order to request additional books. No charge is made for order forms. Order forms can also be ordered online at www.deadiversion.usdoj.gov/webforms/orderFormsRequest.jsp.

The Code of Federal Regulations require that the official order form be "complete, legible, and properly prepared, with no signs of alteration, erasure or change of any description." Suppliers may refuse to accept forms that are not correctly and completely filled out and signed.

A common omission on DEA order forms is failure to complete the "number of packages" and "date received" section. It is important that persons responsible for executing Schedule II order forms verify the quantities received by dating and completing the right hand side of the order form.

Schedule III through V drugs: A registrant receiving controlled substances in these schedules must maintain records of transactions by filing "supplier's" invoices or maintaining a log book. The date of controlled substance receipt and any differences from the quantities ordered should be noted on the

invoice. These records generally contain the same information as order forms and are to be retained for a two year period.

Storage and Security of Controlled Substances

Store the central supply (unopened, sealed bottles) of controlled substances in a securely locked, substantially-constructed safe or steel cabinet that is bolted or cemented to the floor or wall in such a way that it cannot be readily removed.

Access to the drug supply should be limited to supervisors, veterinarians, and properly trained euthanasia specialists. In addition, any employee who has access to controlled substances may not have been convicted of a felony offense relating to controlled substances.

For high-volume shelters with a large supply of controlled substances kept on hand, a security alarm or surveillance system may be installed and may be required if there are any thefts and/or losses. Any drug disappearance of this nature must be reported to the DEA using the DEA Form 106. If outdated drugs need to be destroyed, contact the DEA for specific instructions.

References:

DEA Detroit Division Office

431 Howard Street
Detroit, MI 48226

Diversion Number: (313) 234-4000
Diversion Fax: (313) 234-4149
Diversion Program Manager Fax: (313) 234-4041

Diversion Program Manager: James Geldhof

Registration Number

- Serving Michigan, Ohio and Kentucky – (800) 230-6844

London Resident Office

150 Hal Rogers Drive
London, KY 40744
Diversion Number: (606) 862-4500
Diversion Fax: (606) 862-8296

Jurisdiction: Southeast Kentucky

Louisville Resident Office

1006 Federal Building
600 Martin Luther King, Jr. Place
Louisville, KY 40202
Diversion Number: (502) 582-5905
Diversion Fax: (502) 582-6360

Jurisdiction: Kentucky (not covered by the London Resident Office)

Chapter Appendix

Document 1 – Biennial Inventory of Controlled Substances
Document 2 – Monthly Inventory of Controlled Substances
Document 3 – Controlled Substance Use Log
Document 4 – Controlled Substance Drug Purchase Log

BIENNIAL INVENTORY OF CONTROLLED SUBSTANCES

Facility Name _____

Date of Report _____

Facility Address _____

DEA Registration No. _____

Site Manager _____

Name of Product

Amount on Hand

Unit of Measure

Signature of Site Manager

MONTHLY INVENTORY OF CONTROLLED SUBSTANCES

_____ Opening of Business (OOB) OR Close of Business (COB)
(Circle One)

_____ (Name of Product)

Number of Unopened Bottles

cc's Per Bottle

_____ X _____ = _____ cc's

Number of Opened Bottles

cc's in Bottle

_____ X _____ = _____ cc's

_____ X _____ = _____ cc's

Total Amount on Hand = _____ cc's

Signature of Site Manager

CONTROLLED SUBSTANCE USE LOG

Lot# _____ Date Received _____

Expiration
Date _____

Drug: _____

AC Bottle# _____

[illegible]

CONTROLLED SUBSTANCE DRUG PURCHASE LOG

[illegible]

This Chapter Covers:

Working Safely with Chemicals and Pesticides
How to Avoid Disease and Injury
First Aid
Physical Fitness and Stress Reduction



Working Safely with Chemicals and Pesticides

You use chemicals to clean your shelter. You use pesticides to control roaches, ants, flies, fleas, and ticks. Animal control officers (ACOs), other people, and animals can be hurt or killed if the chemicals (including pesticides) are used incorrectly.

Follow these rules when working with chemicals:

- Wear protective equipment (such as gloves and safety glasses).
- Read and follow all directions on labels.
- Mix chemicals accurately and **only** as stated on the label.
- Use chemicals only in a properly ventilated (good air flow) area.
- Dispose of old and empty containers properly.
- Use only in flame-free areas.

Remember: Follow all directions on labels!

Materials Safety Data Sheets (MSDS) contain information about potentially hazardous chemicals you may use at your agency. The MSDS detail proper procedures for safely using these chemicals and dealing with accidental employee exposures. Make the MSDS for every chemical used at your agency available to all employees.

How to Avoid Disease and Injury

Your duties may expose you to diseases and other health risks. **Here is a list of health risks and preventive measures you can take to protect yourself:**

Infectious Diseases

- 1) Get the pre-exposure rabies vaccinations.
- 2) Avoid flea and tick bites by using insect repellent.
- 3) **Do not** crush insects with your bare hands.
- 4) Wash your hands often with soap and water.
- 5) Wear protective gear when needed.
- 6) Dispose of animal waste properly.
- 7) Learn about zoonotic diseases

Bites and Scratches

- 1) Think and plan before acting.
- 2) Use proper equipment
- 3) Be patient and don't rush

Back Injuries

- 1) Wear a back support.
- 2) Keep your back straight when you lift; bend your knees.
- 3) Keep floors dry.
- 4) Ask for help if you need it.

Heat Stroke

- 1) Drink plenty of water on hot days.
- 2) Rest if you are tired or dizzy.
- 3) Schedule outside work early or late in the day

Angry Citizens

- 1) Remain calm and professional.
- 2) Leave and call for help if they become violent.

Vehicle Accidents

- 1) Keep your vehicle in good condition.
- 2) Wear your seat belt.
- 3) Obey the rules of the road and practice defensive driving techniques.
- 4) Use hazard/caution lights when the vehicle is stopped

You can prevent many injuries and illnesses if you decrease or eliminate the risks involved in your job.

First Aid

You may be the first person on the scene of an injury or other health emergency. It may be an animal or a person who needs your help. To be ready for this, it would be a good idea to attend training courses in basic first aid and cardiopulmonary resuscitation (CPR). Classes should be available in your area. What you learn will be useful for both humans and animals. **Here are some basic first aid tips:**

For Bleeding

- 1) Apply direct pressure with a clean cloth.
- 2) **Do not** apply a tourniquet.
- 3) Avoid direct contact with another person's blood or the blood of an animal.

For Heat Exhaustion

- 1) Move the person or animal to a cool area.
- 2) Apply cool water to the head and hands/paws.
- 3) If conscious, give cool water to drink

For Bites and Scratches

- 1) Wash thoroughly with soap and water.

For Broken Bones

- 1) Control any bleeding.
- 2) Restrict movement of injured area.
- 3) **Do not** try to set the bone.

In all of these actions, remember this is **first aid**. Call for the proper help as soon as possible.

Physical Fitness and Stress Reduction

You must be in good physical condition to work at your full potential. The job alone is not enough to keep you fit. A good diet, exercise, and an adequate amount of sleep will help increase your physical fitness.

Good mental health is also important to your job performance as an ACO. Being stressed can make your job much more difficult.

Here are some suggestions to reduce stress:

- Rotate euthanasia duties. Euthanasia is generally considered the most stressful part of an ACO's job.
- Practice capture and other techniques to improve your confidence.
- Talk to someone about your feelings and emotions.
- Do stress reduction exercises, such as:
 - slow, deep breathing,
 - meditation, and
 - physical exercise

We are all more productive if we are mentally and physically fit. Being an ACO is not a career for the faint of heart or spirit.

This Chapter Contains:

- Introduction
- Personal Hygiene
- Cleaning and Disease Control
- Disinfectants
- Deodorizers
- Equipment and Vehicles
- Summary

Sanitation is achieving and maintaining a clean environment. An animal control officer's environment includes the truck, shelter, and equipment. Keeping a clean and sanitary environment will decrease odors and disease transmission, increase public appreciation, and reflect the pride and professionalism of the animal control agency.

Personal Hygiene

Good personal hygiene habits will help protect your health and the health of the animals in your care. Never eat, drink, or smoke in the area where animals are kept. Antiseptics prevent the growth of germs or microorganisms on living things, such as your hands.

Always wash your hands with soap (preferably one containing an antiseptic):

- before you eat or prepare food;
- before you smoke;
- after you use the restroom; and
- as frequently as possible after handling animals, dirty equipment, or other items on which disease-causing microorganisms could be found.

Cleaning and Disease Control

Develop and maintain a planned cleaning schedule for the animal control vehicles and the shelter. Proper cleaning techniques help control the spread of disease. Surfaces must be cleaned with a detergent to remove grease, films, soil, and debris. Clean and disinfect areas that house healthy animals before cleaning those that house sick animals. **Follow these steps for cleaning cages:**

- Remove the animal to a secure cage.
- Remove food and water bowls, litter pans, and bedding.
- Remove feces and urine by scooping and rinsing.
- Scrub all surfaces with a detergent and warm water.
- Rinse thoroughly.
- Apply disinfectant for the recommended amount of contact time.
- Rinse thoroughly.
- Squeegee any standing water into the drain. Dry mop or towel dry remaining moisture.
- Return the animal to the clean and dry cage. Be certain the impoundment records are on the correct cage

Disinfectants

Disinfectants destroy many viruses and bacteria on objects such as floors and cages. Apply a disinfectant after you have cleaned with a detergent. Surfaces must be clean before a disinfectant can work.

There are various disinfectants approved by the Environmental Protection Agency (EPA) that you can use. Some kinds are stronger and more effective than others. Be sure that the disinfectant is labeled for use against the pathogen (disease-causing microorganism) of concern. Look for products that will destroy canine parvovirus. Products containing chlorine (hypochlorite) are commonly used for disinfecting kennels. When selecting a product containing chlorine or any disinfectant, make sure that it is labeled for use as a disinfectant. Read product labels carefully for proper use and warnings. If label instructions are not followed carefully, the disinfectant may not be effective in destroying pathogens. A disinfectant has a **contact time**, which is the length of time that it must be left on the surface for it to work. Rinse the surface thoroughly and allow it to dry after the contact time has been completed.

