

INTRODUCTION

One of the functions of Pima Animal Care Center is to protect the health and welfare of animals in accordance with the law.

OBJECTIVE

An Animal Control Field Officer will be able to effectively respond to calls in reference to Animal Neglect and/or Cruelty. Once the field officer arrives on the scene, they will determine by criteria and protocol, whether it is a Misdemeanor or Felony and follow the appropriate enforcement action.

APPLICABLE LAWS

VIOLATION	City	County	Marana	Oro Valley	Sahuarita	ARS
Cruelty	4-3(1)	6.04.110 (A)	6-4-1	89-13(2)(E)(2)	6-04(A)	13-2910
Abandonment	4-3(1)	6.04.110 (A)		89-13(2)(E)(1)	6-04(A)	
No Food	4-3(2)(A)	6.04.110 (B)(1)	6-4-2(A)(1)	89-13(2)(E)(4)(A)	6-04(B)(1)	
No Water	4-3(2)(B)	6.04.110 (B)(2)	6-4-2(A)(2)	89-13(2)(E)(4)(B)	6-04(B)(2)	
No Shelter	4-3(2)(C)	6.04.110 (B)(3)	6-4-2(A)(3)	89-13(2)(E)(4)(C)	6-04(B)(3)	
Vet Care	4-3(2)(D)	6.04.110 (B)(4)	6-4-2(A)(4)	89-13(2)(E)(4)(D)	6-04(B)(4)	
Tieout Prohibited	4-3(2)(E)	6.04.110 (B)(5)(a)	6-4-2(A)(5)			
Exercise Space	4-3(2)(E)	6.04.110 (B)(5)(b)		89-13(2)(E)(4)(E)	6-04(B)(5)	
Hot Car / Ventilation	4-3(2)(F)	6.04.110 (B)(6)	6-4-2(A)(6)	89-13(2)(E)(4)(G)	6-04(B)(6)	

DEFINITIONS:

- Felony - any crime punishable by a year or more in prison. Felony charges can only be issued by the Pima County Attorneys Office (PCAO). Officers cannot write felony citations.
- Misdemeanor - any crime punishable by less than a year in prison. Misdemeanors can be issued by a citation or by “long form” at the County Attorneys Office.
- Cruelty/Neglect – failure to provide an animal with necessary food, water, shelter, medical treatment or to have animal on a tie-out.
- Abandonment - “property” over which the owner has given up dominion and control with no intention of recovering it.
- Physical Injury - the impairment of physical condition.
- Serious Physical Injury - includes physical injury which creates a reasonable risk of death, or which causes serious and permanent disfigurement, or serious impairment of health or loss or protracted impairment of the function of any bodily organ or limb.
- Animal - a mammal, bird, reptile or amphibian.
- Wild Animal - any animal, which is now or historically found in the wild; not domesticated.
- Plain View - objects falling to the view of an officer who has the right to be in a position to have that view.
- Protracted - to prolong in time.
- Service Animal - an animal that has completed a formal training program, that assists in one or more daily living tasks that are associated with a productive lifestyle and that is trained not to pose a danger to the health and safety of the general public.

PIMA ANIMAL CARE CENTER STANDARD OPERATING GUIDELINES ENFORCEMENT SECTION	PROCEDURE: SOG-014 ANIMAL WELFARE Revised 09/05 Page 2 of 12
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ANIMAL CRUELTY INVESTIGATION FLOW CHART

1ST Response to the scene

Misdemeanor	Felony
Secure the scene	Secure the scene
Follow the impound procedures as detailed in the "Animal Welfare Misdemeanor Investigations"	If the case is clearly a felony or there is a question as to whether or not a felony will be pursued, contact the Field Supervisor or the Manager immediately
	Notify the appropriate Law Enforcement Agency so they can respond to the scene. If the Law Enforcement Agency fails to respond, contact the Sheriff's Office phone #'s and the Pima County Attorney's Office.
	If the animal is DOA and needs to be necropsied (at the request of law enforcement), it is done so ASAP.
	If the animal is alive and needs Veterinary care, the officer needs to ask which Veterinary Clinic the agency wants the animal transported to.
	Document everything!
	Evidence – Inform Law Enforcement that they will be responsible for securing and preserving the evidence.
Remember – If you have reason to believe it is a Felony Abuse case do not cite for any Misdemeanor violations	

ANIMAL WELFARE MISDEMEANOR INVESTIGATIONS

All efforts should be made to complete the call in the first visit by impounding the animal or issuing citations for the violations. Try to avoid future rechecks if possible.

