



<b>Blytheville Animal Services</b>	Chapter: ANIMAL SERVICES ADMIN
<b>SOP Number 1.1</b>	Subject: Jurisdiction
<i>This policy is for internal use only and does not enlarge an employee's civil liability in any way. The policy should not be construed as creating a higher duty of care, in an evidentiary sense, with respect to third party civil claims against employees. A violation of this policy, if proven, can only form the basis of a complaint by this department for non-judicial administrative action in accordance with the laws governing employee discipline.</i>	
Applicable Arkansas Statutes:	
Related Policies:	Date Implemented: 6-1-19
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## 1. ANIMAL SERVICES ADMINISTRATIVE

### 1.1 JURISDICTION

#### 1.1.1 GEOGRAPHIC JURISDICTION

The jurisdiction of the Blytheville Animal Services is contained within the geographical boundaries of the incorporated city limits of the City of Blytheville, County of Mississippi, and State of Arkansas. The Blytheville Animal Services primary responsibility is to provide services to the City of Blytheville concerning diseased, abused, neglected, abandoned, stray domestic canine / felines and the enforcement of animal ordinances and administrative processes concerning domestic canine / felines within the incorporated city limits of the City of Blytheville Arkansas.

Animal Services is a non-emergency service with set hours of operation. Animal Services may support other department or agencies in emergency situations. Sworn Animal Service Employees are authorized to enforce all Animal related ordinances within the boundaries of the City of Blytheville Arkansas.

#### 1.1.2 NON-PROFIT SHELTERS AND RESCUES

Blytheville Animal Services work closely with other non-profit shelters such as Humane Societies and breed specific rescues.



<b>Blytheville Animal Services</b>	Chapter: ANIMAL SERVICES ADMIN
<b>SOP Number 1.2</b>	Subject: Definitions
<i>This policy is for internal use only and does not enlarge an employee's civil liability in any way. The policy should not be construed as creating a higher duty of care, in an evidentiary sense, with respect to third party civil claims against employees. A violation of this policy, if proven, can only form the basis of a complaint by this department for non-judicial administrative action in accordance with the laws governing employee discipline.</i>	
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## 1. ANIMAL SERVICES ADMINISTRATIVE

### 1.2 DEFINITIONS

#### 1.2.1 PURPOSE

Unless otherwise expressly stated, the following terms shall apply. Where terms are not defined through authorized methods, such terms shall have ordinarily accepted meanings such as the context implies.

#### 1.2.2 DEFINITIONS

**Animals:** As used by the Blytheville Animal Services Department refers to domestic canines only. Currently Animal Services does not handle any other animals. Cats are referred to our local Humane Society. Wild animal's vermin or exotic pets should be referred to an exterminator or a person who handles such animals.

**Animal Service Employee:** Any non-sworn city Animal Service Employee who has not been duly sworn or authorized to enforce the law. Animal Service Employees are not required to collect dead animals found on private property or in the roadway.

**Sworn Animal Service Employee:** Also may also be referred to as an Animal Control Officer, is any city employee who has been duly sworn and authorized to enforce the

ordinances of the City and laws of the State of Arkansas related to the ownership, possession and care of animals.

**Animal Establishment:** Any pet shop, kennel, grooming shop, auction, performing animal exhibition, or other facility engaged in the handling of animals. An animal establishment also includes any person who upon a public place, sells or gives away dogs or cats within the city. Licensed veterinarians are expressly excluded

**At Large Dog:** Any dog that is not under the direct control of the owner.

**Barking / Howling Dog:** Means any dog which by loud and frequent barking and howling shall disturb the peace and quiet of any person who may reside within reasonable proximity of the place where such dog is kept.

