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|  | ELGIN POLICE DEPARTMENT 151 Douglas Avenue Elgin, Illinois 60120 |  |
| Effective Date: 01/14/01 | STANDARD OPERATING PROCEDURE | Revised Date: 11/06/19 |
| Chief of Police:  | Animal Control/Destruction, 1.4 | |
| Cross Reference: SOP 101.1, Blood Borne Pathogens and Infectious Disease City Ordinance 7.04.020: Unlawful Treatment of Animals City Ordinance 7.04.110: Dangerous Dogs. | | Policy Sections: 1.4.1 Capture Techniques 1.4.2 Destruction of Animals 1.4.3 Reporting/Inventory Requirements 1.4.4 Disposition of Animals 1.4.5 Temporary Housing of Dogs Appendix A: Animal Control Narcotic Tracker Appendix B: Temporary Housing Card |

PURPOSE

The purpose of this policy is to establish guidelines concerning the capture/destruction of an animal by personnel of the Elgin Police Department and the temporary housing of dogs.

POLICY STATEMENT

It is the policy of the Elgin Police Department to provide clear direction to its personnel regarding the temporary housing of dogs, the capture/destruction of a loose, seriously injured, sick, dangerous, or vicious animal. Elgin City Ordinance 7.04.0110 Dangerous Dogs provides guidelines on the documentation of dogs that are deemed dangerous.

PROCEDURES

1.4.1 CAPTURE TECHNIQUES

- A. The first tool to be considered in the capture of any animal shall be a ketch-all pole.
- B. If a ketch-all pole is not feasible for capture of the animal, the capture net launcher should be considered.
 1. The capture net launcher will be secured in a location designated by the animal control supervisor.
 2. Use of the capture net launcher is limited to personnel who are trained in its use.
 3. The capture net launcher shall not be used as the initial tool to capture aggressive animals.
 4. When an animal is captured with the capture net launcher, the animal shall be removed from the net prior to transport, unless exigent circumstances exist.
 5. Caution shall be used when removing the animal from the net.
- C. When the ketch-all pole or capture net launcher is not feasible for capture of the animal, the use of chemical immobilization should be considered.
 1. Use of the chemical immobilization equipment is restricted to personnel trained and certified in the use of the equipment, use of the related drugs, and care of the animal.
 2. The chemical immobilization dart projectors shall be locked in the animal control locker. All medications shall be secured in a safe. Employees certified in the use of chemical immobilization access the locker using the designated key and the safe using their proxy card and security code. The safe contains the Animal Control Narcotic Tracker form to document information not limited to: the employee's name, date, amount of medication dispensed, and the nature of the call. Employees using chemical immobilization are responsible for completing the form and forwarding the completed information to the animal control officer. Refer to Appendix A to view the form.
 3. Personnel utilizing the chemical immobilization dart projector shall contact the on-duty supervisor to make arrangements for adequate manpower to secure the area and assist in tracking the darted animal.

4. Security of the area shall be maintained until all chemical darts are recovered.
 5. When personnel certified in the use of chemical immobilization are not on-duty, the on-duty shift supervisor should determine if a certified employee needs to be called in.
 6. All chemical immobilization darts will be treated as a biohazard sharp and will be disposed of by following the department guidelines, as listed in Standard Operating Procedure 101.1 Blood Borne Pathogens.
- D. Use of pepperballs and OC spray to capture or subdue any animal shall be limited to deterring the animal in an attempt to protect public safety. Use of these tools on any animal shall be kept at a humane level and not to be used excessively.
- E. Personnel shall take into consideration conditions and surroundings so as not to endanger the life of any person.

1.4.2 DESTRUCTION OF ANIMALS

- A. Officers are authorized to use a firearm when, at the officer's discretion, it is necessary to destroy a seriously injured, sick, dangerous, or vicious animal. The officer's duty handgun is the preferred firearm. However, prior to use of the firearm to destroy an animal, officers shall first consider use of chemical immobilization.
- B. When possible, officers shall receive authorization from the on-duty supervisor prior to discharging a firearm to destroy an animal.
- C. The officer shall notify the Emergency Communications Division that he/she will be discharging a firearm and specify the location.
- D. If circumstances were such that the officer was unable to receive supervisory approval or notify the Emergency Communications Division; such notifications shall be made immediately thereafter.