- A. Initial Call: no contact made with owner, "Possible Abandoned".
 - 1. Situation is not life threatening to animal
 - a. Gather as much information as possible.
 - 1) Check house to see if it looks "lived in".
 - 2) Check with neighbors about identity/location of owner.
 - 3) Record names, addresses, phone numbers of witnesses willing to appear in court.
 - 4) Note name and phone number(s) on realty signs other signs, notices, etc.
 - 5) Have dispatch check previous welfare violations at that address.
 - b. Fill out a brief, concise Officer's Report with all the information gathered.
 - c. The responding officer shall leave a white door notice advising the owner to contact PACC within 48 hours with the nature of the complaint written on the comment section of the notice. Staple the soft copy of the door notice to the field report and routed to a supervisor for review.
 - d. The supervisor in turn will determine whether or not the call should be sent back to the field for further enforcement action. The supervisor reviewing the call should initial and date the report.
 - e. In those cases when the call is not sent back to the field, the report shall be filed by address to ensure that further complaints in reference to the same address receive enforcement action.

- f. If there are previous complaints regarding that address, the call shall be sent back to the field for appropriate enforcement action.
 - g. Set the call for recheck within 24 hours.
 - h. Impound the animals if an eviction notice is visible and the landlord is available to sign the animals over to PACC. Check the date and time on the eviction notice to ensure it is in effect.
2. Animals should not be impounded under the following conditions:
- a. If the officer determines that there is no basis for the complaint. The officer shall close the call: 3A No basis.
 - b. Until 24 hours have passed, unless the animal is in a life threatening situation.
 - c. After 24 hours, if there are obvious signs that the animal has received care since the last visit.
 - d. Contact with the owner has been made.
 - e. The property owner, manager, landlord, cannot show you an eviction notice.
 - f. If the animal is licensed: If the animal is licensed and there is no violation to welfare ordinances close the call NB.
- B. If none of the above conditions are met, the animal should be impounded.
1. Impounding officer fills out an Investigation Report.
 2. Attach Officer's Report from previous shift(s) to Investigation Report. Remember to include who, what, when, where and how in your report.
 3. Take a Polaroid photograph of the animal and attach it to your report.
 4. Turn in completed report to Welfare Supervisor.
 5. When the dog appears to have health problems attach a Veterinarian Inspection slip to the back of the kennel card. Alert Kennel Supervisor that animal(s) require veterinarian inspection. Place dog on vaccination list and mark "exam only".
 6. If any animal impounded requires immediate veterinarian care, contact veterinarian and either take the animal(s) to the clinic or have the veterinarian come to PACC ASAP.
 7. Impound the dog if the owner does not contact PACC within 24 hrs and the dog cannot be identified in the dog license database.
- C. Situations that appear life threatening to animal(s):
1. Insure the animal's well being. If the animal is in distress, the animal shall be impounded immediately and a 3C be written on the kennel card.
 2. Call TPD or SO if animal is confined in a locked fence or inside a building.
 3. Impound the animal if it is inside a hot car.
 4. Follow steps A through F from 2.
 5. Leave a white door notice indicating that the animal has been impounded with the nature of the complaint written on the comment section of the notice.
 6. Leave the notice on the door that appears most frequently used or on the windshield of the car when the dog was impounded from a hot car.
 7. The soft copy of the door notice shall be attached to the field report and routed to a supervisor for review of initial call when contact is made with owner:

Unless the officer determines that there is no basis for the complaint, the officer shall end the call either by impounding the animal or by issuing a citation. In all instances, per current procedures, the officer shall check for a current license in all dogs.

8. Situation not life threatening to animal / owner is cooperative / situation not likely to continue.
 - a. Fill out Inspection Form, indicate if City or County, be sufficiently detailed in your descriptions to accurately describe the animal and its conditions and surroundings.