**Cat:** Felines that are not listed as innately wild animals.

**Dog:** Canines

**Currently Vaccinated:** Dogs or Cats annually vaccinated or on a three (2) year basis.

**Direct Control:** Immediate, continuous physical control of a dog such as by means of a leash, cord, secure fence, or chain of such strength to restrain the dog and controlled by a person capable of restraining the dog, or safe and secure restraint within a vehicle. Direct Control shall not be required of dogs in an authorized area for participating in a legal sport, recreational or charitable event or police K-9s.

**Director of Animal Control:** The person appointed to supervise animal control activities. Currently the Assistant Chief of Police is the Director of Animal Control.

**Front Yard:** An open space on the same lot with a building, between the front line of the building and the front property line, including the full width of the lot to its side line.

**Innately Wild Animals:** Any mammal, marsupial, amphibian, reptile or fowl of a species that is wild by nature and that, because of its size, vicious nature or other characteristics, is dangerous to human beings. Such animals shall include, raccoons, skunks (whether deodorized or not), monkeys all forms of venomous reptiles, any snake that will grow to a length greater than eight feet, and any animal administratively determined to be an innately wild animal.



<b>Blytheville Animal Services</b>	Chapter: ANIMAL SERVICES FIELD OPERATIONS
<b>SOP Number: 6.2</b>	Subject: Response to Calls for Service
<i>This policy is for internal use only and does not enlarge an employee's civil liability in any way. The policy should not be construed as creating a higher duty of care, in an evidentiary sense, with respect to third party civil claims against employees. A violation of this policy, if proven, can only form the basis of a complaint by this department for non-judicial administrative action in accordance with the laws governing employee discipline.</i>	
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## 6. ANIMAL SERVICES FIELD OPERATIONS

### 6.2 RESPONSE TO CALLS FOR SERVICE

#### 6.2.1 POLICY

This policy establishes guidelines for prioritizing and responding to calls for service. The department will respond to calls for law enforcement service in a timely and professional manner as circumstances and resources permit.

#### 6.2.2 DEFINITIONS:

**Authorized Emergency Vehicle:** Animal Service Department Vehicles are **NOT** considered emergency vehicles and should not be operated as one.

**Level/Code:** Describe the response and are interchangeable for the purposes of this policy.

**Level 1/Code 1:** A Level1/Code 1 response is made when the nature of the call and known circumstances at the time of the initial call do not meet the need for an emergency or urgent response. Level 1/Code 1 is considered a non-emergency response in which the member abides by all traffic laws while en-route. All Animal Service Department Calls for service are considered a level or code 1.

### 6.2.3 VEHICLE SAFETY EQUIPMENT

Animal Service Department vehicles are equipped with amber or clear flashing lights. These lights should be utilized when arriving on a scene or during times where greater visibility of Animal Service operations is needed.

### 6.2.4 PRIORITIZING CALLS

An immediate response to every call for service is neither possible nor necessary. The priority of call assignment depends on many factors and is the initial responsibility of communications personnel. However, certain situations may require members in the field to decide between continuing on an assigned call and handling another observed incident or call for service. This decision must be based on comparative needs.



<b>Blytheville Animal Services</b>	Chapter: ANIMAL SERVICES FIELD OPERATIONS
<b>SOP Number: 6.5</b>	Subject: Aggressive Animals
<i>This policy is for internal use only and does not enlarge an employee's civil liability in any way. The policy should not be construed as creating a higher duty of care, in an evidentiary sense, with respect to third party civil claims against employees. A violation of this policy, if proven, can only form the basis of a complaint by this department for non-judicial administrative action in accordance with the laws governing employee discipline.</i>	
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## 6 ANIMAL SERVICES FIELD OPERATIONS

### 6.5 AGGRESSIVE ANIMALS

#### 6.5.1 HUMANE EUTHANASIA DOMESTIC ANIMALS

When a Blytheville Animal Services Employee or Blytheville Police Department believes a seriously injured, domesticated animal (e.g. dog, cat, etc.) should be destroyed to relieve its pain and suffering, they shall first attempt to contact the owner. If the owner can be contacted, they shall be instructed to take their pet to a licensed veterinarian for treatment / humane euthanasia. If that fails trained certified Animal Services Employees may administer a chemical induced sleep or the Blytheville Police Department Officer may discharge a duty weapon to humanely euthanize the animal.