Never mix products because they can inactivate each other and not work properly. They can also combine to form a dangerous mixture. If the product is to be diluted with water, check label recommendations for the correct amount and best temperature of water to use for maximum effectiveness.

Deodorizers hide or cover odors and have no cleaning or disinfecting ability. If your shelter is properly cleaned, there will be no odors to cover. Drains are common sources of odors; clean and disinfect them regularly.

Equipment and Vehicles

Scrub food dishes, water bowls, litter boxes, mats, carriers, and other utensils with hot water and detergent. Soak these items in a disinfectant and then thoroughly rinse and dry them. Launder towels, blankets, leashes, stuffed toys, and other fabric items with hot water and disinfectant. Clean and disinfect truck cages after they are used.

Summary

Disease prevention begins with a clean environment. You can help keep yourself and the animals in your care from getting sick by knowing how to properly clean and disinfect your facility. Your knowledge of sanitation and hygiene protects your health and improves the image of your agency. It is easier to work in a clean, odorless facility, and the public will be more likely to visit it.

Some helpful conversion factors include:

1 milliliter (ml) = 1 cubic centimeter (cc)
1 teaspoon = 5 ml = 5 cc
1 ounce = 2 tablespoons = 30 ml = 30 cc = 1/8 cup
2 cup = 8 tablespoons = 24 teaspoons
2 pint = 8 fluid ounces = 1 measuring cup . 240 ml
1 pint = 16 fluid ounces = 2 measuring cups . 480 ml
2 pints = 1 quart = 32 ounces
2 quarts = 2 gallon = 64 ounces
4 quarts = 1 gallon = 128 ounces
1 gallon = 4 quarts = 8 pints = 128 ounces

This Chapter Covers:

- Sanitation and Hygiene
- Disease Transmission and Prevention
- Animal Disease Recognition
- Animal Injuries and First Aid
- Animal Reproduction

Good sanitation and hygiene procedures play an important role in animal control. A clean kennel, a clean truck, and personal cleanliness all play a part in your health and the health of the animals in your care. Dirt and animal wastes are removed by cleaning, but you must also remove disease-causing organisms (bacteria, viruses, fungi, and parasites). The organisms may be found on all contact surfaces (walls, floors, tables, etc.) of an animal housing facility, as well as equipment, utensils, and transport vehicles. These microbes (microorganisms) may be spread to animals or people and cause disease. The use of disinfectants will help to eliminate microbes.

Disease prevention begins with a clean environment. Prevent the animals in your facility from becoming sick by properly cleaning and disinfecting the facility.

Remember: Wash your hands often! Your hands come into contact with disease-causing organisms when you handle animals, use capture and restraint equipment, or work in areas where animals are housed.

Disease Transmission and Prevention

Many animal diseases are contagious (they are passed from animal to animal). Some can be spread between different types of animals; for example, canine distemper can be spread from dogs to foxes and raccoons. There are animal diseases that can be spread to people, such as rabies; these diseases are called zoonotic diseases. Knowing about animal diseases and how they are spread will help you keep the animals in your agency's care as healthy as possible.

Contagious diseases are caused by organisms that include bacteria, viruses, fungi, and parasites. Most are extremely small and can only be seen with a microscope.

Microbes usually must enter the animal's body to cause a disease. Some enter the animal's body through normal openings, such as the mouth, nose, eyes, or reproductive organs. Other microbes can enter through a scratch, cut, or bite.

Once the microbes are inside the animal, they start to reproduce (multiply). The animal's immune (defense) system normally kills the invading organism. Usually the immune system will win, but if the microbes are numerous or very strong or if the animal is weak, stressed, or injured, the animal may become sick.

When animals are sick, they usually show clinical signs of disease.



Common clinical signs seen in sick animals include:

- panting, coughing, sneezing, vomiting
- diarrhea, not eating, swelling, crying
- runny nose, not drinking, depression, limping
- runny eyes, listless

(See Appendix A at the end of this chapter for a more detailed summary of clinical signs.)

Sometimes the clinical signs will not appear until after the animal has been infected for a period of time. This means that even animals that look healthy may be contagious and be able to spread the disease to other animals.

Different microorganisms are spread in different ways. Disease-causing microbes may be spread through the infected animal's waste (feces and urine), vomit, saliva, respiratory droplets from coughing and sneezing, blood, and other body fluids.

Preventing the Spread of Disease in the Kennel

Prevent the spread of disease before it happens. It is very important to keep disease-causing organisms from spreading to other animals. Follow these steps on a regular basis to prevent the spread of diseases in the kennel because you will not always be aware that an animal is sick.

- Minimize the number of animals in the same cage or run. If one of them has a contagious disease, all of them will be exposed to the disease.
- Keep truck and kennel cages, food and water bowls, and other contact surfaces clean and disinfected. If they are properly disinfected before and after each use, the risk of disease transmission will be greatly reduced.
- Ventilation (good air flow) can help remove the microorganisms in the air from the building. Ventilation replaces old air (contaminated air) with fresh air from outside the building.

When one animal gets sick, protect the other animals!

Act quickly to prevent the disease from spreading to the other animals when one animal becomes sick.

- Keep any sick animals away from other animals.
- Disinfect the cage where a sick animal was kept and any other objects the animal may have contacted.
- Ask a veterinarian to examine the sick animal. If the veterinarian finds that an animal is suffering from a very contagious disease or one that will be difficult to cure, it may be best to humanely euthanize the animal. This will end the animal's suffering and prevent the disease from spreading to other animals.
- Do not allow the air from the area where sick animals are kept to flow into the area where the healthy animals are kept.

Disease Transmission and Prevention Summary

Animals with diseases can spread disease-causing organisms to other animals or people. To prevent healthy animals and yourself from becoming sick through exposure to these organisms, you must:

- recognize and isolate the sick animals;
- know where the disease-causing organisms may be growing and how they are transmitted; and
- know how to remove microbes from the environment.

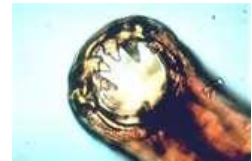
Animal Disease Recognition

Become familiar with common animal diseases so that you can recognize sick animals, provide needed care, and prevent the disease from spreading to healthy animals.

Common Animal Parasites

Parasites are organisms that live in or on an animal and cause damage to that animal. A parasitic disease is one that is caused by a parasite.

- **Worms** are parasites that live inside an animal. Most puppies and kittens are born with worms because the parasites can be passed to them by their mother. They need specific worm medicine to keep them healthy. Puppies and kittens that have been abandoned or have never been taken to a veterinarian may quickly begin to show clinical signs of worms.
- **Roundworms** are long (4 to 7 inches), thin, white worms that a young animal may vomit or pass in the feces. A common sign of roundworms in puppies and kittens is a potbelly.
- **Hookworms** are even more dangerous to puppies and kittens. These very small (microscopic) worms that attach to the walls of the digestive tract suck blood from the intestines. Puppies and kittens can die quickly of anemia if the signs of hookworms are not noticed. Lethargy, pale or white gums, and dark, tarry feces are signs of blood loss due to hookworms.



Hookworm



Roundworms

Remember: If your agency allows puppies and kittens to be adopted, have them treated for worms as recommended by your veterinarian. **Roundworms and hookworms can cause serious disease in people, especially young children.** Be sure that all puppies and kittens are checked and treated for worms before they are released to new owners.



Tapeworms are often seen in both dogs and cats. Small segments (pieces) of the tapeworms (left), about the size of a grain of rice, are often seen moving in the feces or near the animal's anus. They often cause the animal to drag its buttock on the ground. In severe cases, the entire tapeworm can be passed from the rectum in long, flat strands.

A special medication is required to eliminate tapeworms from the animal. Also, since some tapeworms are carried by fleas, keeping the animals free from fleas will help prevent re-infection. People, especially young children, may become ill from swallowing a flea that is carrying tapeworm larvae. Crushing fleas with your bare hands can also expose you to tapeworms if you place your hands in your mouth before washing them.

Ticks, fleas, and mites are parasites that live in the skin or on the body surface. Ticks and fleas make animals uncomfortable, cause blood loss, and can carry diseases.

- A parasite, such as a tick or a flea, that is carrying a disease-causing organism is called a vector.
- When the vector is feeding on an animal, it can pass the microorganism to that animal.
- Crushing a vector with bare hands may result in exposure to the organism it is carrying. Use tweezers or a tissue to remove ticks from an animal.
- Some of the diseases that are transmitted by a vector include:

Disease	Vector (Parasite)
Encephalitis (Eastern Equine, Western Equine, St. Louis, and Venezuelan Equine Encephalitis and West Nile Virus)	mosquitoes
Rocky Mountain Spotted Fever (RMSF)	ticks
Tick-Borne Relapsing Fever (TBRF)	ticks
Ehrlichiosis	ticks
Lyme Disease	ticks
Plague	fleas
Heartworm	mosquitoes
Tapeworm	fleas

- **Mange** is caused by mites that live in the skin. The most common types of mange are listed below.
 - * **Sarcoptic mange** is very contagious and can infect people. It causes an itchy, scaly skin disease that causes the animal to scratch vigorously.
 - * **Demodectic mange** (sometimes called red mange) is not contagious, but it is harder to treat. It causes hair loss and sometimes inflamed (red) skin.
- **Ear mites** infest dogs, cats, and rabbits and live in their ear canals. Animals with ear mites will scratch their ears and/or shake their heads. They also can have a thick, dark discharge in their ear canal.



Parasite Control

Most parasites are controlled by using poisons. Worm medicine is a poison to the worm and, if not given properly, could be a poison to the animal. Consult a veterinarian before using poisons on or around animals to kill worms, ticks, fleas, and mites. If you use a chemical dip to remove external parasites from animals, be very careful and use the correct concentration. Using too much dip or dipping too often can cause the person applying the dip and the animal being dipped to become very sick. Do **not** use dips that were made just for dogs on cats because cats are much more sensitive to poisons. Dog dip used on a cat may cause death. **Always read and follow the directions on labels.** Dips can be absorbed through your skin, so always wear gloves when dipping animals.