- b. Indicate recheck date on the paperwork and set the call for recheck.
9. Situation is life threatening to animal/owner uncooperative situation is likely to continue.
 - a. Insure the animal's wellbeing.
 - b. Impound animal.
 - c. Issue citation(s) and give a notice of BOND REQUIREMENT AND ORDER TO SHOW CAUSE (O.S.C.) if applicable and necessary. Please be aware that bond procedures should be used in repetitive or extreme cases, avoid overuse of this procedure, and use your best judgment.
 - d. Follow steps A through F from #2.
- D. Other Welfare Cases: Leave the owner a notice advising him to contact the Pima Animal Care Center immediately. Try to prevent making non-productive repeat calls closed with 3A.
- E. Follow-up Welfare Investigations.
 1. No contact made with suspect.
 - a. If the violation still persists, impound the animal and issue appropriate citations to the owner if possible. Mark 3C on the kennel card if you were unable to make contact with the owner.
 - b. Gather as much information as possible. (If you are not familiar with the case read the case report you are given to take into the field with you). Officers who impound the animal(s) should do the follow up investigation (when case allows) to prevent having more than one officer tied up in court trial(s).
 - c. Take pictures of the animal(s) and the violation. Take the pictures before you move the animal(s).
 - d. Record your findings on the case on the Officer's Report.
 - e. Complete an Investigation Report.
- F. If this is a repetitive or extreme case give the owner an ORDER TO SHOW CAUSE OR BOND FORM.
- G. Make copies of citations (if possible) and attach to report.
- H. Turn in complete report to Welfare Supervisor.

Authority to Remove and Impound

Animal Control officer has the power to remove and impound any animal in *plain view*, or pursuant to a valid search warrant, if the officer has probable cause to believe [1] an animal is in distress; [2] the animal is threatened by a dangerous condition; [3] or the animal is on a tie-out and in distress.

- Plain view requires that you are where you have the lawful right to be when you see the animal. For example, you can look over a block wall if it is legal for you to be standing where you are while looking (an alley etc). You cannot, however, just jump the wall without looking over it first to determine that there is probable cause to believe a crime is being committed. It is also legal for you to knock on the suspect's door and ask questions about reported abuse.

Plain view has also been extended to *plain hear*, *plain feel* and *plain smell*. For example, if a yard is surrounded by a 6-foot wall, *which* you cannot see over, but you can hear an animal in distress; you can go over the wall to assist the animal. *Plain hear* = *plain view*. *You must be able to clearly articulate what you heard which led you to reasonably believe a crime was being committed.*

You can also enter homes and yards pursuant to the "exigent circumstance" doctrine. An "exigent circumstance" is one which requires immediate action in order to prevent evidence from being destroyed (i.e. the suspect is flushing evidence) or to intercede in an on-going crime (i.e. the suspect is currently beating the dog). Again, be prepared to clearly articulate the objective facts, which led you to believe immediate intervention (versus a search warrant) was necessary.

- Search Warrants. A search warrant can only be obtained if there is probable cause. If you need a warrant, contact a supervisor for assistance.
- Probable Cause. You are required to have probable cause before you can enter private property. Probable cause is a reasonable belief that a crime has been committed and that the suspect committed the crime.

If you enter private property to secure an animal or investigate a scene, be sure to document in your report the objective factors upon which you relied when you made the decision that one or more of the above-enumerated conditions existed.

Statements such as "I believed the dog was injured" are insufficient. You must state with specificity why you believed a particular fact and not simply state your conclusions. Examples:

"Jane Smith, a neighbor, reported that the owner had kicked the dog repeatedly. She heard the dog yelping in pain. When I looked into the yard, I saw the dog lying on its side. The dog was not moving and his breathing appeared to be labored."

"The dog was on a tie-out and the water bowl was out of reach."

"An anonymous tip indicated that the suspect had thrown a black and white cat against a wall. When I arrived, I saw a black and white cat huddled under a table in the back yard panting hard."

Evidence, which is illegally obtained, will be precluded from trial.