#### 6.5.2 HUMANE EUTHANASIA WILD ANIMALS

When an Animal Services Employee believes a seriously injured, wild animal (e.g. deer) should be destroyed to relieve its pain and suffering, he/she should contact a Blytheville Police Department supervisor or Arkansas Game and Fish officer for assistance.

#### 6.5.3 DEFENSE OF SELF / PROPERTY / OTHERS

Force used against animals, including deadly force, is authorized in defense/protection of oneself, another individual or property. When the Animal Services Employee or Animal

Services Employee reasonably believes, based on the facts and circumstances that the animal on which the force is used poses an immediate threat of injury or damage to the employees, Animal Services Employee, or another individual or property, the Animal Services Employee should attempt to use the minimum amount of force necessary to bring the animal under control.

#### 6.5.4 LESS LETHAL / ALTERNATIVE LETHAL

Less lethal or Alternative Lethal options may be considered against aggressive animals including but not limited to the following:

- Electronic Control Weapons (ECWs) / Tasers
- Distraction Devices
- Impact Munitions
- Impact weapon including Police / Animal Control Vehicles

#### 6.5.5 DOCUMENTATION

If a domesticated animal is injured as a result of an Animal Services Employee response to an aggressive animal, humane act the Animal Services Employee shall complete a CAD and Animal Services Incident Report No other report is required when an Animal Services Employee is present when an officer uses his/her firearm for the destruction of an animal.

#### 6.5.6 REMOVAL OF ANIMAL CARCASSES

An Animal Services Employee shall attempt to remove a domestic animal carcass from the roadway if it constitutes a traffic hazard. If the carcass cannot be moved, the Animal Services Employee shall remain on-scene and contact the Public Works, or Highway Dept. for removal.

#### 6.5.7 ANIMAL BITES

When the department receives information that any person has been bitten by a dog, cat, or other animal, BPD / Animal Control shall have the dog or other domesticated animal confined and observed by a veterinarian, pet owner or public pound. Animal Services Employees will file an incident report. The offending domesticated animal shall be confined for a period of ten (10) days by a veterinarian, the owner or public pound. If a local facility is not suitable or available for confining the animal, it shall be the owner's responsibility to make satisfactory arrangements or to prepare a facility for the purpose of confinement. Non-domesticated animals may not be suitable to be confined and observed for rabies in a public pound and may require an extended observation period to compensate for the difference in the incubation period of the disease. If there is no known incubation period, the animal may be euthanized and tested at the discretion of the department. The veterinarian, owner, or public pound management personnel, medical care givers should notify the local public health authorities of the disposition of the dog or animal at the termination of the confinement. All expenses incurred in the handling of any dog, cat, or other animal are the

responsibility of the owner. If the dog, cat, or other animal is a stray and has no owner, the confinement and observation expense shall be borne by the person bitten or, if a minor, by the head of the family.

#### 6.5.8 ANIMAL ATTACKS OWNER INVOLVED

Animal Services Employees shall file an incident report / charge accordingly when a dog owner knows or has reason to know the dog has a propensity to attack, cause injury, or endanger the safety of other persons without provocation and he person negligently allows the dog to attack another person and the attack causes the death of or serious physical injury to the person attacked.

#### 6.5.9 ANIMAL ATTACK STRAY OR RUNNING AT LARGE

Animal Attacks unlike those described in SOP 6.5.3 / 6.5.4 are described as unprovoked multiple or relentless bites / mauling by one or more animals. BPD / Animal Services shall respond when contacted concerning any person or animal having been the victim of an animal attack. BPD / Animal Services shall and be authorized to use a reasonable amount of force necessary to bring the animal under control up to and including euthanization. Animals captured or euthanized for attacking will follow protocol as outlined by this SOP.

