

TITLE: ANIMAL SERVICES DIVISION**CODIFIED: 35.1****EFFECTIVE: 07/23/04****RESCINDS: SOP****PAGES: 3****PURPOSE**

The Santa Fe Police Department's Animal Services Division is responsible for assistance with domesticated animal control and for the enforcement of animal regulations in a humane manner and in accordance with state law and city ordinances. Referrals to other agencies or jurisdictions will be made as appropriate.

DISCUSSION

This division is staffed with a civilian supervisor, administrative secretary, and civilians designated as animal services officers who handle calls specifically related to animal ordinances. This division is under the direction of the captain of support services.

POLICY AND PROCEDURE**35.1.01 Response to Calls for Service**

- A. Primary duties of the Department's animal services officers include, but are not limited to: the pick-up, transportation, and impoundment of stray dogs and cats, the investigation of animal cruelty and neglect cases, animal bites, responding to reports of injured animals, barking complaints, and animal welfare checks. Animal services officers work seven days a week, including holidays, and are subject to call-outs after hours.
- B. In the event an animal services officer is not available, a police officer may respond to emergency calls. These would be animal bites, injured animal calls, and animals impounded for protective custody. If a police officer handles an animal call, the report shall be forwarded to the Animal Services Division the next day for animal services to follow-up and take appropriate action.

- C. Should a police officer handle an animal bite case he/she must make every reasonable effort to obtain all pertinent pet owner, animal, and victim information.
- D. If a police officer has to impound an animal, the shelter gate opener and the key to the intake room are kept in a lock box on the right side as you enter the evidence storage room in the patrol bay. The officer should leave some type of note on the kennel with a brief description of the case and where the animal was picked up.
- E. In the event a police officer must pick up an injured animal, he/she should transport the animal to the Emergency Veterinary Clinic and leave it there with any pertinent information. An animal services officer will pick up the animal the next morning. In the event of an injured wild animal such as a deer, bear, raccoon, etc., the Game and Fish Department should be called.

35.1.02 Wild Animals

- A. Animal services officers generally do not handle reports of non-injured wildlife such as skunks, raccoons, and squirrels. In most circumstances the caller should be referred to a company that will provide humane trapping and relocation of wild animals.
- B. If a wild animal is aggressive and possibly poses a threat to safety, an animal services officer or police officer may be dispatched to assess the situation and secure the scene. The Department of Game and Fish should also be notified immediately. If there is not a game and fish officer available, the commander on duty shall be notified and will determine the course of action.

35.1.03 Equipment and Training

- A. All uniforms and equipment issued to animal services officers will be worn in a manner consistent with departmental directives. Any equipment issued to animal services officers shall also be used in accordance with departmental directives.
- B. Animal services officers will receive a minimum of 16 hours of supplemental training each year. The training will include CPR, First Aid, Defensive Driving, and other animal-related courses as applicable.

35.1.04 Animal Services Vehicles

- A. Under the direction of the Technical Services Commander, animal services officers are assigned an animal services vehicle to be used on a daily basis to patrol all areas within the city limits and to transport stray animals to the shelter.
- B. Animal services officers are the primary operators of animal services vehicles. In an emergency situation where an animal must be transported, a Team Commander or Team Supervisor may authorize a police officer to operate an animal services vehicle. There are no special training requirements or qualifications required to operate animal services vehicles.
- C. Animal services officers are responsible for the maintenance of animal services vehicles.
- D. Each animal services vehicle will be equipped with the following:
 - prominent display of department name on exterior of the vehicle
 - emergency light bars, with blue or yellow lenses only, and an arrow stick
 - two-way radios
 - video camera
 - spotlight
- E. The following equipment will be maintained in each animal services vehicle:
 - basic first aid kit
 - two blankets
 - fire extinguisher
 - reflective traffic vest
 - flashlight and charger
 - hazardous materials manual
 - rubber gloves
 - leather gloves
 - leads and/or leashes
 - plastic bags
 - muzzles
 - catch-all poles
 - cat net
 - small animal tongs
 - transfer cages
 - horse halter and lead rope

- shovel
- tire chains

- F. The animal services supervisor will conduct a monthly inspection of the animal services vehicle and equipment.

35.1.05 Fire Protection Equipment

Supervisor Responsibilities and Accountability for Fire Protection Equipment

1. The Animal Services Supervisor shall be responsible for the distribution, tracking and reassignment, if necessary, of Fire Protection Equipment including, but not limited to, fire retardant boots, fire retardent coveralls, fire retardent gloves, facemasks and goggles.
2. The Animal Services Supervisor shall ensure that this equipment is used only for the purpose of Fire Evacuation.
3. Inspection of the fire protection equipment shall be conducted at the discretion of the Animal Services Supervisor, at a minimum of once per month. These inspections shall examine:
 - The cleanliness of equipment
 - The presence and condition of equipment.
 - The operational readiness of equipment.

B. ANIMAL SERVICES OFFICER RESPONSIBILITIES

1. Officers assigned fire protection equipment shall:
 - Maintain assigned equipment. This includes cleaning all equipment immediately after use.
 - Ensure operational readiness of the equipment on a regular basis.
 - Advise the Animal Services Supervisor of equipment requiring repair or replacement as soon as possible so that needed repairs or replacement can be made in a timely manner.

C. STORAGE OF FIRE PROTECTION EQUIPMENT

1. All fire protection equipment will be stored in the assigned Animal Services Officer's locker at Animal Services Headquarters.

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APPROVED: 
BEVERLY K. LENNEN
Chief of Police

DATE: 07-23-04