

Dog Control and Animal Cruelty

804.1 GENERAL PROCEDURES

Agency Content

- (a) Paperwork:
 - 1. All paperwork is to be completed and submitted to the DCO supervisor for review at the end of every shift unless otherwise authorized by the DCO supervisor. Any paperwork from a previous shift shall be completed prior to the commencement of field activities. All lost dog calls and other reports should also be reviewed at this time.
- (b) Checklists:
 - 1. The Dog Control vehicle checklist shall be performed as directed on the checklist prior to the commencement of field activities.
- (c) Materials and Equipment:
 - 1. Each DCO shall have all the materials needed for activities in the field, to include but is not limited to, a leash, snare pole, flashlight, and necessary paperwork.
- (d) Vehicle Maintenance:
 - 1. All DCO vehicles shall be inspected prior to the commencement of field activities. Inspection activities include, but are not limited to, checking the oil, gas, and fluid as shown on the Log Sheet checklist.
 - 2. Each truck shall be outfitted with a complete set of equipment for seizing dogs. If, at the beginning of a shift, it is determined that a piece of this equipment is missing, the DCO who last drove the vehicle will be held personally responsible for replacing the missing equipment, at their own expense.
- (e) Patrol:
 - 1. DCO's should be on patrol thirty (30) minutes after the scheduled start of their shift.
- (f) Radio Contact:
 - 1. Contact shall be maintained when out of the Dog Control vehicle.
 - 2. If there are any radio problems, call the office on the phone to inform the Complaint Clerk.
 - 3. If taking a call directly from E-911, the DCO shall call arrived and respond to status checks utilizing their unit # on the appropriate police frequency. DCOs shall also notify dispatch when changing locations and clearing calls.
 - 4. When DCOs are issued a call from the Complaint Clerk, or take action based on something on-view, the DCO must notify E-911 dispatch with the appropriate clearing code upon completion of the call.

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5. DCOs shall take breaks consistent with the current CSEA contract. If a DCO is the only officer on duty, they shall be available by radio for emergency calls. (No phone calls will be accepted as substitutes for radio calls).
 6. All breaks will be taken inside the City limits when in a City vehicle, even on the way to or from contracted facilities.
- (g) Portable Radios:
1. All DCO's were assigned a portable radio and should have it with them at all times while in the field. DCOs are responsible for having charged batteries. The portable radio is part of the standard DCO equipment.
 2. Radio courtesy will be practiced. No unnecessary comments. Do not cut off, or interrupt someone. Wait until the message is over before speaking.
- (h) Answering Calls:
1. Emergency calls take priority over routine calls.
 2. The DCO shall respond to all complaints relayed by the dispatcher. No DCO shall refuse a call that has been dispatched. However, if the DCO cannot respond at the time of the call, they should inform the dispatcher of such.
 3. When a DCO asks for assistance, the requesting DCO is in control of the call. Assisting DCO's must conference with the DCO on call.
- (i) The End of the Shift:
1. DCO's should report back to the Patrol East facility no earlier than one-half ($\frac{1}{2}$) hour before the end of their shift. This should be sufficient time to satisfactorily clean out their vehicles and complete and remaining paperwork. Any exception to this should be cleared through the Supervisor or Commanding Officer.
 2. Dog Control Vehicles:
 - (a) It is the responsibility of DCO to make sure their vehicle is kept clean and the cages sanitized.
 3. Dog Control does not provide services for non-City agencies or residents.
 4. Request by Onondaga County Health Animal Disease Control to pick up an owned biter dog shall be done only if the police are present.
 5. Dog Control shall transport animals to the Onondaga County Health ADC and to our contracted facility, when appropriate.
 6. DCO's shall be responsible for checking Dog Control vehicles prior to the start of the shift, including any damages to Dog Control Vehicle or equipment. Any damage should be reported immediately to the Supervisor or Commanding Officer.
 7. In the event of an accident, the DCO Supervisor or SPD road patrol supervisor shall be notified immediately and the appropriate paperwork submitted. SPD Traffic Enforcement Section shall investigate all vehicle crashes and SPD Garage staff shall be notified of the nature of the crash and subsequent damage.

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Vehicles that are damaged and/or unsafe to operate shall be downed and garage staff notified.