#### 6.5.10 RABID ANIMALS

Any person causing the death of an animal, either wild or domesticated, suspected of being rabid shall cause the head of the animal to be presented to a county health unit of the county in which the animal was killed.

#### 6.5.11 STRAYS

When an Animal Services Employee is dispatched to a call for service involving a stray animal, he/she should attempt to ascertain the owner's name and notify him/her. Animal Services may attempt to secure the animal and deliver the secured stray animal to a public pound or private rescue. Animal Service Employees are not allowed to take the stray to any other location.

#### 6.5.12 WILDLIFE

The Arkansas Game and Fish Commission shall be the primary agencies responsible for the handling of (wild) non-domesticated animals within the city. BPD shall request AGFC agent's assistance for the following:

- Animals struck or killed that may be protected state protected or regulated status
- Sick / Injured wildlife
- Wildlife bites and exposures such as bats



- Domesticated / Non-Domesticated animal contact that results in serious injury or death to either
- General nuisance complaint of wildlife on private property such as raccoons, fox, opossums in the alleyways or public properties of the city
- City Animal Control or AGFC agents will not respond to a complaint involving wildlife inside of the living area of a home such as the attic, walls or crawlspace. In these cases, the citizen will be advised to contact a commercial pest control company for removal.

If an Animal Services Employee or citizen has a question regarding wildlife they should contact local AGFC headquarters.



<b>Blytheville Animal Services</b>	Chapter: ANIMAL SERVICES FACILITIES
<b>SOP Number 9.1</b>	Subject: Hours of Operation
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## 9 ANIMAL SERVICES FACILITIES

### 9.1 HOURS OF OPERATION

#### 9.1.1 POLICY

The hours of operation are designed to ensure that all animals are properly and humanely cared for and that the public has adequate and opportunity to conduct business at the Blytheville Animal Services Shelter.

#### 9.1.2 HOURS OF OPERATION ANIMAL SERVICES

Animal Service Employees may work an 8, 10 and or 12 hours set or rotating shift with hours to be set based on workforce availability.

Members of the Blytheville Humane Society should have access to animals in the Blytheville Animal Service Shelter during open hours of operation.

#### 9.1.3 ADOPTION HOURS

The Blytheville Humane Society conducts adoptions for the Blytheville Animal Services Shelter and will follow their hours of operation for adoptions. It is preferable for safety reasons that citizens not enter the kennel area. It is encouraged that photographs and descriptions of the animals be presented to potential adopters and the animal be brought to them to see and interact with outside the kennel area.

#### 9.1.4 EMERGENCY SERVICE HOURS

The Blytheville Animal Services Department is not an emergency public service.

Animal Service Employees are only available to Law Enforcement after hours with regards to emergencies they may be engaged in or have already responded to that involve an animal.

Blytheville Police Department dispatch receives calls for service for Animal Services and will enter all calls for Animal Services into the CAD system. Animal Service employees should check the CAD to follow up on animal calls for services made after hours.



<b>Blytheville Animal Services</b>	Chapter: ANIMAL SERVICES ADMINISTRATIVE DETERMINATION
<b>SOP Number 11.1</b>	Subject: Disposition of Animals
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## 11 ANIMAL SERVICES ADMINISTRATIVE DETERMINATION

### 11.1 DISPOSITION OF ANIMALS

#### 11.1.1 PURPOSE

The purpose of this policy is to establish guidelines for the return of animals to the owner or person with interest not considered an adoption.

#### 11.1.2 POLICY

It is the policy of this department to avoid returning animals to owners who have shown a propensity to be unable or unwilling to properly care for an animal.

#### 11.1.3 GENERAL STATEMENT

Domestic animals housed at the City of Blytheville Animal Services Shelter leave in one of following ways:

- Transferred to another facility for adoption or rehabilitation,
- Returned to owner,
- Euthanized

#### 11.1.4 RECORDS

Information about animals transferred for adoption, returned to owner or euthanized or released to wild from the Shelter must be recorded in the SOMS RMS Animal Services Computer System.