FELONY OR MISDEMEANOR

ARIZONA REVISED STATUTE 13-2910 - a person commits cruelty to animals if the person does any of the following:

1. Intentionally, knowingly or recklessly subjects an animal under the person's custody or control to cruel neglect or abandonment (nominal physical injury).
This is a misdemeanor. If an animal is emaciated, however, it must be examined by a veterinarian. An animal can suffer a serious physical injury due to a lack of food and water. (Overlaps with local county ordinance 6.04.110(B).)
2. Intentionally, knowingly or recklessly fails to provide medical attention necessary to prevent protracted suffering to any animal under the person's custody or control.
This is also a misdemeanor. NOTE: Once you arrive on scene, you may find yourself with custody and control of the animal. You have an explicit duty to secure medical care or euthanize the animal if necessary.
3. Intentionally, knowingly or recklessly inflicts unnecessary physical injury to any animal.
Subsection 3 is a misdemeanor as long as the injury is not serious.
4. Recklessly subjects any animal to cruel mistreatment.
Note: The mental state for this misdemeanor is reckless, meaning the person is aware of the risk but consciously disregards it. This may cover a person who leaves their animal in a locked car during the summer months. Given the level of public awareness, however, depending on how long the animal was left in the car, the owner may be attributed the mental state of "knowingly" and the offense can be issued as a felony. The outcome is heavily dependent upon what the suspect admits to in the interview and the amount of time the animal is left alone.

5. Intentionally, knowingly or recklessly kills any animal under the custody or control.
Also a misdemeanor. (An example of this is a recent case: A woman entered a hospital. She has previously been ill and has made arrangements for another person to care for her cat. The landlord, however, removed the cat and took it to the Humane Society claiming to be the owner. He stated the animal was very ill (untrue) and authorized its immediate euthanasia. Although that offense is only a misdemeanor, we are pursuing forgery charges for the signing a document avowing he was the lawful owner).
6. Recklessly interferes with, kills, or harms a working or service animal without either legal privilege or consent of the owner.
This is a felony. It is most frequently utilized by law enforcement K-9 units injured on the job.
7. Intentionally or knowingly subjects an animal under the person's custody or control to cruel neglect or abandonment that results in serious physical injury to the animal.
This is a felony. The intent necessary is the intent to subject the animal to cruel neglect or abandonment. It is NOT required to prove the suspect intended that his actions result in serious physical injury to the animal. For example, a person can intentionally or knowingly deprive an animal of food for three weeks. The animal, predictably, will become emaciated. The animal's kidney's shut down resulting is the "protracted impairment" of an organ. It is not necessary to prove the suspect intended that specific result, only that (s)he intended to deprive the animal of food and/or water.

The evidence MUST be properly documented and preserved. A veterinarian must examine and treat the animal and the medical records obtained for court.

The law does carve out exceptions to this statute. For example, poisoning or shooting dogs which have or are killing livestock and the taking of wildlife in accordance with applicable laws.
8. Intentionally or knowingly subjects an animal to cruel mistreatment.
A felony. Requisite mental states required.
9. Intentionally or knowingly interferes with, kills, or harms a working or service animal without either legal privilege or consent of the owner.
Identical to subsection 6 with the exception of the requisite mental state.

FELONY ANIMAL CRUELTY

Felony Charging

When a person commits a misdemeanor, officers have the authority to write the offender a citation. The officer may also opt to meet with an attorney at the PCAO and have the case "long formed". All felony charging must be done through the PCAO Issuing Unit. The detective of the law enforcement agency investigating the crime will bring felony cases to an issuer.

In order to facilitate a Felony complaint a "Mental State" must exist. There are three Mental States, they are:

- Intentionally - a person's goal is to cause that result or to engage in that conduct.
- Knowingly - that a person is aware or believes that his/her conduct is of that nature or that the circumstances exist. It does not require any knowledge of the unlawfulness of the act or omission.
- Recklessly - a person is aware of and consciously disregards a substantial and unjustifiable risk that the result will occur or the circumstances exist. The risk must be of such a nature and degree that disregard of such risk constitutes a gross deviation from the standard of conduct that a reasonable person would observe in the situation

Reporting Animal Cruelty

Injured Animal Brought to the Kennels:

Any injured animal that comes into the Pima Animal Care Center, whether it is brought in by an officer or the public, *shall be reported* to a field officer. The injury shall be documented and a report written which details any statements made by witnesses, including the person who delivered the animal to PACC (if applicable). The reports will be forwarded to a field supervisor who will evaluate the case with the Manager. If a felony act is suspected, the case will be forwarded to the appropriate law enforcement agency.

On Scene:

In most cases, an Animal Control Officer will be the first on-scene. If the case is clearly a felony or there is a question as to whether or not a felony will be pursued, notify a Supervisor and the Manager immediately. The Supervisor shall notify PCAO and the appropriate law enforcement agency.