(j) Shelter Procedures:

1. Follow the rules and procedures set by the facility management.
2. Complete the NYS Ag and Markets required DL 18. A LEADS Investigative report(C-15 or 19) is also required to accurately document all calls requiring dogs be seized and/or transported by DCO's.
3. Once official duties have concluded, the DCO shall promptly return to service.
4. Remember to always act in a professional manner.
5. Barks and Rec Bunkhouse

Monday- Friday 6:30am-6:30pm

Saturday – Sunday 9am-2pm

6225 E. Taft Rd. North Syracuse, NY 13212

Phone: (315) 546-4242

bandrbunkhouse@gmail.com

804.2 OPERATIONAL PROCEDURES

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(a) Emergency Calls:

1. When called for an emergency call, the DCO should obtain the name of the Police Officer on scene, the Officer's badge number, or a car number. If there is no officer on scene when the DCO arrives, the DCO should assess the situation from their vehicle and determine if it is safe to proceed without a Police Officer present. If the situation is unsafe, the DCO shall alert dispatch or use the police radio to relay the circumstances.
2. If a DCO brings an injured dog or cat to the Veterinary Medical Center during an emergency call time and the dog or cat is left overnight, that DCO is responsible for transporting the dog or cat from the clinic to the appropriate facility (Barks and Rec, etc.) before it closes. If the primary DCO is not available (vacation, sick, etc.) the supervisor can designate an alternate DCO to assist.
3. A DCO cannot take emergency calls when on vacation, comp days, personal days, family sick or sick days. This includes any weekend before or after time off is given or called in (i.e. sick on Friday, expect not to be on-call if scheduled for Saturday and Sunday). If a scheduled vacation starts Monday; There will be no on-call duty the weekend before or after, until the DCOs next scheduled work day.
4. DCOs may switch call time for call time with supervisory notification from both involved DCOs. While a DCO is on any scheduled time off, if needed, the Animal Cruelty Supervisor will call to ask if the DCO wants to be in the overtime rotation for another DCO's call time or any other overtime that becomes available.

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5. All DCOs must be available by department-issued cell phone.
- (b) Dog Control Vehicle Use:
1. No unauthorized people (non-City employee) in the Dog Control vehicle at any time.
 2. Dog Control vehicles should be used for Dog Control matters only.
 3. Dog Control vehicles should not be left running.
 4. Keys should not be left in the Dog Control Vehicle.
 5. Dog Control vehicles should be locked when the DCO is out of them.
 6. Dog Control vehicles should not be outside the City unless doing Dog Control business.
 7. Dog Control vehicles shall be locked and windows closed when the shift is over. Each DCO is responsible for the Dog Control vehicle they drive, including cleaning the cab and sanitizing the animal area.
 8. During hot days, the DCO shall monitor all animals for signs of distress and provide water as needed during transport to the contracted facility.
 9. All DCOs shall obey all Motor Vehicle Laws while driving on the road.
 10. Dog Control vehicle should be parked on the street when on a call.
 11. Dog Control vehicles should not be taken home while on Emergency Calls, unless authorized by a Supervisor or Commanding Officer.
- (c) Appearance Tickets Procedures:
1. Writing an Appearance Ticket:
 - (a) Appearance tickets shall be filled out in accordance with the department's Appearance Ticket Policy.
- (d) Seized Dogs to Vets:
1. All dogs seized must have a billing slip with the Vet's charges, so the owner can be charged the correct bill.
- (e) Hot Weather and Dog's in Vehicles
1. When the weather is hot, every dog that is seized should be brought out to the contracted facility as soon as reasonably practicable. No dogs are to be left in the Dog Control vehicles for an extended period of time.
- (f) Transporting of Animals:
1. If law enforcement calls the Animal Cruelty Supervisor or Officer(s) to transport an animal for an arrest, fire, or any police matter, the DCO shall obtain the owner's name, address, and phone number and any information on the dog seized, if possible, and document it in the appropriate report.

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804.3 SEIZURE PROCEDURES

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Once a dog is seized, it shall be taken to the contracted facility, which is the Barks and Rec. Refer to Agriculture and Markets Local Law Article 7, Section 118, City of Syracuse Dog Control Ordinance, Article 8, Section 16-30. The owner of the dog shall also be ticketed.

