



7. If there is previous history, use the activity numbers to research the history and verify the reason why dog was previously impounded.
8. Go back to the Kennel Window and look to see how the dog was impounded on this occurrence.
  - a) If the dog was brought in OTC by a member of the public, this would be a leash law violation.

Impound No	Litter No	Tot	Kennel No	Status	Sub Status	Tag	Other ID	Activity No
K12-100430		1	OS-PM	STRAY WAIT		0A13194073		A_- 1

**Animal ID**  
 A374819 [ACTIVE] 9M SMALL DOG WHITE 08/04/2011 S POODLE MIN

**Intake Information**  
**Person From**  
 P272822 [TUC] [NONE] MARY ROMERO 3042141 1415 S HIGHLAND AVE R TUCSC

Type	Subtype	Cond	Date	Time	Due Out	RESCUE	OS Source	OS Reason
STRAY	OTC	NORMAL	04/03/12	11:11	04/06/12 00:00	111		

**Crossing**  
 5 PARK AVE & E 36TH ST

**Jurisdiction**  
 TUC

**Extra3**  
 Extra4

**By**  
 197

**Receipt No**

- b) If the dog was picked up by PACC ACO, you will need to research the Activity Window to investigate why the dog was picked up. However, the kennel window should indicate in the "TYPE" box **stray** and the "SUBTYPE" box **field**. Still research the memos in the Activity window to confirm this.

Impound No	Litter No	Tot	Kennel No	Status	Sub Status	Tag	Other ID	Activity No
K12-098868		1	MISSING	UNAVAIL		L12-173878		A12-092114 1

**Animal ID**  
 A362224 [ACTIVE] BUDDA 1Y 4M MED DOG BLACK 01/12/2011 N PIT BULL (

**Intake Information**  
**Person From**  
 P999925 [TUC] [NONE] KATHY WALTON 2435900 4000 N SILVERBELL RD M TUCSC

Type	Subtype	Cond	Date	Time	Due Out	RESCUE	OS Source	OS Reason
CONFISCATE	FIELD OWN	NORMAL	03/13/12	12:56	03/20/12 00:00	111		

**Crossing**  
 10111 S GREEN DR R ,TUCSON AZ 85756

**Jurisdiction**  
 PIMA

**Extra3**  
 Extra4

**By**  
 192

**Receipt No**

- c) Place cursor on Activity Number field and press F4. This will take you to the Activity Window.

**PIMA ANIMAL CARE CENTER**

**STANDARD OPERATING PROCEDURE**

**LICENSING SECTION**

**PROCEDURE: SOP L013**

1<sup>ST</sup> TIME IMPOUNDMENT WAIVED

Effective Date: 8/22/2012

Approved by: fkj

Activity No	Seq	Type	Subtype	Priority	Danger	Total	Type	Tag No	Agency No
A12-092114	1	INV	ABAN	1		3	DOG		

  

No	Sfx	Dir	Name	Type	Qdt	Apt	Common Place Name	
10111		5	GREEN	DR	R		A362224 BUDDA OWNER- P264662	
			TUCSON	AZ	85756		Cross Street Low	Cross Street High

Comment  
800 E 3 DOGS ABANDONED- 1 ON TIE OUT- NO OWNER SINCE FRIDAY 03/09/2012- UNKNWN IF ACCESS TO WATER. \*\*\*NO CALL FOUND

- d) If there are any memos that indicate that the dog was picked up for any reason other than leash law, the impoundment fee would not be waived. In the example above, the officer went on a call for the dog being on a tie-out. This would not constitute for the impound fee to be waived.
- e) If it appears that the dog was picked up or brought in as a result of leash law violation, proceed with the redemption process.

**B. REDEMPTION**

1. If the owner is on the phone or in person, quote the proper fees and inform the owner that because the dog is currently licensed and has no previous violations that PACC will waive the impoundment fee and boarding fees for the dog for the first offense.
2. Create a memo under the animal I.D that the dog has been impounded and is currently licensed with no prior violations and the impoundment fee and boarding fees have been waived.
3. Go to the receipt window and select the appropriate line items that need to be charged.
4. Charge a microchip fee if the dog is not currently micro chipped.
5. If the license is expiring in less than 30 days and the rabies vaccination is still current, the owner has the option to renew the license at the time of redemption or before it is expired through the mail or online. Advise the owner when their license will expire. If the owner decides to renew the license at the time of redemption they would be charged the license renewal fee.
6. If the license is expiring in less than 30 days and the rabies vaccination is also expiring in less than 30 days, the owner is required to revaccinated and relicense at the time of redemption. The owner will be charge the license renewal fee and rabies vaccination fee.
7. For the impoundment fee, you will still select the impoundment line item and in the reference field type "1<sup>st</sup> time impoundment" and then zero out the fee.
8. Calculate the appropriate amount in boarding fees and select the board line item and in the reference field type "1<sup>st</sup> time impoundment" and then zero out the fee.
9. Collect fees and complete transaction.