All felony case files shall be placed in the Investigations Coordinator basket for review. The Investigations Coordinator will be responsible to ensure that the cases are properly followed, and that the documentation and evidence is properly maintained.

When transferring a case to another enforcement agency the supervisor shall ensure that a follow-up form accompanies the copy of the file to be transferred and that the signed form is attached to the file.

All welfare cases investigated for felony prosecution shall be filed in the welfare file with a blue tab.

Impounding the Animal in a Felony

If you impound the animal, leave a white notice indicating that the animal has been impounded. Leave the notice on the door that appears most frequently used or on the windshield of the car when the dog was impounded from a hot car. Staple a copy of the notice to your Investigation Report. If applicable and necessary, give a notice of bond requirement and order to show cause (O.S.C.). An evidence sheet must be started with every impoundment.

If the animal is injured AND the subject of a felony investigation AND the owner cannot or will not secure medical care for the animal, PACC must impound the animal, obtain medical care for it or euthanize it, if necessary. Ensure that permission is obtained from the Law Enforcement Agency handling the case. If the animal is injured AND the subject of a felony investigation AND the owner is obtaining medical care for the animal, PACC must know to which veterinary clinic the animal was transported.

If the case is a felony, the animal must be impounded, only when authorized by the Law Enforcement Agency handling the case, and *cannot be released until the investigation is completed and authorization is given by the PCAO*. The animal is evidence and must be maintained as such. The animal absolutely cannot ever be returned to the suspect or a family member or known associate while a felony investigation is ongoing. If you cannot legally obtain the animal, contact law enforcement and request they obtain a search warrant.

Necropsy of the Victims

All animals that have died, as a result of a felony will be sent for necropsy if requested by the law enforcement agency in charge of the investigation. Ensure that the name and badge number of the law enforcement supervisor is written on the report along with the phone number and case number.

Preserving Evidence

Felony cases undergo a much higher level of scrutiny both by the court and by defense attorneys. Each person charged with a felony has a lawyer. Mishandling of evidence could result in the case not being issued at all. Even if the case is issued, you will have to explain to a jury why you mishandled the case and/or evidence. You will be subjected to rigorous cross-examination and, if the evidence was destroyed, the State

will be punished by the giving of a Willits Instruction. A Willits Instruction operates by directing the jury to presume that the State deliberately destroyed the evidence because it was favorable to the State.

If the animal is alive, it must be impounded and preserved as evidence. The animal can either be kept at PACC for the duration of the criminal investigation or fostered or adopted (if the owner's rights have been severed). The animal cannot remain within the control and custody of the defendant, family member or known associate.

If the animal is dead, it must be properly preserved (cold storage) until a decision regarding necropsy is made. If the animal is removed from the scene by the owner or concerned citizen and transported to a veterinary clinic, you must know where the animal went. It is your responsibility to contact the veterinary clinic immediately. Notify the vet that if the animal should die, the Pima Animal Care Center must be notified. The body cannot be released to anyone other than a PACC. The victim/owner cannot obtain the body for cremation or burial until after the necropsy.

All other evidence must be sealed in a bag (if feasible). The ends of the bag are sealed with masking tape and the officer's initials are written across the tape in indelible ink. The jury will know if the evidence has been tampered with because the seals will have been broken.

Property Control Forms

A property control form shall be completed and kept with all evidence, including dead animals. The form tracks the evidence and records where it has been and who has handled it. When evidence is surrendered to a peace officer, the relevant portion of the form which denotes to whom the evidence was released should be completed.

The sealed evidence along with the property sheet is then secured in locked compartment. While you are on scene, it is permissible to lock the evidence within the vehicle until you reach PACC (unless the evidence is subject to decomposition, i.e. vomit, meat, etc). Once at PACC, the evidence must be locked in a secured compartment until it can be released to a peace officer. Document what you did with the evidence and where it was kept. Document when you released the evidence to another law enforcement agency and to whom it was given. Submit the reports to your field supervisors who will then forward them to either the detective or the county attorney.

Photographs

Take photographs of the animal victim "as is", in context and in place, prior to any veterinary care. "In-context" means if a cat is killed in a carport, photos of the entire carport are necessary, as well as photos of the relationship of the carport to the residence and general area.

Take photos of the animal post-veterinary care particularly if the animal required surgery and/or amputation.