Common Animal Parasites Summary

Many animal parasites are not covered in this manual. Several of the worms that are covered are very important because they are common in dogs and cats, and they can be transmitted to people. Some parasites are dangerous because they are also vectors of disease. The poisons used to control parasites can be dangerous to both animals and people.

Common Infectious Animal Diseases

Strays or animals that run loose will most likely come in contact with things that can make them sick. It is natural for animals to sniff animal waste and to eat garbage. However, this puts them at risk of contracting infectious diseases.



Engorged Dog Tick



Dog Tick



Dog Biting Lice



Sarcoptic Mange Mite



Demodectic Mange Mite



Ear Mite



Common Flea

Common infectious diseases in dogs include:

Disease	Micro-organism(s)	Transmission	Clinical Signs
Canine distemper	Virus	Highly contagious Aerosolized droplets; direct-contact spread most common Fomite* transmission over short time and distance	First signs include: <ul style="list-style-type: none">• Fever• Runny eyes and nose• Loss of appetite and weight loss• Vomiting and diarrhea May develop into pneumonia Later stages affect the nervous system and may cause paralysis and/or seizures
Canine parvovirus	Virus	Readily spread due to extreme environmental resistance through direct contact; fomites; mechanical spread by rodents and insects; aerosol by high-pressure sprayers	Primarily affects the intestinal tract: <ul style="list-style-type: none">• Bloody diarrhea• Fever• Loss of appetite• Vomiting
Canine cough or kennel cough (tracheobronchitis)	Viruses-bacterium complex	Highly contagious Transmitted by aerosolized droplets; fomites over moderate time and distance; direct contact	Primarily affects the respiratory tract: <ul style="list-style-type: none">• Harsh dry cough• May be followed by gagging and coughing up mucus• Watery, nasal discharge Will often continue to eat and play normally

* Fomites are inanimate objects that can become contaminated with germs and serve to spread disease. Examples include cage surfaces, towels, blankets, food bowls, litter boxes, cleaning equipment, shoes, and, most importantly, the hands and clothes of animal handlers.

Common infectious diseases in cats include:

Disease	Micro-organism(s)	Transmission	Clinical Signs
Feline panleukopenia	Virus	Transmitted primarily by the fecal-oral route and fomites* Very durable unless inactivated by an effective disinfectant Can persist in the environment for months or even years	<ul style="list-style-type: none"> • Sudden onset of illness • May start vomiting and become severely dehydrated • High fever • Loss of appetite
Feline upper respiratory disease	Viruses and Bacteria	Highly contagious and moderately environmentally persistent Spread by direct contact; fomites over significant time and distance; aerosolized droplets from sneezing animals over distances of less than 5 feet	Primarily affects the respiratory tract: <ul style="list-style-type: none"> • Sneezing • Conjunctivitis • Runny nose • Oral ulcers
Feline leukemia	Virus	Most commonly spread via the saliva of infected cats either directly or by contaminated food or fomites Present in other secretions such as urine or feces, but this is less common Can be spread transplacentally from mother to offspring, but spread via nursing or grooming more common Airborne spread is not a concern Not very durable in the environment Inactivated by most commonly used disinfectants	<ul style="list-style-type: none"> • During early stages may not exhibit any symptoms • Later see loss of appetite and weight loss • Lethargy • Gingivitis • Persistent fever • Persistent diarrhea • Anemia and immune suppression resulting in secondary bacterial infections

Common infectious diseases in cats include: (continued)

Feline infectious peritonitis (FIP)	Virus	Shed extensively in the feces of infected cats Very readily spread by fomite transmission	<ul style="list-style-type: none">• Sometimes no obvious clinical signs• May have upper respiratory symptoms• Fever• Distended (swollen) abdomen• Young and old cats most susceptible
Feline immunodeficiency virus (FIV)	Virus	Not highly contagious Transmitted primarily through biting	<ul style="list-style-type: none">• May appear normal for years• Eventually immuno-suppressed• Poor coat• Persistent fever• Recurrent infections• Gingivitis• Slow, progressive weight loss

* Fomites are inanimate objects that can become contaminated with germs and serve to spread disease. Examples include cage surfaces, towels, blankets, food bowls, litter boxes, cleaning equipment, shoes, and, most importantly, the hands and clothes of animal handlers.

Control of Infectious Disease

Any infectious disease needs to be diagnosed by a veterinarian. Read the sections on Sanitation, Hygiene, Disease Transmission and Prevention to help you understand and follow the veterinarian's recommendations for controlling the spread of various diseases.

Vaccinations

Vaccinations are available for most of the common infectious diseases in dogs and cats. These vaccinations are given to **healthy** dogs and cats to prevent them from developing infectious diseases. The vaccinations stimulate the animal's immune system to produce antibodies that fight disease. It takes the animal about **one month** to produce enough antibodies to protect itself from infection. Do **not** give vaccines to a sick animal.

Many of the animals that enter an animal shelter have been exposed to infectious diseases while running loose. Animals that are already exposed to an infectious disease may not be able to produce antibodies before they become sick even if they are vaccinated when they enter the shelter. Most of them will not stay in the shelter long enough (30 days) to get protection from a vaccination. Therefore, an animal shelter must depend more on the use of effective sanitation methods and good shelter management than on vaccines to keep the animals healthy. Your veterinarian can advise you as to whether a vaccination program is appropriate for the animals in your shelter.

When An Animal Is Sick

Have a veterinarian examine any animal that looks or acts sick. Your city or county should have an agreement with a local veterinarian to take care of emergencies and disease outbreaks in your facility. Your facility's policies and procedures should also explain what actions are required when handling an injured or sick animal. Develop a good working relationship with the veterinarian and always follow his or her advice. If the animal's clinical signs change or worsen, let the veterinarian know. If your facility has a veterinarian on staff, problems in dealing with sick animals will be greatly reduced.

When caring for a sick animal, place it in a quiet, separate cage or run and do not let it have contact with other animals. Feed, water, and clean its area **last** so that the rest of the kennel will not be contaminated (infected by contact). Wash and disinfect your hands before and after handling the animal or cleaning its bowls or cage. Disinfect your shoes by stepping into a shallow disinfectant bath as you leave the isolation area.

Common Infectious Animal Diseases Summary

Many of the animals in an animal shelter have been exposed to infectious diseases. For this reason, it is important to constantly watch for the clinical signs of disease and remove sick animals as soon as possible. Knowledge and use of good sanitation and hygiene will help to protect the animals in the shelter from many common infectious animal diseases.

Zoonotic Diseases

Zoonoses, or zoonotic diseases, are those that can be transmitted between animals and humans or are common to animals and humans. For example, **rabies** is a zoonotic disease that affects all warm-blooded animals and can result in a fatal neurologic infection in humans as well as in some animals (almost always mammals). This is why animal control officers (ACOs) should receive pre-exposure rabies vaccinations. Here are some other zoonotic diseases:

- **Anthrax** is a bacterial disease found in many different types of animals, especially livestock and deer. These animals get the disease by eating anthrax spores in a contaminated pasture. Clinical signs in animals may include staggering, difficulty breathing, and collapse, followed by death. A vaccine for livestock is available. Symptoms in people vary greatly; the skin, lungs, or intestinal tract may be involved.

- **Brucellosis** (Bang's disease, undulant fever) is a bacterial disease found in dogs, cattle, goats, sheep, and pigs. Animals infected with this disease will have infected reproductive organs. In people, it can cause recurring high fevers and flu-like symptoms.
- **Encephalitis** is a viral disease spread by mosquitoes from infected birds. In humans, symptoms can range from mild (flu-like) to severe (high fever, seizures, coma). Acute clinical signs in horses include walking in circles, head pressing, paralysis, and coma, possibly followed by death. There is no direct spread from horses to humans.
- **Hantavirus infection** is spread through exposure of airborne particles from rodent droppings, urine, or saliva. Infection with this virus can cause acute fever, body aches, and respiratory failure.
- **Leptospirosis** is transmitted through the urine of an infected animal. It is found in dogs, rats, and livestock. Infection with this bacterium can cause extreme fever and severe kidney and liver infections.
- **Plague**, which is a bacterial disease, usually infects rodents (rats, squirrels, prairie dogs, etc.), but it can infect other animals and humans. Cats have been known to develop plague and pass it to humans through infectious material from an abscess or through respiratory droplets.
- **Psittacosis** is found in birds, and it can spread rapidly among them. Those infected with this **chlamydial** (specialized bacterium) disease may not appear to be sick. Remove sick or dead birds from cages immediately. In people, it can cause fever and pneumonia.
- **Q Fever** is a bacterial disease of goats that is very similar to Brucellosis. Aborts fetuses and birthing fluids are the risk animal discharges.
- **Ringworm** is a skin infection caused by a fungus. Although it is a zoonotic disease, it can frequently be spread to a person by direct contact with an infected person.
- **Salmonella** is a bacterium that can be carried by reptiles, amphibians (such as frogs), cattle, pigs, and poultry (chickens) and passed in their feces. It can cause diarrhea and severe illness in humans.
- **Toxoplasmosis** is a parasitic disease. The infective stages of this parasite are commonly found in cat feces and undercooked meat. This disease is of most concern to pregnant women because it can cause birth defects in babies. It can also cause severe illness in people with weak immune systems. If you are pregnant or immunocompromised, promptly inform your supervisor of your condition.

If you become sick and require medical attention, make sure that the doctor knows that you are an ACO. This information could be very helpful to the doctor in correctly diagnosing your illness.

Animal Injuries and First Aid

Emergencies

Animal control officers will encounter injured animals at the shelter and in the community. Some counties allow injured animals with an identification tag to be taken directly to their veterinarian for emergency treatment. Be sure to check with your supervisor to learn how your city or county handles these situations. The best way to handle emergencies is to be prepared. First aid training and the right equipment are essential. Training is very important, but remember that an ACO is not a veterinarian.