- (a) Under no circumstances is any animal that is picked up (dead or alive) by a DCO to be left overnight, in the vehicle, and shall be removed from the vehicle as soon as reasonably practicable.
- (b) The DCO shall follow all facility procedures for kenneling the seized dog, and fill out all required paperwork.
- (c) Any dogs seized shall not be given away to anyone, for any reason.

804.4 HANDLING ANIMAL CRUELTY INVESTIGATIONS

Agency Content

Officers will utilize the following procedures when investigating incidents of animal cruelty.

- (a) If an officer has established that they are dealing with an animal cruelty incident, they should, after completing an initial investigation and generating a incident report, notify the Animal Cruelty Unit via animalcruelty@syracusepolice.org.
 1. The investigating officer should complete an Incident Report regarding the incident and document in the narrative portion, observations made regarding the animal's condition, conditions of the animal's environment if applicable and that the case was turned over to the Animal Cruelty Officer(s).
 2. Take photographs which should include but are not limited to:
 - (a) Photos of the animal at the scene.
 - (b) General photos of the animal to document its' overall physical appearance and condition. Photos should include the following views:
 1. Top "look down" view
 2. Both sides
 3. Face
 4. Teeth (if possible)
 3. Close up photos of any visible injuries.
 4. If they are present, take close up photos of conditions such as matted hair, overgrown toe nails or any discharge from the eyes, staining of the fur of the animal.
 5. Photos of the overall scene and the animal's surroundings (living area), paying attention to capture unsanitary, filthy and dangerous living conditions.
 6. Photographs will be turned in as evidence following procedures set forth in the Evidence Preservation, Collection and Processing policy (Volume I Article 3, Section 13) of the Departmental Rules & Regulations.

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- (b) If the officer determines that exigent circumstances exist and the animal needs immediate removal, medical care or seizure, the officer will contact the Animal Cruelty Supervisor or Investigator and the Supervisor or Investigator will determine how to proceed.
- (c) If the Animal Cruelty Supervisor or Officer determines that the animal(s) needs to be removed from the scene, the Animal Cruelty Supervisor or Investigator will arrange seizure of the animal.
- (d) The supervisor or Investigator will assist the officer in placing the animal in the appropriate facility.
 - 1. The Animal Cruelty Officer will see the case through to its' conclusion in court.

804.5 ANIMAL CRUELTY INVESTIGATIONS – GENERAL INFORMATION

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- (a) Complete an incident report and include information such as:
 - 1. The animal's apparent physical condition.
 - 2. Visible injuries or signs of neglect.
 - 3. Condition of the animal's surroundings.
 - 4. Document conditions that can't be captured in photographs such as smells and sounds.
 - 5. If the animal is deceased, it should be noted in the report that it was transported to the Veterinary Medical Center and a necropsy was requested.
- (b) Officers making an arrest for any violation, misdemeanor or felony under Article 26 of the New York State Agricultural & Market Law, will file the charges by preparing a criminal case.
 - 1. All cases will be filed with Criminal Court.
- (c) A notification of all animal cruelty investigation will be made to the Animal Cruelty Officers via animalcruelty@syracusepolice.org.

804.6 STRAY DOGS

Agency Content

Officers and DCO's will utilize the following procedure for picking up and housing stray dogs found within the city.

- (a) Every reasonable effort should be made to contain the animal and secure it in a vehicle for transport to the city shelter, B&R Bunkhouse located at 6225 E. Taft Rd. N. Syracuse NY.
- (b) If equipped, the officer will scan the animal for a micro-chip and attempt to contact the owner so the animal can be returned. If an owner cannot be located the animal shall be transported to the city shelter.
- (c) Once at the shelter complete all paperwork required for the housing of said animal.

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- (d) If enforcement action for violations of City ordinances or other violations of law are warranted, the officer should complete the appropriate paperwork, and submit it to the courts.