When taking the pictures, place an index card with an identification number next to the body. This unique identification number should be used as reference in all the documentation. A ruler or common object such as a pen, placed next to small pieces of evidence would help to place the evidence in context.

If possible, try to have an investigator with a 35-mm camera respond to the scene. Polaroids are not useful in trial because they are difficult to enlarge and generally do not capture sufficient detail. If a 35-mm camera is not available, do take the best quality photos possible.

Misdemeanor Citations and Felony Offenses

If a person has committed felony animal abuse, (s)he has necessarily committed one or more misdemeanor offences. DO NOT CITE a felony suspect for *any* misdemeanor violations. If the County Attorney declines the felony, the misdemeanor offences can be long formed later.

SHELTER REQUIREMENTS

All shelters shall

- be large enough so the animal can stand up and turn around in them.
- should be smooth, without sharp or jagged edges and with no protruding nails, screws or bolts.
- Should be easy to clean and disinfect.

1. Dog House

Shall be constructed of wood, plywood, particleboard, (last two, weather treated). Must be water tight and draft free, have a floor, three walls and a roof. It should be set up in such a manner so rain or wind driven rain, snow sleet, cannot blow into house through entrance.

- Carport or Patio
If used -- shelter set up should have three sides and roof with entry facing protected side of carport/patio.
- Metal or Plastic Barrels
Only if set up with shade-producing device over barrel, such as plywood or a tarp. Barrel can be buried in hillside or be set up on blocks as long as water cannot run into barrel.
- Cardboard Boxes
Only in an emergency until permanent shelter can be constructed/bought. They should be waterproof by painting or covered with plastic. **NOT TO BE ENCOURAGED!** May be chewed by pups or dogs. Must be anchored so wind can't overturn, also should have some sort of internal bracing to prevent collapse.

2. Bedding

Should be provided for animals during colder months, and at all times while an animal is sick, injured or mother with pups. Bedding should be washable or disposable for sanitary purposes. Cedar chips in burlap (or other) bags, excellent, but not necessary.

3. Mobile Homes / Trailers

Even if MH is skirted, it is usually too drafty in colder months for smaller or shorthaired dogs, and unless a wooden floor is provided, can be wet and muddy during rainy periods. Discourage this practice unless owner builds a 3 sided shelter with a floor. In all cases shelter for animals should have entrances facing away from prevailing winds or have an overhang to prevent blowing precipitation from entering.

4. Water Containers

- Should be easily cleaned and large enough to provide a full day's water supply for the animal according to its size.
- During the warm season large dogs require up to five (5) gallons of water a day.
- Better a larger bucket with an excess of water than too little.
- Buckets are the best containers. They can easily be sunk into the ground or fastened to a fence, doghouse, post, etc.
- If there are puppies or small dogs, care should be taken that they can't fall in and drown.
- Buckets should not be so high that a puppy can not reach them to drink out of them.
- Plastic or metal 3 to 5 gallon buckets make the best water containers. Extra large dogs may require 2 to 5 gallon buckets of water during the summer months (warm weather).
- Water containers should be placed in a shady spot if at all possible to keep water cool and palatable.

5. Food Containers

- Should be a sturdy material, metal, hard rubber or heavy-duty plastic, so they can't be tipped or chewed up.
 - Older animals can make do with other containers.
 - Should be kept clean. Ants, maggots or other contaminants should not be found in the food or dish.
 - It is not necessary for the owner to keep food in front of an adult dog. Dog's condition will indicate if it is receiving proper amount of food.
6. Exercise Space
- Must encompass sufficient usable space to keep the animal in good condition.
 - Should not be littered with junk or objects, which could result in injury, or entangle the animal.
7. Tie Outs
- Tieouts are prohibited. Some discretion may be used if tie out is used for short periods of time, while under supervision.

VETERINARY WAIVER OF ANIMAL WELFARE PROVISIONS

Pima County Code 6.04.110.C. and City of Tucson Code 4-3(3) allow the Pima Animal Care Center to waive the animal welfare provisions when it has been dictated by treatment under the direction of a veterinarian.

If an owner claims to have a prescription from his veterinarian requiring an animal be maintained in such manner that it is contrary to the animal welfare provisions of the Code, the officer shall verify the prescription for such treatment. The prescription shall include the following:

- Written on letterhead stationary, prescription form or paper indicating the name, business address and telephone number of a currently licensed veterinarian.
- Dated and signed by the veterinarian whose name appears on the document.
- Identify the injury or illness for which it was prescribed, and include the expected time frame for the prescribed treatment.