Remember: In an emergency, do not panic! Common sense is as important as training and equipment.

First Aid and Emergency Tips

- **Safety first.** An injured animal in the street is a hazard to drivers, onlookers, and people who are trying to help. Use the flashing caution lights on the truck, emergency road flares, or other methods to warn drivers to slow down and drive around the animal. You may have to call for police to help direct the traffic on a busy road.
- **Get close to the animal.** Move the truck as close to the injured animal as possible if it is to be loaded onto the truck.
- **Protect yourself.** An injured animal is usually in pain and may bite. You may have to use a **heavy blanket** or a **temporary muzzle** to handle the animal. **Remember to remove the muzzle after the animal is loaded onto the truck.** If the animal vomits while wearing a muzzle, it may choke and die.

Injury and Heatstroke First Aid

Injuries are common in animals that run loose in the streets. Many animals are killed instantly, while others are so severely injured that an immediate, humane death may be the best option for them.

Animals that survive may have fractured (broken) bones. They may be bleeding internally or externally, and this loss of blood and severe pain may cause them to go into shock. Pale gums and a rapid pulse are both clinical signs of shock.

First aid is an attempt to prevent or combat shock while the animal is awaiting veterinary treatment. Stop the flow of blood by using direct **pressure**. If the animal is bleeding externally, apply direct pressure to the wound with a towel or folded cloth. **Do not use a tourniquet.**

- Keep any injured animal calm and warm. The use of a blanket will help with both.
- Support broken bones to prevent further damage. Wrap the area with a thick towel to keep the bones together and to prevent contamination of exposed wounds.
- An animal stretcher or a blanket may be used to help move an injured animal from the ground to the truck.

- **Heatstroke** is often seen in animals that are left inside a car during warm weather. Dogs suffering from heatstroke will quickly become comatose and die if not treated immediately. **The best immediate treatment is to soak the dog in cool water (tap water, not ice water) and then take it to the nearest veterinarian.**

Animal Reproduction

Sexual Development in Dogs and Cats

Dogs and cats will usually reach puberty (sexual maturity; the time when they are able to reproduce) about 6 to 12 months after they are born. Smaller dogs will usually mature earlier than larger dogs.

Bitches and queens will mature 1 to 2 months earlier than dogs and toms. Puberty in female dogs and cats is marked by the beginning of estrus. Estrus (in heat, in season) is the period of time when a female is ready to breed. A bitch (whether or not she has been bred) will be in estrus once every 6 to 8 months for about 1 to 3 weeks at a time.

A queen will be in estrus once a month for about a week, more commonly during January to July. A queen can still have an estrous cycle and be bred again while she is nursing a litter of kittens. When copulation (breeding) takes place, the male's sperm is combined with the female's ova (eggs). This combination is called fertilization. Each fertilized ovum (egg) will develop into a puppy or kitten within the female's uterus. It is possible for a litter of puppies or kittens to have more than one father. The gestation period (pregnancy) usually lasts between 58 to 66 days in domestic dogs and cats.

Sexual Behavior in Dogs and Cats

A bitch in estrus will attract dogs from large distances. During her estrus, a bitch is more likely to stray from home searching for a mate. Groups of dogs often follow the in heat bitch, resulting in roaming packs of dogs; this could increase the number of complaints received by animal control agencies.

A queen that is in estrus usually exhibits different behavior, such as calling, howling, unusual postures, urinating in unacceptable locations, and refusing to eat. After a queen breeds, she loses all interest in sexual activities.

Control of Reproduction in Dogs and Cats

A major problem for animal control is the uncontrolled breeding of dogs and cats in our society. There are already too many unwanted and neglected animals.

Owners who have their pets surgically neutered (females spayed, males neutered) help solve the problem by reducing the number of unwanted puppies and kittens.

Pet owners who confine their pets to their property can reduce the chances of their pet breeding and producing an unwanted litter. It is preferable to keep a queen or bitch inside during estrus. A fence will not necessarily prevent a dog from entering a yard that contains a bitch in estrus.

The best solutions to this problem are community education and responsible pet ownership. It is the duty of an ACO to stress the importance of responsible pet ownership during their contacts with citizens in their community.

Appendix A**How To Tell A Sick Animal From A Healthy One***Author Unknown*

Normal		Abnormal
General Appearance		
bright; alert; skin elastic (springs back into place when moved); normal temperature (101.0 - 102.5EF)		thin or obese; lumps or swelling; hair loss
Activity		
good appetite but not ravenous; active; interested in surroundings	listless; suddenly aggressive or shy; changes in behavior or appetite; lameness; vomiting; excessive coughing or sneezing; head shaking; pawing at face; excessive biting at skin; dragging anus along ground	
Ears		
clean; no odor; ear color should be pink in cats; ears have waxy polished look in dogs	thick discharge; odor; shaking head/flapping ears	
Eyes		
eyes and lids clean; eyes clear and bright	crusty; pale; watery; pus or other discharge; squinty in light; cats: middle (third) eyelid covering part of eye; dogs: bloodshot, filmy, or irritated-looking eye	
Nose		
free from discharge; cats: bright pink in some breeds; dogs: may have clear moisture	hot; dry and crusty; pus-like discharge	
Breathing		
respiratory rhythm smooth and regular (may accelerate when animal is hot or excited)	irregular, rapid, or labored breathing; sneezing or coughing; very slow or almost imperceptible breathing (may be shock)	
Mouth		
clean; free of offensive odor	red or dry; irritated-looking; bad odor not due to food; drooling in cats	

Appendix A**How To Tell A Sick Animal From A Healthy One***Author Unknown*

Normal		Abnormal	
Gums and Teeth			
pink gums which turn pink again rapidly when pressed with finger; clean teeth; firm teeth in gums		pale, white, or inflamed gums; loose, brown, or pitted teeth (in dogs, brown pits may indicate earlier case of distemper); draining abscess on cheek	
Skin			
smooth; clean; resilient		dull coat; thin spots of hair; matted hair; sores or scabs	
Feet			
clean and smooth pads; nails of average length in dogs		hard pads; ridges in pads; matter between toes; excessively long nails in dogs	
Stools (Feces)/Urine			
firm stool; regular urination		soft or runny stool; change in stool color not due to diet; unusual odor; straining to eliminate; constipation; frequent urination; unable to urinate	

This Chapter Covers:

- Introduction
- Animals That Contract Rabies
- Clinical Signs of Rabies
- Rabies Treatment
- Rabies Seasons and Cycles
- Animal Bites
- Rabies Quarantine



Introduction

Rabies is a deadly disease caused by a virus. It is the most serious zoonotic disease that you might encounter.

The rabies virus is shed (released) in the saliva of an infected animal. An animal usually contracts rabies from the bite of an infected animal. The virus may also enter the body if the mucous membranes (the wet parts of the eyes, nose, or mouth) or a scratch or break in the skin have contact with saliva containing the rabies virus. Exposure to rabies through mucous membranes is very rare.

Once the rabies virus enters the body, it begins to multiply in the area near the entry site. If the infection is not stopped at this point, the virus will eventually invade the nerve cells in the area. Once the virus is in the nerve tissue, it travels along the nerve to the brain where it continues to multiply. The virus may then spread to the salivary glands or other parts of the body. This incubation period lasts a varying amount of time; it can range from days to years, but the average length is 3 - 8 weeks.

If the virus spreads to the salivary glands, the animal may be able to shed (or excrete) the rabies virus in the saliva; this means that the animal is infectious. Shedding occurs in the last stages of the disease. Clinical signs also appear in these last stages, followed closely by death. Dogs, cats, and domestic ferrets with rabies may shed rabies virus **three to six days before they show clinical signs** of rabies and only live for a few days after the clinical signs appear. This is why it is so important to quarantine animals that bite or have otherwise potentially exposed a person to rabies. If a dog, cat, or domestic ferret is healthy 10 days after a potential exposure incident, it can be concluded that the rabies virus could not have been in the animal's saliva at the time of the exposure.

Animals That Contract Rabies

All warm-blooded animals can contract rabies, but some animals are more likely to become infected than others.

High-Risk Animals

Wildlife reservoir species considered as **high risk** for rabies transmission are **skunks, bats, and raccoons**. A reservoir is a particular species of animal in which a disease organism is maintained and can multiply. With rabies, the virus is maintained in these high-risk wild animals. If a high-risk animal potentially exposes a person to rabies, the animal's brain **must** be tested for rabies; the person **must be evaluated for starting rabies vaccinations immediately**.

Low-Risk Animals

Low-risk animals are warm-blooded animals that rarely get rabies. Generally they are not exposed by an infected animal; however, when they are attacked, they often die from the wounds. Low-risk animals include rodents, moles, shrews, opossums, and rabbits. Generally, low-risk animals are not tested unless there are unusual circumstances. Rabies post-exposure treatment is rarely required for persons due to contact with low-risk animals.

Dogs, Cats, and Domestic Ferrets

People are bitten most often by dogs and cats. Information on how to deal with these bites (as well as clarification of other potential rabies exposures) will be covered in the Animal Bites section of this chapter.

The "Other" Animals

Domestic farm animals, such as horses, cows, sheep, goats, and pigs, are sometimes exposed to rabid animals and may develop rabies.

If an animal is **not** listed as high risk or low risk, and it is **not** a dog, cat, or domestic ferret, the health department will decide if it is humanely euthanized and tested for rabies **or** quarantined or placed in confinement for a 30-day observation period. Examples of other animals include domestic farm animals and wolf-dog hybrids.

Clinical Signs of Rabies

The clinical signs of rabies in domestic animals vary a great deal. Therefore, it is not possible to look at an animal and determine that it is rabid. However, some common **clinical signs** of rabies in both domestic and wild animals are:

1. **Change in behavior.** For instance, a friendly dog or cat may become vicious and bite without any apparent reason (unprovoked bite). This is often termed the “furious” form of rabies. A friendly dog or cat may become very shy and withdrawn. This may be termed the “dumb” form of rabies. Wildlife may also behave strangely. For example, a normally shy, nocturnal skunk may be seen in broad daylight and appear unafraid of dogs or humans.