#### 11.1.5 TRANSFER ADOPTION

The Blytheville Animal Services Shelter does not adopt animals out to the general public. All adoptions take form of a Transfer to another shelter or rescue for adoption. Transfer adoption documentation in the computer should include:

- The date of transfer adoption
- Name of the Shelter or Rescue along with their address and telephone number receiving the animal

#### 11.1.6 RETURN TO OWNERS

Owners claiming a stray animal as their own must provide evidence of ownership such as a bill of purchase, pictures that document ownership over time (i.e. puppy thru adult pictures), proof of rabies or licensing, and/or medical records. The following procedure should be followed to return an animal to their owner.

- Enter the owners name address and phone number into the computer system
- Enter the date of return in the computer
- Contact the Blytheville Humane Society tell them an owner is reclaiming their animal
- Transfer the animal to the Blytheville Humane Society for owner reclamation.
- Show the animal transferred to the Blytheville Humane Society for reclamation in the computer.

#### 11.1.7 RECLAMATION AFTER TRANSFER

In the event an owner claims an animal after the 5 day stray hold date and the animal has been transferred to another shelter or rescue for adoption. Animal Service Employees with provide the person with the name, address and phone number of the shelter or rescue and the date of transfer so they may try to reclaim their animal from them

#### 11.1.8 EUTHANASIA

When, deemed necessary, animals may be euthanized prior to conclusion of the stray holding period to prevent any additional suffering. When reasonable the advice of a veterinarian should be sought. When euthanized the following information should be entered into the SOMS RMS computer system.

- The date of and reason for euthanasia,
- The dosage and type of drugs used,
- The Employee or Vets name administering the procedure.

#### 11.1.9 REHABILITATION

The Blytheville Animal Services Shelter only houses and holds canines. Any animals that come into their possession such as wild animals, rare birds, fowl, etc should be turned over to a game and fish official or other person who is officially recognized for rehabilitation purposes.

#### 11.1.10 RELEASE

Depending on the condition of the animal and circumstances regarding rabies control in wild animals including captured feral cats may be set free in a safe release un-inhabited area outside the City Limits of Blytheville. Personnel should indicate disposition in the computer record.

#### 11.1.11 TRANSFER

Animals are released to other pre-approved shelters and rescue partners.



<b>Blytheville Animal Services</b>	Chapter: ANIMAL SERVICES DISPOSITION OF ANIMALS
<b>SOP Number 11.2</b>	Subject: Intake Process
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## 11 ANIMAL SERVICES DISPOSITION OF ANIMALS

### 11.2 ANIMAL INTAKE PROCESS

#### 11.2.2 PURPOSE

The purpose of this policy is to provide guidelines for the intake of animals into the Blytheville Animal Services Shelter

#### 11.2.3 POLICY

It is the policy of this department to document and record animals that enter the animal shelter.

#### 11.2.4 OPEN SHELTER

The Blytheville Animal Services Shelter is an open admission shelter in that accepts animals at any time. Citizens should be informed that we are NOT a "No Kill Shelter" and when the shelter is at full capacity so they can make an informed decision should they want to make other arrangements. All animals are individually evaluated decisions regarding adoption, transfer, foster or euthanasia are based on the animal, resources available and needs of the community

## 11.2.5 PROCESS

**Voluntary surrender:** Determine if the animal is a feline or canine. If the animal is feline refer them to the Blytheville Humane Society. If the animal is a canine, ask the citizen if the animal is theirs or a captured stray. If the animal is not on a leash or carrier, and the animal belongs to the person, provide the owner with a leash or transfer cage for the animal. If the animal is a stray they have captured, and does not belong to them, follow them to the car take control of the animal and escort them and the animal into the shelter. If a person bringing in a stray refuses identify them self, type "anonymous" for the owner name into the SOMS RMS computer System.