1.4.3 REPORTING/INVENTORY REQUIREMENTS

- A. If an animal is captured by using chemical immobilization or the capture net launcher, the incident will be documented on a general/supplemental incident report. A copy of the report shall be forwarded to the animal control officer for review and follow up. This report shall include:
1. Type of animal
 2. Method of capture
 3. Amount and dosage of chemicals used, if any
 4. Disposition of animal
- B. If an animal is destroyed, a general incident report shall be completed.
- C. The animal control officer maintains an inventory on the narcotics used for chemical immobilization. Said inventory provides documentation on when narcotics were ordered, narcotic use and dosage administered, and the amount of remaining medication. Upon review of the Animal Control Narcotic Tracker form mentioned in Section 1.4.1(c), the animal control officer reviews and updates the inventory to ensure all medication is accounted for.
- D. In instances of dog bites or animal cruelty, such as exposing the animal to life-threatening conditions for prolonged periods of time, the incident shall be documented on a police report and if necessary, the appropriate citation issued. The Animal Control Unit shall be notified for follow-up. Refer to City Ordinance 7.04.020: Unlawful Treatment of Animals.
- E. In instances where a dog's behavior leads the officer to believe the dog is dangerous, the Animal Control Unit shall be notified for follow-up and possible implementation of City Ordinance 7.04.110: Dangerous Dogs.

1.4.4 DISPOSITION OF ANIMALS

- A. Upon capturing an animal, based on the type of animal and physical condition during capture, personnel shall determine if the animal should be housed at the shelter designated by the city, transported to a city

designated veterinarian to be treated/euthanized, transported to a licensed rehabilitation facility, or released back into the wild.

1. The police department does not capture or transport cats/wildlife to a designated shelter or veterinarian, unless the cat/wild animal has attacked a person, displays the propensity to attack, or requires immediate euthanization to prevent further suffering. When possible, a referral to a local animal shelter or rehabilitation facility shall be made.
 2. Dogs picked up by the department shall be scanned for microchip identification. In the event of microchip identification, attempts shall be made to notify the owner.
- B. When chemical immobilization, pepperballs or OC spray is used on an animal, the receiving facility or animal control shelter shall be notified that the animal is contaminated with said chemical(s).

1.4.5 TEMPORARY HOUSING OF DOGS

- A. Dogs may be temporarily housed using the provided crates, in the department's loading dock. This location is at the discretion of the animal control supervisor. If the location needs to be changed, the animal control supervisor shall be notified.
- B. No dogs shall be placed into temporary housing if sick, injured or abnormally aggressive. If a dog falls under this category, refer to section 1.4.4, as listed above.
- C. Each crate shall house one dog at a time. Personnel shall document dogs in temporary housing using the Temporary Housing Card; refer to Appendix B to view the card.
1. When a dog is released back to its owner, the card may be disposed.
 2. If the dog is transported to the designated shelter, bring the card to assist the shelter in processing the dog.
- D. If a dog is housed for more than two hours, a clean water dish shall be provided.
- E. The maximum time a dog may be housed is seven hours; the dog must then be transported to the designated animal shelter. The designated animal shelter is available on a 24 hour basis.
- F. When a dog is being housed during shift changes, the on-duty supervisor shall ensure that the upcoming shift supervisors are notified that a dog is being temporarily housed.
- G. Crates and water dishes shall be promptly cleaned after each use; dogs should not be placed into a dirty crate. The employee who removes the dog from the crate is responsible for ensuring these items are cleaned.
- H. Vehicles shall not be used as temporary housing. The exception to this rule is the animal control vehicle while being used by an officer.

APPENDIX A: ANIMAL CONTROL NARCOTIC TRACKER



Animal Control Narcotic Tracker

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|----------------------------------|--|
| Date: | |
| Time: | |
| Report Number: | |
| Location: | |
| Officer: | |
| Type of Animal: | |
| Breed of Animal: | |
| Estimated Weight of Animal: | |
| # Of Darts Used: | |
| Amount of Medication in Dart #1: | |
| Amount of Medication in Dart #2: | |
| Amount of Medication in Dart #3: | |
| Total Amount of Medication Used: | |
| Narrative: | |
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| Supervisor Who Authorized: | |
| Notes: | |
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APPENDIX B: TEMPORARY HOUSING CARD



ELGIN POLICE DEPARTMENT
TEMPORARY DOG HOLDING INFORMATION CARD

Date: ____/____/____ Time In: ____ Officer: ____
Report # ____ - ____ Breed: ____ Color: ____
Sex: ☐ Male ☐ Female Info Added To Dog Board: ☐ Yes
Where Found: ____
When Found: ____ Found By: ____
Complainant Address: ____
Complainant Phone #: ____ - ____ - ____ Complainant DOB: ____/____/____

Per Standard Operating Procedure 1.4, Animal Control/Destruction, dogs held in temporary holding shall be documented using a temporary dog holding information card. No dogs shall be placed into temporary holding if sick, injured, or abnormally aggressive. Each crate shall house one dog at a time. If a dog is held for more than two hours, a clean, water dish shall be provided. The maximum time a dog may be held is seven hours. For additional information on this process, refer to the above mentioned Standard Operating Procedure.