2. **Unexplained paralysis (inability to move).** Rabies often causes paralysis of the rear legs or lower jaw. An animal that cannot walk, appears drunk (has an unsteady gait), or cannot close its mouth may be suffering from rabies. Other clinical signs of rabies include:

- not eating or eating strange (non-food) objects
- pawing at the mouth appearance of choking
- difficulty in swallowing chewing at the site of the bite
- seizures hypersensitivities to touch or sound

Once clinical signs appear, death of the animal will soon follow.

Remember: The entire course of clinical rabies in domestic animals usually lasts less than a week.

Rabies Treatment

Emergency first aid to prevent rabies in humans includes the following steps:

- Let the wound bleed.
- **Wash the wound with soap and water.**
- Seek medical attention.

Let the wound bleed to help remove the rabies virus from the wound. Wash the wound with soap and water; this will also help remove the rabies virus from the wound. Apply an antiseptic, if available. Seek medical attention as soon as possible. **Any bite, even a small one, can be deadly.**

Rabies Vaccinations

Vaccinations that a person receives **after** being exposed to rabies are called **post-exposure prophylaxis** (prevention). The decision of whether to administer post-exposure prophylaxis should be between a person and his or her physician. If the exposure victim has **not** been previously vaccinated against rabies, he or she will need to be treated with two types of products given by injection:

One product provides **immediate, but temporary, protection against rabies**. It is a type of antiserum called **human rabies immune globulin (HRIG)** and is made of human antibodies. This product is given according to weight, meaning that a heavy person needs more antiserum than a light person. As much as possible is injected around the bite wound(s); any remaining antiserum should be given in the muscle at a place distant from where the vaccine was given. These antibodies immediately attack the rabies virus in the body, but they only last a few weeks.

The other product is a **vaccine**, such as **human diploid cell vaccine (HDCV)** or **purified chick embryo cell (PCEC)**. **Four doses** of the vaccine are administered in the arm muscle **over a period of two weeks**. According to the information provided by the CDC (Center for Disease Control), vaccinations are administered on the day of exposure or day 0 followed by vaccinations on day 3, 7, and 14. The rabies vaccine will cause the body to produce its own antibodies against the rabies virus and provide long-term protection.

Rabies Vaccinations for Animal Control Officers

All animal control officers (ACOs) should take a series of rabies vaccinations to protect themselves from rabies. This is called pre-exposure prophylaxis. The pre-exposure vaccinations consist of **three injections with rabies vaccine (such as HDCV or PCEC) given over a 3- to 4-week period.** After you receive this series of vaccinations, you should have your titer checked every two years and get a booster vaccination if needed. If you have had pre-exposure vaccinations and are exposed to rabies, you will only need **two** more injections of rabies vaccine and will **not** need the rabies antiserum (HRIG). Also, if you are exposed to rabies without being aware of it and do not receive post-exposure treatment, you stand a better chance of not developing rabies than if you were not vaccinated previously.

Rabies Seasons and Cycles

Rabies occurs throughout the year in Kentucky. In the spring (March and April) there are many skunks with rabies, specifically in central Kentucky. In the summer and fall there are numerous bats with rabies. Rabies tends to occur in cycles, meaning that periodically the number of positive rabies cases will increase for a period of time and then decline to the previous level.

A rabies cluster (an increase in the number of cases) can start with one infected animal. This one animal may bite several other animals before it dies. These animals eventually can pass the virus to many more animals. Most of the time, skunks bite other skunks causing a skunk-to-skunk rabies cycle, bats bite other bats causing a bat-to-bat rabies cycle, and so on. Different types of rabies virus are known as variants. Specific variants of rabies virus have developed within certain wildlife reservoirs.

Any of these variants can infect other species of animals. For instance, when a rabid skunk bites a dog, the infected dog may also develop that variant of rabies virus and die. When a known variant of rabies spills over into another animal species outside of its normal cycle, the process is called spillover. Epizootics (epidemics in animals) or outbreaks of rabies can occur in a small area of the state or can occur statewide.

People generally have very little direct contact with wildlife, except bats, so exposure to rabies through contact with wildlife is unlikely. However, wild animals often expose domestic animals to rabies, which can then expose people to rabies. The best way to protect people from rabies is to vaccinate domestic animals against this disease. **Kentucky law (KRS 285.015) requires that all dogs, cats, and ferrets over 4 months of age be vaccinated against the rabies virus.** It is also important to educate people about this important public health requirement and the need to avoid physical contact with wildlife. Confining pets will help to reduce their contact with wildlife.

Rabies Summary

You may never see or handle an animal with rabies, but your knowledge of this deadly disease is very important. Your job places you at a higher risk of rabies exposure than most people. Many ACOs remove wild animals from urban settings, and nearly all ACOs deal with biting dogs and cats. Make sure that you are protected against rabies. Get the pre-exposure vaccination series, get your titer checked every 2 years, and take booster vaccinations as recommended by your physician.

As an ACO, you help fight rabies by removing stray animals from the rabies cycle. You also make a difference in your community when you enforce state laws and educate people about the importance of getting rabies vaccinations for their pets.

Handling Animal Bites

- **Treat every animal bite as a serious matter.** All bites must be reported to the local health department, who must investigate them. Always respond to each incident to consider if the animal might be rabid.
- **Biting animals fall into one of four categories.** Each category requires a different method of handling.
 - 1) High-risk** animals must be humanely euthanized and tested.
 - 2) Low-risk** animals may or may not be tested for rabies as determined by the health department.
 - 3) Dogs, cats, and domestic ferrets** must be quarantined until the end of the 10-day observation period (240 hours from the time of the bite incident) **or** they can be humanely euthanized and tested for rabies. There are exemptions for assistance and police animals.
 - 4) Other animals** are either; humanely euthanized and tested **or** they are quarantined or confined as determined by the health department until the end of the **30-day** observation period.
- **Identify all animals correctly.** Testing and observation are useless if they are done on the wrong animal.
- **The attending physician decides if the bitten person receives post-exposure rabies treatment.** If the animal tests positive for rabies or develops signs of rabies during the observation period, the person needs to begin treatment immediately. The attending physician may consult with their local health department or with the Kentucky Cabinet for Health and Family Services about the need for post-exposure rabies treatment.

Rabies Quarantine

Most dogs and cats bite to protect themselves or to protect their owner or their owner's property. Please refer to the manual section on animal behavior for more information on this subject. However, since rabies infection is almost always fatal, all biting animals are considered to be suspects for transmitting rabies until proven otherwise.

- **Do not** vaccinate the animal against rabies while it is in quarantine. (It may be treated for unrelated medical problems.)
- A ten (10) day quarantine is the preferred method to eliminate the risk of rabies virus shedding in a dog, cat, or ferret that has bitten a person. The virus is shed in the saliva, and the saliva from a rabid animal may infect open cuts or mucous membranes of other animals or people.
- **It is very important to prevent contact between animals held in quarantine.** Treat the animal held under rabies observation as though it is shedding rabies virus. Animals in quarantine must be separated from all other animals by a solid partition that prevents any physical contact between them.

Prevent human contact with the animal in quarantine as well. A friendly lick on the finger may result in having to deal with another potential rabies exposure. There should be a **standard operating procedure (SOP)** that explains the precautions to be observed when unloading, handling, feeding, and caring for the animals in rabies quarantine.

- It would be best if only one person (who has a current pre-exposure rabies vaccination) takes care of the animals in quarantine.
- If a quarantined animal does not have a current rabies vaccination, it **must be vaccinated against rabies at the end of the observation period.**
- Notify everyone involved in the bite incident if the animal becomes sick or dies during the observation period. If the animal does not become sick during the observation period, it could not have transmitted rabies at the time of the bite incident. Remember to notify everyone involved in the bite incident when the animal is released.

This Chapter Covers:

- Introduction
- Different Kinds of Records
- Examples of Record



Records contain the activities of:

- animal control programs, and
- individual animal control officers (ACOs).

Records can help you:

- increase the effectiveness of your programs. Record the results of a program so you can see which programs are working well and how other programs can be improved.
- keep track of daily activities. Keep a daily log. It lets you and your supervisors know the details of an event (who, what, when, where, why, and how). These details can then be used in other records and reports.
- control inventory. Keep a record of how and when supplies are used. This will help you keep enough supplies in stock and cut costs.
- maintain ACO vehicles. Keep reports on gas mileage and vehicle repairs. This will help your agency get the most from its vehicles while ensuring your safety and the safety of the animals.
- prove your case in court. Your records are documents that can prove an event (such as a biting incident or a phone conversation) really happened. Good records are the first step in winning a court case.

Remember: Good records need to be filled out completely and neatly!

Different Kinds of Records

As an ACO, there are many different kinds of records you will have to complete. Each has its own purpose and requires different information. You need to answer six questions in each record: **Who? What? When? Where? Why? and How?** Listed below are some of the different kinds of records:

- Field Records
- Daily Activities
- Animal Capture Records
- Investigation Reports
- Warnings and Citations
- Office and Shelter Records

- Animal Records
- Laboratory Records
- Financial Records
- Personnel Records

Examples of Records

Field Records

You need to record everything that happens when you make a service call in the field. This record is called a field record. It will be easier to remember all of the details and information if you complete the record while you are still at the place of the call. You can finish it when you return to the shelter or office if necessary. A field record should include the: (see chapter document 1)

- reason for the call;
- information you gathered during the call;
- events that happened during the call; and
- final disposition of the animal. (ex. to animal shelter or Dr. Smith, DVM)

Daily Activities

Keep a daily log of your activities **every day** that you are at work. Your log should include: (see chapter document 2)

- miles traveled;
- hours worked;
- where you went; and
- what you did.

The information in your daily logs needs to be correct and complete. You will use this information to complete other records.