**Catch Pen Abandonment:** Collect the animal and proceed with intake procedures as describe above.

**Other Owner Identified:** When a citizen surrenders an animal to the shelter and states that the animal belongs to another known person the Animal Service Employee will ask for the identity of the person surrendering the animal and the actual owner's identity, phone, address etc., noting both in the SOMS RMS computer System. The Animal Service Employee should then:

Attempt to call the owner to obtain their consent to surrender the animal

Explain any if the shelter is full as described above and that the shelter is NOT a "No kill shelter".

If the animal is obviously not adoptable (animal is sick, injured, behavioral issues etc., the Animal Services Employee handling the intake should inform the owner that the animal is likely to be euthanized so they can make an informed decision.

**Reclamation Owner:** When a person who relinquished their animal to the shelter calls or returns wanting the animal back, Animal Services Employees should:

- Check to see if the animal is still in our care;
  - If so, place a hold on that animal's computer record and kennel card.
  - If the animal is no longer in our care advise the person of the disposition of the animal
- If the animal has an adoption application, list the previous owner as a secondary adoption application pending approval of the first one.
- Inform the person that the animal must be transferred to the Blytheville Humane Society for adoption.

**Reclamation Stray:** When someone brings in a stray and wants it back:

- Prior to the 5-day stray period, explain the wait period and when the animal will be available for adoption. Note in the computer and Kennel Card that the person called about adoption.
- After the 5-day stray period, transfer the animal to the Blytheville Humane Society for adoption.

### **Complete the Intake Process:**

Enter the animal into Animal Shelter section of the SOMS RMS computer system.

Take a photo of the animal (See SOP 11.3 Photographs for animal record).

If the animal is frightened or you cannot safely control the animal take the photo later.

Print out the kennel card and place it in a plastic sleeve on the kennel door.



#### 11.2.6 STRAYS

When strays enter with collars, any ID, rabies tag, license information on the collar or the tags attempt to trace the information to find the owners. Stray animal collars are removed and placed in a manila envelope with the animal name and kennel number noted on the outside of the bag with a Sharpie pen. Bagged collars are then kept in a file cabinet the office. The kennel card and computer entry should note that the animal has a collar and it is in the office file cabinet. The collar will be disposed of once the animal is no longer in our care at the shelter.

#### 11.2.7 SHELTER COLLARS

For easy identification, Male animals should receive a blue collar while in our care; females should receive a red collar while in our care. Our Collars should be removed when the animal is no longer in our care. Collars to be reused should be disinfected and or replaced when they become unserviceable.



<b>Blytheville Animal Services</b>	Chapter: ANIMAL SERVICES DISPOSITION OF ANIMALS
<b>SOP Number 11.4</b>	Subject: Adoptions
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## 11 ANIMAL SERVICES DISPOSITION OF ANIMALS

### 11.4 ADOPTIONS

#### 11.4.1 PURPOSE

The purpose of this policy is to establish guidelines for proper adoption of animals from the Blytheville Animal Services Shelter

#### 11.4.2 POLICY

It is the policy of this department to promote the adoption of animals to help reduce the number of euthanizing.

#### 11.4.3 ADOPTIONS

Blytheville Animal Services does not conduct adoptions to the general public. All adoptions to the general public are handled by the Blytheville Humane Society. All costs and processes within are those of the Blytheville Humane Society.

#### 11.4.4 REFUNDS

Any and all fees that may be paid to the Blytheville Services Animal Shelter are Non-refundable.



<b>Blytheville Animal Services</b>	Chapter: ANIMAL SERVICES DISPOSITION OF ANIMALS
<b>SOP Number 11.6</b>	Subject: Lost / Found Pets
<i>This policy is for internal use only and does not enlarge an employee's civil liability in any way. The policy should not be construed as creating a higher duty of care, in an evidentiary sense, with respect to third party civil claims against employees. A violation of this policy, if proven, can only form the basis of a complaint by this department for non-judicial administrative action in accordance with the laws governing employee discipline.</i>	
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## 11. ANIMAL SERVICES DISPOSITION OF ANIMALS

### 11.6. LOST / FOUND PETS

#### 11.6.1 PURPOSE

The purpose of this policy is to establish guidelines to assist citizens in locating their lost Pets.

