WEST NORRITON TOWNSHIP POLICE DEPARTMENT

Subject: Animal Control		Policy # 5.1.27
Accreditation N/A		
Effective Date: January 1, 2008	Revised Date:	
By Authority Of: Chief A. Dale Mabry	Signature: ADMabry	

5.1.27 ANIMAL CONTROL

A. POLICE OFFICERS

1. At no time is the animal control officer's home number to be given out.

2. All complaints will be recorded on dispatch report forms.

3. Information is to be taken by Police Department personnel and placed in the animal control officer's bin for handling. If an emergency, the officer is to call the dog catcher, as soon as possible.

4. When an animal is picked up by an officer, it is to be placed in the holding pen and the gate is to be locked.

5. If the owner can be contacted, arrange to have the animal picked up in a short period of time, this should not exceed 8 PM of the same day.

6. Advise the owner that there is a $15.00 fee due before the dog will be released. Upon payment, give the owner a receipt and put the payment in an envelope (properly marked). Place envelope in administration's incoming bin.

7. If the owner refuses to pay the fee, the animal is to be taken to the SPCA by the dog catcher where the animal can be claimed.

8. In the event the owner cannot be contacted by 4 PM of the same day the animal is picked up, the animal control officer is to be contacted to transport it to the SPCA. At no time shall an animal be left in the holding cage overnight.

9. In all cases where dogs are taken to the SPCA, a citation(s) will be issued to the owner for the appropriate violation(s).

10. Reports of lost/found animals will be placed on the list and placed on the bulletin board.

11. When we have a report of a dead animal notify the dispatcher to call S. H. BioWaste for removal from the roadway.

B. DOG CATCHER'S DUTIES

1. Perform all duties as stated in the West Norriton Township Revised General Ordinances.

2. Supply the Police Department with a phone number where you can be contacted when needed on a 24 hour basis.

3. Make arrangements to have someone available when the occasion may arise that the official dog catcher is unable to perform his/her duties.

4. Keep a detailed report of all activities and produce these reports when requested by the Board of Commissioners.

5. Submit monthly reports to the police secretary, outlining all activities performed for the previous month. This report is to be submitted at least two days prior to the date established for the regular monthly Commissioner's meeting.

6. Transport all unlicensed and unidentified dogs to the SPCA, this includes injured dogs. The SPCA will hold the dogs for a 7 day period. If the dog is bearing an owner's identification, an attempt should be made to return the animal to its owner before transporting it to the SPCA.

7. The dog catcher will not shoot any dog. If this is necessary, the duty will be performed by a police officer and then only under safe conditions. The police department has a tranquilizer dart gun if it is needed.

8. The Police Department and the health officer should be notified if the case involves a person bitten by an animal.