Humane Officer Walkthrough:

* Receive complaint (usually call)
* Make a visit, knock on door

*If homeowner is there/ responds*

* Tell homeowner you received a complaint
* Say not there to prosecute on the spot, educate, help them out in any way

*If homeowner is not there*

* Post a notice (24 hours to respond)
* If no response, call police to find out about a possible eviction
* May ask court for warrant to get inside

Inside the home:

* Collect evidence by taking pictures of animal and setting

Options after seeing the animal

* Educate and let the animal stay with the owner, follow up regularly to make sure things are improved.
* Encourage the owner to give up rights to the animal
* Remove animal and file charges

Debbie

Receiving and Responding to Reports

* Concerned Citizen contacts the animal shelter (usually call)
* Whoever picks up the call asks the citizen to provide further detail (Details outlined in a protocol including location, situation)
* This process usually repeats, a list of reports is compiled
* Looks at list of reports, and prioritizes cases based on the given information

Investigating Report

*If petowner is present:*

* Talk to petowner and tell them about complaint
* Try to educate the owner on the sport
* Give petowner mandatory correction form (24-48 hours for petowner to complete actions specified by HO to remedy situation)
* HO follows up on petowner to see if they have completed correct actions
  + If so, the case is closed
  + If not, HO may take further actions (more correction form, have owner sign away rights to the pet)
  + Go to judge with evidence (pictures or veterinary testimony) to get a house warrant

Prosecution:

* If the situation warrants summary-level chargers, then the HO persecutes
  + Go to judge with evidence (pictures or veterinary testimony) to get a house warrant or to seize the animal
* If the situation is anything above a summary-level charge, then the DA prosecutes
  + HO hands all case materials to DA
  + HO serves as an expert witness in court