

	<b>KENOSHA POLICE DEPARTMENT</b>			
	<b>POLICY AND PROCEDURE</b>			
	<b>3.1 Animal Control, Stray Animals, Contractual Services</b>			
<b>Effective Date:</b>	3/1/1978	<b>Revision Date:</b>	7/15/2010	
<b>Action:</b>	O-238 Current Animal control Contract with the City of Kenosha		<b>Number of pages:</b>	2

**I. PURPOSE**

The purpose of this policy is to provide officers with basic guidelines when responding to animal complaints and interacting with the City of Kenosha’s contractual Animal Control Agent.

**II. POLICY**

The Policy of the Kenosha Police Department is to work in cooperation with the Kenosha County Health Department and the City of Kenosha Animal Control Agent to effectively maintain control of animals and provide for the coordinated enforcement of applicable state laws and local ordinances.

**III. DEFINITIONS**

- A. Animals: Any living thing that is not human or plant and is capable of voluntary motion or sensation.
- B. Domestic Animals: Dogs, cats, and Vietnamese Pot-Bellied Pigs; (14.024 general ordinances)
- C. Animal Control Agent: A Humane Officer or employee of any agency contracted by the City of Kenosha to respond to and handle Animal Control Issues.
- D. Emergency: A situation involving an animal that is vicious, injured, sick, disabled, or an immediate threat to the public health, safety and welfare.

**IV. PROCEDURE**

If an incident is in progress and involves a vicious animal that is placing the safety of people or other animals in danger, officers will be dispatched immediately. The Animal Control Agent will also be dispatched.

If a non-emergency complaint is received during business hours, the investigation will be turned over to the Animal Control Agent on duty. The Animal Control Agent will resolve the issue if possible. However, assistance from police officers may be requested. Police Officers may be needed to issue citations if the Animal Control Agent is not authorized to do so.

If the complaint is received during hours in which the Animal Control Agent is off duty or is unavailable Officers will:

- A. Be assigned to investigate complaints of stray or other animal violations. Officers will locate the responsible owners where possible and will instruct the owners to take proper care of their animals. Appropriate enforcement action will be taken by the officer where applicable.

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- B. Attempt to locate the owner, if the owner cannot be located or identified, make every effort to have citizens hold stray animals until the earliest regular business hours of the Animal Control Agent.
- C. Ensure that if stray animals are held by citizens, all necessary information is provided to Dispatch who will notify the Animal Control Agent to pick up the animal at their next earliest regular business hours.
- D. Request the assistance of the Animal Control Agent if it is during regular business hours and the animal cannot be captured. If it is after regular business hours and not an emergency, officers will leave the information with Dispatch so they may notify the Animal Control Agent during the next regular business hours for their follow-up.
- E. Determine if the situation is an emergency and if so will notify the Animal Control Agent regardless of the time of the day or day of the week.

All animals picked up by the Animal Control Agent will be disposed of according to contractual provisions.

## **IV. ANIMAL BITE PROCEDURES**

If a complaint of an animal bite is received, the officer or Animal Control Agent receiving the call will complete the Animal Bite/Scratch Report form provided by the Kenosha County Health Department. The form will be forwarded to the Community Services Sergeant for processing and dispersal to the Kenosha County Health Department and the Animal Control Agent.

The form must be complete and accurate. If the owner of the animal doing the biting is unknown and the animal has not been captured, officers and the Animal Control Agent will be assigned to locate the animal and/or owner.