Animal Capture Records

Your daily record will have some information about captured animals, but an animal capture record needs to be completed for each animal. Animal capture records contain more specific information than the daily record. These records need to include:

- **Who** ACO who captured the animal.
- **What** description of the animal, including:
 - species;
 - breed;
 - color;
 - sex;
 - physical condition;
 - type of collar and tags; and
 - name, address, and phone number of owner (if known).

- **When** date and time of capture.
- **Where** location of capture (if different from owner's address).
- **Why** reason for capture, such as the animal was:
 - unconfined;
 - involved in a biting incident;
 - fighting;
 - unwanted; or
 - reported through a citizen complaint.
- **How** method of capture.

Investigation Reports

There are many reasons why you might conduct an investigation. Some of these reasons include reports of:

- an animal bite or other potential rabies exposure to a person;
- inhumane treatment of an animal; or
- a violation of animal control laws.

Make sure your record is complete. The information in an investigation report may later be used for issuing citations or warnings or for proving court cases. Investigation records should include:

- **Who** ACO doing the investigation;
 - person who reported the incident; and
 - people involved or interviewed. **Be sure to get names, addresses, and telephone numbers of all people involved.**
- **What** reason for investigation.
- **When** time and date of incident;
 - date incident was reported;
 - times and dates of all interviews; and
 - dates of start and conclusion of investigation.
- **Where** location of incident.
- **Why** description of incident and important details.
- **How** method used to investigate (telephone, visit, etc.).

Warnings and Citations (Sample, see chapter document 3)

In an effort to ensure compliance with laws and regulations, some cities or counties may preprint warnings or notices to comply. You need to be familiar with state and local laws so that you will know when to give warnings and citations. When you issue a warning or citation, make sure that the citizen understands the violation involved. **Citations and warnings are legal documents.** Be careful when you are writing them. If you make mistakes, a judge may dismiss your case.

A warning or citation needs to include:

- **Who** ACO issuing the document and person receiving the document. (Include name, address, telephone number, and physical description. **You must spell the name correctly.** Ask how they spell their name, do not assume how a name is spelled and do not guess.
- **What** warning or citation.
- **When** time and date of violation and time and date of court appearance.
- **Where** location of violation and location of court appearance.
- **Why** type of violation.
- **How** the warning or citation was issued.

Office and Shelter Records

There are several different kinds of office and shelter records. An office record contains your contacts with the public that **do not take place in the field**. For example, records of telephone conversations are office records. Included under the broad heading of office and shelter records are:

- **animal records**
- complaints
- **laboratory records**
- requests for assistance
- **financial records**
- **personnel records**
- activity summaries
- citizen contacts

Animal Records

You need several different kinds of records concerning all animals that enter the shelter for any reason. These records include the: (see documents 4-6)

- kennel admission record
- identification card
- notification of impoundment
- ownership card
- adoption record
- quarantine record (including twice daily check list)
- animal release form
- euthanasia record
- final disposition form

Laboratory Records

You must include a **Rabies Submission Form** when you submit an animal's head with the brain intact or brain for testing. Complete a separate form for each specimen when you are submitting more than one at a time for testing.

Keep a record at your animal control agency which includes the:

- physical description of the animal (including species);
- date of the animal's death;
- date head or brain was sent to laboratory;
- how the head or brain was shipped;
- date head or brain was received by laboratory; and
- laboratory result.

Notify all the people involved in the biting incident (person bitten, animal's owner, etc.) when you receive the result from the laboratory. Make a note in the records after you have notified each person involved.

Financial Records

Financial records contain information on income, budgets, and expenses. You need to have a current inventory of supplies to keep financial records updated. Keep records of where equipment and supplies were purchased. These records will help you control your costs and stay within your budget.

Personnel Records

Keep individual records about each employee, including:

- name, age, sex, address, telephone number, and date hired;
- record of rabies vaccinations and antibody titers;
- performance evaluation and commendations or reprimands; and
- records of training and continuing education courses.

Record Retention

Kentucky Revised Statutes (K.R.S.) requires all county animal control and sheltering agencies to maintain

References:

Samples of various records can be found in the:

National Animal Control Association Training Guide:

P.O. Box 480851

Kansas City, MO 64148-0851

913-768-1319

<http://www.nacanet.org>

Locate your local health department by contacting:

Kentucky Cabinet for Health and Family Services

Local Health Department Personnel Branch

LHD Personnel Staff

275 E. Main Street, HS1W-D

Frankfort, KY 40621

Phone: (502) 564-3796

Fax: (502) 564-0993

Chapter Appendix

Document 1 – sample call for service card

Document 2 – Sample ACO Daily Activity Report

Document 3 – Sample notice to comply or warning citation

Document 4 – Sample animal intake record; Owner surrender animal

Document 5 – Sample animal intake record; Stray animal intake form

Document 6 – Sample animal intake record; back of animal intake form, animal medical and disposition record

Document 1

Front of complaint card:

Run #

Call Taker _____ Date _____ Time _____am/pm

☐ 2nd Shift

☐ **Case Closed**

Violator/Owner _____ Phone _____

Address _____ City _____

Caller _____ Phone _____

Address _____ City _____

Type of Complaint _____ Type/Number of Animals _____

Notes _____

ACO _____ Unit _____ Date _____ Time _____

Results

☐ **No S&L**

☐ OK Lic

☐ **OK Rabies**

***Additional Notes/Results on Back**

Back of complaint card:

Run #

Officer _____

Date _____ Time _____

ACO Daily Report

Truck # _____

Date _____

ACO _____

ACO _____

Beginning Milage _____

Ending Mileage _____

Total Miles _____

Service Mileage _____

Total Runs _____

Run Card	Location	Arrive	Depart	Call Type	Comments & Results

WARNING CITATION

County Animal Control
123 Main Street
Yourtown, KY 40000
Phone: (555)123-4567

Name (L-F-M) _____

Address _____

City _____ State _____ Zip _____

I.D. Type _____ I.D. Number _____

Date of Birth ____/____/____ Sex _____ Race _____

This WARNING CITATION is given to you as a courtesy in lieu of a uniform citation. You have until the compliance date to present this warning IN PERSON to County Animal Control (Located at the above address) with proof you have complied with the violation stated below. Failure to comply by the date and time specified will result in a uniform citation being issued, requiring you to appear in court to answer to the offenses stated herein.

Violation C.O.# _____ Section _____ Sub-Section _____

Description of Violation _____

Description of Animal(s) _____

_____ # of Animal(s) _____

Violation Date ____/____/____

Violation of Time _____

AM []

PM []

Must Comply By ____/____/____

By 4:30 PM

Officer _____

Badge# _____

ACC

Card No. _____

Date: _____ Time: _____

Eligible for Release: _____ Received By: _____

Animal Information: Litter # _____ of _____

Breed: _____ Name: _____

Color: _____ Age: _____

Sex: Male ☐ Female ☐ Altered ☐Disposition: FR ☐ SH ☐ PR ☐ OA ☐ W ☐ AG ☐ FE ☐Hair: Short ☐ Medium ☐ Long ☐ Wire ☐ Curly ☐ Clipped ☐Ears: Drooping ☐ Erect ☐ Cropped ☐ Tipped ☐Tail: Short ☐ Long ☐ Docked ☐ Curly ☐ Bushy ☐Declawed: ALL ☐ FRT ☐ NO ☐ Housebroken: Yes ☐ No ☐Good With... Children Yes ☐ No ☐ _____Dogs Yes ☐ No ☐ _____Cats Yes ☐ No ☐ _____Collar: Yes ☐ No ☐ Color: _____Food: Soft ☐ Dry ☐ Brand: _____Scan: Neg. ☐ Chip# _____

Reason for Surrender: _____

☐ OWNED ANIMAL RECEIVING FORM

I claim to be the owner and/or person responsible for the animal described on this card. There is no other person with any legal claim to the animal. To my knowledge the animal has not bitten anyone in the past ten (10) days. By signing this card I relinquish all claims of ownership to the animal and understand it becomes property of County Animal Control to dispose/adopt/hold the animal at the department's discretion. I also relieve County Animal Control and their employees of any damages which may occur to my property while the animal is being removed.

☐ EUTHANASIA REQUESTED Int. _____ Date _____

Name/Signature: _____

Address: _____

City: _____ Phone #: _____

NOTES:**WE DO NOT NOTIFY FORMER OWNER**

ACC

Card No. _____

Date: _____ Time: _____

Eligible for Release: _____ Received By: _____

Animal Information: Litter # _____ of _____

Breed: _____ Name: _____

Color: _____ Age: _____

Sex: Male ☐ Female ☐ Altered ☐Disposition: FR ☐ SH ☐ PR ☐ OA ☐ W ☐ AG ☐ FE ☐Hair: Short ☐ Medium ☐ Long ☐ Wire ☐ Curly ☐ Clipped ☐Ears: Drooping ☐ Erect ☐ Cropped ☐ Tipped ☐Tail: Short ☐ Long ☐ Docked ☐ Curly ☐ Bushy ☐Declawed: ALL ☐ FRT ☐ NO ☐ Housebroken: Yes ☐ No ☐Good With... Children Yes ☐ No ☐ _____Dogs Yes ☐ No ☐ _____Cats Yes ☐ No ☐ _____Collar: Yes ☐ No ☐ Color: _____Food: Soft ☐ Dry ☐ Brand: _____Scan: Neg. ☐ Chip# _____

Reason for Surrender: _____

☐ STRAY ANIMAL RECEIVING FORM

I hereby release to or authorize to remove from the premises under my control, the animal described to County Animal Control. If name or address of the owner is known, provide it here:

I relinquish any claims on the animal and understand that it will be held to be claimed by the owner, unless the animal's physical condition dictates humane euthanasia. (dogs held 5 days and cats held 3 days). I relieve the Department of Animal Control and their employees of any damages which may occur to my property while the animal is being removed. To my knowledge the animal has not bitten anyone in the past 10 days. I also affirm that I have not removed any tags from the animal nor did I remove this animal from any other private property without the property owner's permission.