#### 11.6.2 POLICY

It is the policy of this department to maintain means of communicating with the general public concerning lost pets.

#### 11.6.3 GENERAL INFORMATION

The issue of lost and found pets is a highly sensitive one, requiring a balance between the needs of the pet, the shelter, pet owners, and sometimes law enforcement. It is the goal of the Blytheville Animal Services Department to return lost pets entering the Shelter to their owners and to provide assistance to those who have lost pets or to individuals who have found lost pets.

#### 11.6.4 DEFINITION

**Pet:** A domestic canine or feline kept for companionship or pleasure. For purposes of this policy animals will be referred to as a pet and not an animal.

**Reasonable Attempts:** To identify an owner of a lost pet may include:

- Checking lost pet reports;
- Checking shelter records;
- Checking newspaper ads;
- Checking Social Media Sites;
- Listing the animal on a website or social media site;

If the owner is known reasonable attempts may include:

- Phone calls,
- Text Messages
- Emails
- Social Media messages
- In person contact

#### 11.6.5 HOLDING ANIMALS FOR LAW ENFORCEMENT

The shelter occasionally rescues or holds animals while their owners are being detained by law enforcement. Animal Service Employees should first verify that Law Enforcement officers have confirmed there are no other responsible persons the owner can release the animals to at the scene. If not then Animal Service Employees should obtain the following information from Law Enforcement:

- Officers name and agency if not already known;
- Is the animal to be held as evidence in a case or can it be released
- Name of owner,
- Contact phone numbers of the owner,
- Names of any persons who the animals may be released to

All animals entering the shelter in this manner will be transferred to the Blytheville Humane Society for release.

#### 11.6.6 EXTENDED HOLDING PERIOD FOR LOST PETS

Lost pets that have been identified should be held a minimum of 6 additional days after the date of notification unless exceptional circumstances exist as determined by Animal Service Employees that the pet should be held longer

#### 11.6.7 SICK OR INJURED LOST PETS

Sick or Injured Lost pets that have been identified may be transported/transferred to a veterinarian of the owner's choice and left in their care. All attempts to contact the pet's owner should be documented on the animal's computer record. If for some reason the owner is unable to be contacted and the pet cannot be kept calm or free of pain during this

period or the animal is dying, the pet should be transported to a veterinarian of our choice to decide whether to euthanize them.

#### 11.6.8 MATCHING ANIMALS

The description of the animal, date lost or found, location where animal was lost or found, and any forms of identification are important factors used for matching animals. The goal of the Blytheville Animal Services Department is within the resources of the department to assist the person who is looking for their lost pet.

#### 11.6.9 TAKING A LOST PET REPORT

Lost pet reports are only taken online via the City of Blytheville website.

#### 11.6.10 LOST PET REPORTS

Online lost pet reports will be handled by the Animal Service Employees and may be disseminated by the methods described above. A review of animals already in the shelter should be made by Animal Service Employees to if the pet is already in shelter care.



<b>Blytheville Animal Services</b>	Chapter: ANIMAL SERVICES DISPOSITION OF ANIMALS
<b>SOP Number 11.7</b>	Subject: Euthanasia Decisions
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11 ANIMAL SERVICES DISPOSITION OF ANIMALS

11.7 EUTHANASIA DECISIONS

11.7.1 PURPOSE

It is the purpose of this policy to establish guidelines in the decision to euthanasia animals.

11.7.2 POLICY

It is the policy of this department to attempt to avoid euthanizing animals while operating within the resources of the department and meeting the needs of the Community. The Blytheville Animal Service Employees sincerely wish that every animal that comes to the shelter could be adopted to a caring, responsible home. Unfortunately, there aren't enough quality homes for placement. Unless an emergency condition exists all animals subject to euthanasia will be conducted by a Blytheville Animal Service Employee or local Veterinarian.