804.7 DECEASED ANIMALS

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Officers will utilize the following procedures when conducting an animal cruelty investigation:

- (a) Procedures for handling deceased animals:
 1. Photographs should be taken following the same format as listed above for live animals.
 2. The animal should be placed in a heavy black plastic contractor's bag.
 3. Deceased animals are not to be frozen.
 4. As part of a cruelty investigation, a necropsy will be performed on every deceased animal.
 - (a) Officers will receive approval from the Animal Cruelty Supervisor or Investigator before proceeding with the collection of a deceased animal and requesting a necropsy as described in sub-division 3e of this section.
 5. The deceased animal will be transported to the Veterinary Medical Center of CNY for necropsy.
 - (a) Officers will request the response of the DPW's Emergency Service truck via the 911 Center for the purpose of bagging and transporting the deceased animal to the Veterinary Medical Center of CNY. The required heavy black plastic contractor's bags are carried on the DPW's Emergency Service truck.
 - (b) The investigating officer must follow the DPW to the Veterinary Medical Center of CNY, and proceed to the exterior emergency room door (not the main entrance) located on the west side of the building where the animal is to be turned over to Veterinary Medical Center personnel.
 - (c) The officer will notify Veterinary Medical Center personnel that he/she is dropping off a deceased animal for an animal cruelty investigation and request a necropsy.

804.8 INJURED ANIMALS

Agency Content

Members coming into contact with injured animals should utilize the following procedure.

- (a) Domestic animals
 1. Officers coming into contact with domestic animals that are injured will make efforts to contact the owner of said animal and assist in arranging transport of the animal to a care facility. If the owner cannot be located the officer will arrange for transport of the animal to the Veterinary Medical Center for treatment. If it is in the best interest of the animal - based on the recommendation of the veterinarian

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- that it be humanely euthanized, the Animal Cruelty Supervisor or the Animal Cruelty Officer(s) should be notified to make the final decision.

(b) Wild animals

1. Members coming into contact with wild animals that are injured beyond the point of survival, shall destroy said animal in a safe and humane manner. Supervisory approval should be sought if time allows.
2. If a wild animal is destroyed members shall arrange to have the carcass removed and disposed of.

804.9 ANIMALS SUSPECTED OF RABIES EXPOSURE OR INFECTION

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(a) Officers will utilize the following procedures when dealing with a dead animal domestic or wild that is suspected of being exposed to or infected with rabies:

1. Determine if the animal has had any contact with a domestic pet or human. Contact is defined as a bite, scratch or any contact with the saliva or blood from the animal.
 - (a) If the animal has not had any such contact, rabies testing does not need to be conducted.
 - (b) Contact the Data channel at the 911 Center and request that the DPW be notified that there is a dead animal that needs to be picked up and disposed of.
2. If the animal has had contact with a domestic pet or human, it should be submitted to the Animal Disease Prevention office for rabies testing.
 - (a) Contact the Data channel at the 911 Center and request that the DPW respond for the purpose of bagging and transporting the animal.
 1. Weekdays between 0800 and 1600 hours, the animal will be transported to The Animal Disease Prevention Office at 6230 E. Molloy Rd., E. Syracuse, NY.
 2. After 1600 hours on weekdays, and during weekends and holidays, officers will contact the Data channel at the 911 Center and request that the DPW respond to bag and transport the animal to the Justice Center booking garage (car port) where there is a refrigerator used to temporarily house the dead animal.
 - (a) If there is more than one animal, the officer will bag each animal separately. All bags should be closed tightly.
 - (b) The officer will escort the DPW into the sally port area.
 - (c) The officer will see the Booking Supervisor and obtain the key for the refrigerator.

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- (d) The officer will complete a specimen history form for each animal and attach it to the outside of the bag. These forms are located inside the refrigerator.
 - (e) If the animal being placed in the refrigerator is a skunk, place the bagged carcass in an orange bucket and secure the bucket lid. Buckets are located inside the refrigerator.
 - (f) The officer will ensure that the Animal Disease Prevention Office at (315) 435-3165 is contacted and that they are advised that an animal has been placed in the refrigerator for testing. During non-business hours, there is an answering service that will take the call.
- (b) Officers will utilize the following procedure when dealing with a live animal suspected of being exposed to or infected with rabies:
- 1. If a person has been bitten by an animal, domestic or wild, the officer will complete and submit a Suspect Rabies Report by the completion of their shift and turn in to the Records Division.
 - (a) If the animal in question is a domestic pet, the owner should be advised that it should be quarantined for ten days.
 - (b) If the animal is wild, has not been destroyed by the officer and its' location is known, the officer should advise the complainant to contact a nuisance/wild animal trapper.
 - 1. SPD personnel will not contact a nuisance/wild animal trapper to respond to a location. It is the responsibility of citizen to do so.