Name/Signature _____

Phone # _____

NOTES:

Document 6

MEDICAL INFO:

Previous Vet: _____

Condition: _____

If Sick/Injured (Describe): _____

DA2PPvL ☐ Bordatella ☐ FVRCP Inj ☐ FVRCP UN ☐

Strongid ☐ Marquis Paste ☐ None ☐

Vax Date: _____ Int.: _____

Rabies Vax: Tag # _____ Expires: _____

License Tag # _____ Year: _____ Color: _____

✓ **Lost Reports:** Entry - Int. _____ Release - Int. _____

HOLD: 1st _____

2nd _____

3rd _____

☐ **Euthanized:** Date: _____ Bottle # _____

Amount: _____ cc Tech. _____

Reason: _____

Director's authorization (If Needed) _____

FINAL DISPOSITION:

Adopted ☐ Redeemed ☐ Placed ☐ Released ☐

Date: _____ Int. _____

Location Released: _____

Name/Signature: _____

Address: _____

City: _____ Phone #: _____

NOTES:

This Chapter Covers:

- Public Relations
- Citizen Contact
- Personnel Relations
- Related Agencies



Public relations is the business of creating goodwill and understanding between animal control and the public. The public generally has a negative attitude toward animal control. Therefore, contacts between you and some members of the public could become unpleasant and even violent. As a professional animal control officer (ACO), **you** can change the public's attitude for the better.

- Maintain a positive attitude.
- Show interest in every citizen, and treat every problem as important.
- Stay in control and avoid unnecessary conflicts.

Citizen Contact

Citizens form a first impression of you based on what they see. You want that impression to be a good one.

- Stay clean and neat.
- Good personal hygiene is a must.
- It helps to "freshen-up" between calls.
- Keep a clean shirt in your vehicle or shelter.
- Keep clothing neat, clean, and wrinkle-free, at least as much as the job allows.
- Keep your vehicle clean.
- Do not walk too fast or shuffle your feet.
- Stand straight, but appear relaxed.

People may already be nervous about an official visit from an ACO. Try to get them to relax. Your body language and communication skills will help. Display an attitude of calm authority in a pleasant, impartial manner. This will put the other person at ease.

- Keep four to six feet between you and the other person at all times. Entering someone's **personal space** (standing closer than four feet away from them) can increase the tension. This is also a safe distance for you if they become violent.
- **Face the citizen** during a conversation, but **angle** your body slightly to the side. Standing face-to-face may make the citizen feel uncomfortable.
- Make **eye contact** during the conversation, but do not stare.
- **Smile** when the situation allows.
- Do **not** enter a person's home (even if invited to do so) unless it is the **only** way to achieve the objective of your visit.
- Look and stay calm no matter what the other person says or does. You will get a more favorable response if you look calm than if you appear or sound angry.

- Always **maintain control**. Do not engage in a shouting match. Losing your temper could result in a loss of respect for you and your agency and may lead to violence.
- Strive to achieve two things:
 - accomplish the objective of the visit; and
 - leave the citizen with a good impression of animal control.
- Keep your voice low and speak at a normal pace when talking to the other person. Soothing tones can have a calming effect on people, just as they can on animals.
- Identify yourself first. Give your full name and position.
- Explain the specific problem that has resulted in the visit.
- Discuss your duties and responsibilities as an ACO. Make the person aware that you are there for their safety and the safety of their pets.
- Let the person present their side of the story and listen attentively. This shows that you are willing to listen and that you are not just there to blame someone.
- Ask for their help. If you make them feel like they play a part in the solution, they are less likely to cause problems in the future.
- Speak clearly and intelligently. **Know your job and the laws**, but do not be afraid to say "I do not know".

Conclude the meeting the way it began, with courtesy and understanding. Thank the person for their time, even if they did not cooperate.

Remember: If a person becomes threatening, quit talking to them and leave.

- The capture of an animal or the issuance of a citation is not worth an injury to you.
- Most citizens will "calm down" with time. You can talk to them again later if you do not accomplish your goal on the first visit.

Call your agency for assistance if the situation is dangerous. In extreme situations, ask for help from law enforcement.

An attack on an officer on duty must result in civil and/or criminal charges being filed. The ACO's supervisor needs to make sure this process is completed. These situations do not happen often, but it is extremely important that they be taken seriously.

Personnel Relations

Animal control officers and their supervisors need to respect and support each other. Your supervisor needs to explain agency policies to you. You must refer to these policies and your supervisor's decisions. Ask for an explanation if a policy is unclear or you do not understand why a decision was made. Ask your supervisor privately and be respectful. Keep your supervisor informed of your activities. Tell your supervisor about problems you had while on duty.

- If a citizen threatens to complain or call a city or county official, be sure you inform your supervisor about it right away.
- Supervisors find it hard to support their staff if they do not know what has happened or if they are surprised by a complaint.

Related Agencies

Animal control, humane agencies and rescue groups need each other. In the past, these agencies were viewed as having very different goals. Conflicts kept them from forming a good working relationship. Today, all agencies are considered more professional and share many of the same goals. Each agency can help toward the goals of the other.

Many other **private** and **government agencies** have functions related to animal control. Some examples of these agencies include the U.S. Fish and Wildlife Service Department, U.S. Department of Agriculture, Kentucky Department of Fish & Wildlife, and local and state health departments.

Cooperative efforts between agencies are sometimes the best way to get a job done.

It is important to talk with people from these agencies. Do not wait for an emergency to do this. It is easier to meet people and to become familiar with their job duties beforehand; then, in an emergency situation, each group will know what to do.

This Chapter Covers:

Citations
Professional Behavior
Courtroom Procedures



Section 258.195(3) of the Kentucky Revised Statutes (KRS) gives animal control officers (ACOs) the authority to issue uniform citations. An ACO issues a citation to a pet owner that has violated the law requiring them to appear before the court to answer to the charges.

Professional Behavior

You must be on your best professional behavior when involved in court cases. This begins with obtaining and organizing all the facts for your case. You must be sure that the case will be worth the court's time. If you make errors in your preparation, you may lose your case. Worse yet, the judge or prosecutor may think you are not a reliable ACO. You want to earn the judge's or prosecutor's respect every time you bring a case to court.

Courtroom Procedures

If you have never prepared for a court case, talk with your city or county attorney and with more experienced officers. Get their advice. Attend some of their court cases. Learn how they prepare the paperwork and review the cases.

The following statements are intended to provide general guidance to help you feel more comfortable about giving testimony in court and to make your testimony more effective.

- Write down as much information as you can about the violation when it occurs.
- Write clearly so you and others can read your notes later. Remember that your notes may be subpoenaed, so keep them precise and accurate.
- **Legally** obtain evidence (videos, photographs, witnesses, repeat offender status, etc.).
- Know the state laws and local ordinances that will help you convict the violator.
- Review your notes and the evidence with the lawyer representing your side. Be certain that your lawyer knows both the good and bad points of your case.
- Arrive on time for the court hearing.
- Bring all necessary records and evidence for the hearing.
- Dress in a clean, neat uniform, and be personally well-groomed. Your physical appearance will make an impression upon the judge or jury.
- Listen carefully to all questions and be certain that you understand a question before answering. Do not give more information than needed. Keep answers concise and, if possible, brief. Do not be afraid to say "I do not know".
- Answer questions with certainty. Answers such as "I think so" or "I do not believe so" indicate to the judge or jury that you may not be sure of your own testimony.
- Be truthful with your testimony and the evidence you provide, even when it may hurt your case.

- Remain objective and in control. You are there to present the facts. Do not become so personally involved that you become upset or lose your objectivity. Remember that the lawyer from the opposing side may try to make you lose your temper.
- Be polite and show respect for the court and the lawyers from both sides.
- Do not discuss the case with other persons during a recess.

If you do not win your case, review what happened and try to determine what went wrong. Talk with the lawyer to learn what you need to change and improve.

This Chapter Contains:

- Introduction
- Classifications and Types of Cruelty
- Dealing With Violators
- Basic Investigation Techniques
- Evidence and Documentation
- Seizure of Animals
- Safety During Raids



Introduction

Animals are protected by laws at the federal, state, and local level. It is important that animal control officers (ACOs) know these laws and are aware of any changes in them after a legislative session. Some of these changes may be quite noticeable, while others may be very subtle. (You can follow the legislative session by visiting the Kentucky Legislative Research Commission website at <http://www.lrc.state.ky.us>)

It is also important that ACOs continually review their local ordinances, suggesting appropriate updates when possible. Animal control officers need to continue to educate the public, the fiscal court, city councils, and local law enforcement about animal abuse to try to prevent it and help prosecute the offenders.

Classifications and Types of Cruelty

Animal cruelty can be divided into two categories:

1. Characteristics of **passive cruelty** include:

- ignorance, neglect, or economic hardship;
- failure by an animal owner or custodian to provide sufficient food and water;
- lack of veterinary attention; and
- inadequate shelter.

Examples of passive cruelty may be an owner that fails to provide adequate shelter for their animal, believing that it can survive extremes of heat or cold; inadequate food and water, resulting in malnutrition, starvation, or dehydration of the animal; or unsanitary living conditions that expose the animal to parasites, disease, and injury that is not treated by a veterinarian.

2. Characteristics of **active cruelty** include:

- actions that are intentional and often premeditated;
- animal fighting;
- deliberate infliction of pain; and
- torture.

Beating an animal or intentionally injuring it for breaking rules, digging in the yard, or just for fun are examples of active cruelty. People who intentionally kill (especially with the infliction of extreme pain)

animals fall into this category. This should not be confused with euthanasia, which produces a humane and painless death. People commit acts of cruelty for a variety of reasons, none of which should exempt them from prosecution.

Some common reasons for intentionally abusing an animal are:

- need for power or control;
- revenge, retaliation or blackmail;
- imitation;
- deviant arousal;
- peer pressure and group membership;*
- boredom;* and
- dissonance.*



*The last three in the above list tend to surface in adolescent and older teen males, and may be indicative of other, more serious sociopathic behavior.

People, who abuse or torture animals, are at great risk of eventually harming humans. The Humane Society of the United States reports that virtually 100% of the serial killers brought to justice began their careers in crime by abusing animals.