If the owner does not have a written prescription, the responding officer will obtain the name and phone number of the veterinarian, who extended the prescription, and schedule a recheck visit with the owner. The officer shall then verify with the veterinarian of record, the need for the prescribed treatment, and request a copy of the prescription be faxed to the PACC.

If the officer has reason to believe the prescription is not in conformance with accepted veterinary practices; or it appears that it is inconsistent with the treatment of the injury or illness for which it has been prescribed; or the length of the treatment is longer than 10 days, the officer shall submit an investigative report and a copy of the prescription to a supervisor and the Animal Control Manager for review.

An enforcement officer who has found a prescription to be invalid, or is enforcing a complaint regarding a prescription deemed invalid by the Manager, shall provide the owner with reasonable time to comply with the ordinance. The time provided shall be not less than fifteen (15) nor more than forty-five (45) days. The complaint shall be reset for a recheck visit. Remember, this extended compliance time frame only applies in cases of denied Vet waivers.

Citations shall be issued to those owners found in violation on the recheck visit.

COMMERCIAL ENTERPRISES

Inspection of commercial enterprises other than pet stores and pet breeders, including greyhound facilities, shall require the authorization of the Manager.

WILDLIFE

The State Legislature has exempted wildlife from the purview of county welfare ordinances. Any cruelty cases involving wildlife would have to be referred to Arizona Game and Fish or another appropriate peace officer for investigation.

WRITING A REPORT

Your investigation report must be a detailed account of what you did, what you saw and what statements were made. Document the names and addresses of all witnesses. Record the location and condition of the animal. Document any evidence collected and what you did with it.

Victim Screening: Never release a report to anyone other than to law enforcement if the report contains identifying information about the victim/owner and the victim is not the suspect.

PREMISE INSPECTION FORM

This form will be used for every welfare or neglect type call. Please follow these procedures when using the inspection form. Complete the following:

1. Owner Information: Obtain owners (or person(s) having care, control, etc.) full name, address and telephone number.
2. Date and time of your inspection.
3. Jurisdiction: City, County, Other (Marana, Oro Valley, Sahuarita, South Tucson).
4. Law Enforcement Agency and their complaint number.
5. Indicate the reason for the premise inspection.
6. Animal Information: breed, animals name, color, sex, age, license # and condition on animal.
7. Welfare Specifications: Inspect the premises and indicate your findings on water, food, shelter, ventilation, confinement, tieouts, waste, body condition and medical care.
8. Obtain the animal owners signature and date.
9. Complete the appropriate sections at the bottom (i.e. code/ord violated; citation numbers; Bond; animals impounded; follow-up request).
10. Recheck date, if appropriate

IMPOUNDMENT OF ANIMALS, NOTICE OF INTENTION (BOND)

1. Initial call – no contact with owner.
 - Situation is not life-threatening for animal(s) and does not present a danger to the safety of any person or animal.
 - i) Leave notice (white doorknocker) on door for the owner to contact the Pima Animal Care Center within 24-hours.
 - ii) Gather as much information as possible and fill out a brief, concise Officer's Report. Staple 24-hour notice (soft copy) report, leave the report in the welfare office for a Senior Officer to review.
 - Situation is life-threatening for animal(s) or may be a danger to the safety of any person or other animal.
2. If the Officer has reason to believe that the situation is life-threatening or that the situation will continue to the point to be life-threatening for the animals(s), and impoundment is necessary to insure it's well-being, or if the animal presents a danger to the health or safety of any person or other animal, then the officer shall ensure the following:
 - Take a picture of conditions prior to impoundment.
 - Impound the animal.
 - Leave a notice (white doorknocker) on door for the owner to advise him/her of impoundment.
 - Fill out an Investigative Report.

- Fill out a Temporary Kennel Card for each animal and leave the cards in licensing for licensing personnel to send a letter to the owner's address or last-known address.
- Licensing will send a letter at the owner's last-known address by certified mail, return receipt requested. Kennel cards must be marked Hold for Bond.
- All paperwork including doorknocker copies, Investigation Report, pictures and a copy of the letter will be forwarded to an enforcement supervisor. Saline, K.