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## **ANIMAL HANDLING PROCEDURES**

### **8080.1 PURPOSE**

This procedure establishes guidelines for officers and Communications personnel to follow when Animal Services Officers (ASOs) are unavailable.

### **8080.2 INTRODUCTION**

Officers may be called upon to handle stray, vicious, injured, or dead animal calls when ASOs are off-duty or otherwise unavailable. Department members must understand the procedures to avoid delays in obtaining treatment for animals and to maximize service to residents of the City.

### **8080.3 HANDLING INJURED/UNINJURED ANIMALS**

#### **8080.3.1 INJURED DOMESTIC ANIMALS**

Injured domestic animals picked up between 2100 and 0800 hours should be taken to the Orange County Emergency Pet Clinic (OCEPC), at 12750 Garden Grove Blvd., Garden Grove. Between 0800 and 2100 hours, injured domestic animals and strays should be taken to Orange County Animal Care at 1630 Victory Road in Tustin. At either facility, officers must legibly complete appropriate intake forms, indicating where the animal was impounded and the name of the owner, if known. Officers must also notify the Animal Services Unit if an animal is taken to any facility, including the police station. Notification must be made via a phone message at 245-8792, via email to #PD ANIMAL SERVICES, or by red door tag left on the Animal Services Unit office door. This notification must include the date, time, and location of the impound and a description of the animal.

#### **8080.3.2 INJURED WILDLIFE**

Between the hours of 0800 and 2100 hours injured wildlife should be taken to Orange County Animal Care at 1630 Victory Road in Tustin. Between 2100 and 0800 hours, certain types of injured wildlife may be taken to Orange County Emergency Pet Clinic at 12750 Garden Grove Blvd. in Garden Grove. Officers should call ahead (714)537-3032 for guidance. Officers shall notify the Animal Services Unit of any wildlife taken for treatment.

#### **8080.3.3 UNINJURED ANIMALS**

There are portable kennels under the stairwell opposite the loading dock for temporary housing of strays. Leave water in the bowl inside the kennel. When an animal is impounded and placed in the kennel, it is mandatory that officers notify Animal Services via email at #PD Animal Services, listing the location of the impound, date, time, and anything pertinent regarding the circumstances of the call.

Animals shall not be placed in the K-9 runs near the North exit gate or in a parked Animal Service unit.

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### 8080.3.4 DEAD ANIMALS

There is a chest-style freezer next to the supply room in the parking structure provided for the sole purpose of holding deceased animals picked up by officers. Any animal placed in the freezer is to be securely bagged and a door tag left for Animal Services.

### 8080.3.5 OTHER

For contractual reasons, requests for Orange County Animal Care assistance must be approved by the Watch Commander. The County dispatch number (for police use only) is (714) 935-8428, or they can be reached via Landline at Station 17.

Do not accept sick, injured or aggressive pets from their owners for euthanasia or any other reason.

The owners of such animals are required to take them to the County Shelter or private veterinarian for euthanasia or other services.

1. Biting Dog Call: Owner Known – When an officer is dispatched to a biting dog call where the owner is known, the officer must do the following:
  - A. Verify if a dog-to-human bite occurred (the bite must break skin.)
  - B. Complete a bite report and forward to Animal Services. Advise the owners to secure the dog on the property and ASOs will follow up with any additional investigation/quarantine procedures needed. Bite report forms are available in the report writing bins.
  - C. If an officer is dispatched to a dog-vs-dog bite incident, email pertinent information to Animal Services at #PD Animal Services.
2. Biting Dog Call: Owner Unknown – When an officer is dispatched to a biting dog call where the owner is unknown, officers must:
  - A. Contact the dog bite victim to verify the bite broke skin.
  - B. Take a bite report; (Treating doctors are required by law to send a bite report to the County Health Agency). An ASO will receive a copy from the County for follow-up if the victim goes to a doctor without reporting the incident to the police.
  - C. Make an area check for the dog depending on the age of the call. Secure and impound the animal if located.
  - D. If the bite was minor and did not break the skin, forward the information via email to Animal Services.
3. Snare – A snare is available for use and is kept in the Station Supervisor's office. K-9 officers may also carry them. A snare may be required to capture and transport an animal to the station, animal hospital, shelter, or other location. Remember to return the snare to the Station Supervisor's office. Any time an officer impounds an animal, no matter the disposition, leave a message for Animal Services at 245-8792, or by an e-mail indicating date/time/location of pick-up.

### **8080.4 REFERRAL AGENCIES**

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### 8080.4.1 ORANGE COUNTY ANIMAL SHELTER

Address: 1630 Victory Road, Tustin

Phone: (714)935-6848

Hours of Operation:.

- Daily:
  - 0800-2100 - drop off of any animal (live, dead, injured)
  - 2100-0800 - drop off uninjured animals

### 8080.4.2 ORANGE COUNTY EMERGENCY PET CLINIC

Address: 12750 Garden Grove Blvd., Garden Grove

Phone: (714)537-3032

Hours of Operation (Injured Animals Only):

- Daily
  - 1800-0800

### **8080.5 SUMMARY**

Depending on the time of day and type of animal call, officers have several options for dealing with stray, injured, and dead animals when Animal Services Officers are unavailable. It is imperative injured animals are transported for treatment as soon as practicable to the Orange County Shelter (0800-1700) or the Orange County Emergency Pet Clinic (1800-0800). Uninjured strays and dead animals may be transported to the portable kennels or freezer at the police department. Injured wildlife may be taken to the Emergency Clinic in Newport Beach. All animal-related actions taken by patrol officers require that Animal Services be notified. These procedures are designed to avoid delays in sheltering, obtaining treatment for animals, and to provide expedient service to residents of Santa Ana.