Kentucky Revised Statutes (KRS), Chapter 525.125, 1st degree animal cruelty, and KRS 525.135, Torture of a dog or cat (that results in serious injury or death), are class D felonies. The penalty for such crimes in Kentucky is a \$1000 to \$5000 fine and 1 to 5 years in prison. Both are considered Active Cruelty. Torture of a dog or cat (not resulting in serious injury or death) and KRS 525.130, 2nd degree animal cruelty, are class A misdemeanors and carry a penalty of up to \$500 in fines and 1 year in jail.

KRS Chapter 436.605 gives Animal control officers peace officer status and the authority to obtain and execute search and seizure warrants for the enforcement of animal cruelty and torture laws. When a violation is found, a law enforcement officer must be called to the scene for an arrest to be made.

Dealing with Violators

Education

This is the first option for most passive cruelty cases that are investigated. The owner is often merely uninformed about proper animal care and, once educated, is willing to take corrective action. This option may alleviate cruelty without lengthy, costly, and complicated legal proceedings.

Prosecution

This is the last option when dealing with passive cruelty cases. This route is taken when the owner is uncooperative, and the abuse is unresolved through educational efforts. Prosecution is the first option, however, when dealing with active cruelty, as the intentional abuse is often severe and reoccurring. Strong action is necessary to provide a deterrent against future abuses.

Surrendering an Animal

If the owner no longer wants the animal or is unable to provide proper care, you should obtain a signed written statement by the owner of surrender to resolve the complaint without seizure or further action. Never threaten or forcefully pressure an owner to surrender an animal.

Confiscation of Animal

If possible, always confiscate the animal if it is a victim of active cruelty. Animals are personal property used in the commission of a crime and can be “seized” or collected as evidence. Clearly document the case in both written and photographic or video format to be used at trial later. Always have law enforcement and a veterinarian present during the seizure to evaluate the animals and to serve as a potential expert witness at a trial.

Basic Investigation Techniques

Animal cruelty investigations are very difficult for one person (or even one department) to do on their own. Most cases are successfully prosecuted when the investigation involves partners from animal welfare, law enforcement, and the veterinary medical community. By sharing duties, a successful prosecution of the violator is much more likely.

Careful planning is vital to a successful outcome. It is most important that provisions for holding seized animals are made before attempting the seizure, especially when livestock or large numbers of animals are involved. Cruelty investigators should work to develop mutual aid and cooperation agreements with neighboring communities and organizations for this very reason.

The **common elements** of an investigation are:

- **interview** all suspects, witnesses, and informants;
- **answer** who, what, where, when, and how (the why isn’t needed for prosecution)
- **gather** evidence;
- **document** the evidence and your findings with
 - **field notes**, which should be completed while on the scene,
 - **formal reports**, which are the forms or reports to go in the official file,
 - **forms**,
 - **photography**, digital/film, and
 - **videotaping**;
- **consider** the disposition of the animals;
- **determine** the appropriate action; and
- **conduct** a follow-up investigation or re-inspection.



Note that all documents, photographs, drawings, videos, etc. may be subpoenaed by the court as evidence. It is strongly advised that you not write or make comments on reports or in videotapes that you would not like to hear repeated in court. When videotaping, do not narrate, consider turning off the audio.

Evidence and Documentation

The **type of evidence** collected during an investigation varies and can make or break your case in court depending on what types you have, such as the following:

- **direct** - first-hand knowledge;
- **real** - connected to the crime and can be physically produced in court;
- **demonstrative** - drawings, photographs, videotape, x-rays, etc.;
- **circumstantial** - all evidence other than direct evidence, provided that it logically relates to the crime;
- **opinion** - expert witnesses; and
- **prima facie** - a fact presumed to be true unless disproved by evidence to the contrary.

A case based only on circumstantial evidence is much harder to prove than one that also produces direct or real evidence in court. The chain of custody is the documentation of everyone who has handled the evidence once it is collected. If the chain is not maintained, a defense attorney may be able to imply that the evidence has been altered, making it inadmissible in a court of law.

Animals can be good evidence because their conditions improve once removed from the abusive situation. This is why it is so important to document the original condition of animals at the time of seizure with photographs and veterinary medical reports. In most neglect cases, simply providing basic care such as food, water, parasite control, and a healthy living environment will improve the animals' overall health. Continue to document the animals' condition weekly.

Seizing Animals

There are several considerations when making a decision whether or not to seize animals that are allegedly being cruelly treated.

- Is the animal actually being treated cruelly as defined in the Kentucky Revised Statutes?
- Is the cruelty active or passive?
- If passive, can the problem be resolved in a reasonable amount of time through education or minor help with resources?
- If active, does the investigator have the resources to hold the animal(s) humanely if seized?
- Is there a veterinarian available who is willing to help and later testify?

Safety During Raids

Illegal animal fighting is a multi-million dollar world-wide industry. Dog fighting is illegal in all fifty states. Watching a dog fight is a Class A Misdemeanor. Illegal animal fighting often involves a very dangerous criminal element, including drug traffickers and criminal gang members.

The investigation and prosecution of these crimes may be extremely dangerous. Whenever investigating animal fighters, law enforcement must be involved without exception. Raids on animal fighters often involve SWAT-type entry teams and other police resources, as many of these criminals are armed and have a large financial stake in their activity. While investigating ordinary cruelty and neglect cases is acceptable for animal control officers, under no circumstances should illegal animal fighters be investigated or raided without a very strong police presence.

Rabies Vaccination Requirements

- 258.005 Definitions for KRS 258.005 to 258.087.
- 258.015 Dogs, cats, and ferrets to be vaccinated against rabies -- Issuance and distribution of certificates -- Tags for dogs -- Requirements for compliance by qualified persons -- Cat and ferret owners -- Feral cats.
- 258.035 Dog, cat, or ferret vaccinated in other state need not be revaccinated.
- 258.043 Mass immunization clinics.
- 258.055 Quarantine in case of rabies epidemic -- Emergency vaccinations.
- 258.065 Physicians to report persons bitten by dogs, cats, ferrets, and other animals -- Reporting when local health department is closed.
- 258.075 Secretary for health and family services to administer rabies law.
- 258.085 Quarantine of animals suspected of having rabies -- Destruction of animal in lieu of quarantine -- Exceptions -- Head of animal suspected of being rabid to be sent to laboratory.
- 258.087 Authorization to provide for more stringent regulation of rabies control.

Animal Control and Sheltering

- 258.095 Definitions for KRS 258.095 to 258.500.
- 258.117 Animal Control Advisory Board -- Purpose -- Promulgation of administrative regulations -- Membership.
- 258.119 Animal control and care fund -- Distribution of moneys -- Eligibility requirements.
- 258.135 Establishment of dog licensing program by county or city ordinance.
- 258.195 Employment, appointment, or contract with animal control officers -- Establishment and maintenance of animal shelters -- Intergovernmental agreements -- Authority of animal control officers.
- 258.212 Tampering with or removal of domesticated animal's identification prohibited -- Exceptions -- Penalty.
- 258.215 Seizure, impounding, and destruction of dog lacking rabies tag or other identification -- Holding period before destruction -- Notice to owner -- Reclamation of dog, cat, or ferret -- Fees -- Quarantine -- Exemption of hunting dog.
- 258.225 Peace officers and animal control officers required to perform duties -- Interference prohibited.

- 258.235 Authority to kill or seize dog -- Return by court to owner of vicious dog -- Liability for damage -
- Proceeding by person attacked by dog -- Disposition of dog after seizure -- Powers of animal
control officer -- Vicious dog not to run at large.
- 258.245 Dogs with rabies vaccination and identification considered personal property -- Destruction
prohibited.
- 258.255 Confinement and control of female dog when in heat.
- 258.265 Care and control of dog -- Destruction of dog running at large at night -- Exemption for hunting
dogs.
- 258.335 False statements and concealment of facts prohibited.
- 258.365 Other state and local laws not affected.
- 258.500 Persons with assistance dogs not to be denied accommodations, transportation, or elevator
service -- Conditions -- Exemption from licensing fees -- Denial of emergency medical
treatment for assistance dog prohibited.
- 258.505 Use of gunshot as euthanasia.

Chapter 258 Penalties

- 258.990 Penalties.
- 258.991 Penalties.

Controlled Substances

- 321.181 Definitions
- 321.207 Certification of animal control agencies and animal euthanasia specialists.

Euthanasia of sick and/or injured animals and Carcass Disposal

- 257.100 Destruction of suffering, abandoned, or hopelessly diseased animal -- "Abandonment" defined
- 257.160 Disposition of carcasses

Animal Cruelty Laws

Chapter 525 Riot, Disorderly Conduct, and Related Offenses

Animal Cruelty

525.125 Cruelty to animals in the first degree

525.130 Cruelty to animals in the second degree - Exemptions

525.135 Torture of dog or cat

Enforcement Power and Obtaining Warrants

Chapter 436 Crimes Against Morality

436.605 Animal control officers and humane agents have powers of peace officers, except power of arrest -- Search warrants -- Execution of search warrants -- Arrest by peace officer.

436.610 Confiscation of animals on premises where violations of KRS 525.125 and 525.130 occur.

Additional Resources

Kentucky Department of Agriculture	www.KyAgr.com
Kentucky Animal Control Advisory Board	www.KySpayNeuter.com
Kentucky Board of Veterinary Examiners	http://bve.ky.gov
Kentucky Emergency Management Agency	www.KEMA.com
Kentucky Cabinet for Health and Family Services	http://chfs.gov
Kentucky Legislative Research Commission	www.LRC.state.ky.us
Kentucky Animal Care & Control Association	www.KACCA.org
Kentucky Horse Council	www.KentuckyHorse.org
Kentucky Veterinary Medical Association	www.KVMA.org
Kentucky Cattleman's Association	www.KyCattle.org
Kentucky Farm Bureau	www.kyfb.com
National Animal Control Association	www.NACAnet.org
American Humane	www.AmericanHumane.org
ASPCA	www.ASPCA.org
HSUS Animal Sheltering	www.AnimalSheltering.org