### 11.7.3 DEFINITIONS

**Humane Euthanasia of Animals:** A practice acknowledged by most animal protection organizations as an acceptable means for alleviating or preventing suffering and unfortunately still necessary due to the surplus of animals received at our shelter. Euthanasia is not a decision that Employees of the Blytheville Animal Services Department take lightly, but one that must be made, nonetheless.

**Certified Employee:** For purposes of this policy certified Employee means any Blytheville Animal Services Employee who has been trained and is certified to euthanize animals.

### 11.7.4 EUTHANASIA DECISIONS

Each animal is evaluated in entirety, considering both behavior and medical conditions. Euthanasia must be considered:

- When an animal is felt to be suffering mentally, emotionally, or physically with a poor prognosis, protracted painful recovery, or incurable illness
- When an animal is deemed to pose an unacceptable danger to itself, the public, other animals. The adoptability of animals in shelters may be impacted by:
  - Temperament
  - Previous history,
  - Age
  - Breed
  - Ability to cope with kennel stress
  - Space available
  - Time of year
  - Support care resources,
  - Human resources,
  - Budget
  - Personal attachments by staff and volunteers
  - Court Orders

### 11.7.5 DANGEROUS BEHAVIOR

Animals may display aggressive and dangerous behavior patterns or have physical conditions that would make them difficult to care for at the shelter or in a home environment. Some animals may be dangerous to people or other animals and is not in the best interest of the Blytheville Animal Services Shelter to place such animals in the community.

### 11.7.6 AUTHORITY

Animal Service Employees maintaining the day-to-day operations of the Animal Shelter have the authority to determine which animals are to be euthanized based on the guidelines presented in department policy.

## 11.7.7 SUPPORT

Staff and Volunteers who do not make euthanasia decisions will be supportive and understanding of the pain, emotion, and guilt associated with this role. The decision those with authority make face a difficult task and their selections must be respected, even if they are different from your own. It is not a time to be argumentative or opinionated. Decision makers deserve everyone's support.

## 11.7.8 TIME FRAME AND OTHER CONSIDERATIONS

**Maximum Time Allotted:** Barring any illnesses/injuries/dangers as discussed in policy, animals should not be held in the Blytheville Animal Services Shelter longer than 60 days unless circumstances as described below extend that period. This time frame may be adjusted taking into consideration resources and community needs. At times resources may be plentiful and community needs low, animals may be held longer if given health considerations and exercise options. At times resources may be low and community needs high; animals may not be held the full 60 days but should be kept minimums as prescribed by policy or city ordinance.

**Strays/Surrenders:** must be kept for 5 days before any decisions can be made

**Purebred Animals:** Many breeds have rescue groups. These purebreds should not be euthanized without first attempting to place the animal with the Blytheville Humane Society or partner rescue. Efforts should be made and or exhausted before euthanizing a purebred animal. Purebreds should be held a minimum of 14 days after contact with rescues have been made.

**Off-site Adoption Days:** Off-site adoption days are generally held on weekends. Animals used for off-site adoption days that do not get adopted should be held an additional 14 days, if possible, to give a visitor a chance to think about adoption.

**Pet-of-the-Week:** Animals highlighted or promoted on local media that may be housebroken, trained, or previous pets, should be held an additional 14 days after being promoted.

## 11.7.9 DOCUMENTATION

All animals euthanized by Blytheville Animal Service Employees or by a Veterinary on their behalf should be documented in the SOMS RMS computer System. When conducted by Animal Service Employees the type and amount of chemical agent will be given in accordance with law and best practices and documented.

## 11.7.10 SECURITY

All chemical agents used by Animal Service Employees will be securely stored at the Blytheville Animal Services Shelter in accordance with law.