



# Peoria Police Department Policy and Procedure Manual

Policy 4.15

Animal Control



## I. POLICY

It is the policy of the Peoria Police Department to provide the citizens of Peoria with courteous, professional, and effective animal control services by enforcing all applicable City ordinances and State statutes. Police Services Officers (PSO) assigned to the Animal Control function are primarily responsible for enforcing all ordinances and statutes that pertain to animal issues, however when no Animal Control (AC) PSO is available, patrol officers shall be dispatched as needed to handle these calls for service. When no AC PSO is available and an emergent animal situation arises in Peoria or a contracted jurisdiction that patrol officers cannot handle, an on-duty supervisor may contact Maricopa County Animal Care and Control Services to request assistance.

## II. PROCEDURE

- A. The Peoria Police Department's Police Services Officers assigned to Animal Control (AC PSO) shall patrol the streets and right-of-ways within the City of Peoria in a radio-equipped vehicle for the purpose of providing animal control services. (41.1.4.a & g)
1. PSO's shall conduct themselves in a professional manner, and treat all animals humanely at all times.
  2. PSO's are responsible for a variety of code enforcement and public service tasks related to the care, control, and licensing of animals in the City of Peoria.
  3. This includes following and enforcing all state and federal laws, local ordinances, and Peoria Police Departmental rules and regulations regarding animal control activities.
- B. Animal Control Responsibilities: Respond to calls for service and complaints in an efficient and professional manner.
1. Upon arriving for work, the AC PSO shall contact the Communications Section and check the Animal Control Hotline to determine if any calls have been holding or messages left since their last shift ended.
    - a. The Hotline shall be checked at the onset of each Animal Control Officer's shift.
    - b. Messages shall be returned during that shift.
    - c. The PSO checking the Hotline shall log the call into the Hotline Logbook to track activity on the call.
    - d. Prior to going into service each day, the first AC PSO shall forward the hotline to the Communications section.
  2. Every effort will be made to answer every call as quickly as possible.
  3. Animal control calls will be handled in the following order of importance:
    - a. Priority One: (Officers will be dispatched on the following types of calls in the absence of the AC PSO).
      - (1) Animal bites (if bite animal is running loose).
      - (2) Vicious dogs (if attacking, these calls are priority one).
      - (3) Incidents whereby an animal creates a life-threatening situation.
    - b. Calls holding overnight with a complainant. All calls in which a complainant is to be contacted shall be given priority over non-complainant type calls.
    - c. Calls holding overnight without a complainant.

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- d. All other calls will be handled at the discretion of the AC PSO based on availability. These may include:
    - (1) Sick animals.
    - (2) Dog pickups.
    - (3) Cat pickups.
    - (4) Animals at large (non-aggressive).
    - (5) Disturbances.
  - e. If the AC PSO determines that an unusual situation exists on a low priority call, they may respond to it prior to acting on the calls that originally came in with a higher priority.
4. To provide for safety of personnel and citizens in the absence of the Department's Animal Control Unit, Maricopa County Animal Care and Control (MCACC) is available to respond to Peoria locations as a fee-based service.
- a. At the discretion of a Patrol Supervisor or Communications Supervisor, Communications Personnel may contact MCACC when Department Animal Control Units are not on duty and any of the following situations arise:
    - (1) A domestic animal is at large and has bitten or attacked a human or other animal, and cannot be safely contained by the owner or police personnel.
    - (2) A domestic animal is seriously injured, and the Arizona Humane Society will not respond.
    - (3) Domestic animals will be in jeopardy if left behind after the Department makes an arrest, responds to a dead body, or similar circumstances where a responsible party is not available to care for the animal(s).
    - (4) A search warrant is being served or exigent circumstances require entry to a building, and there is reason to believe that animals are on the property that will require containment upon entry.
    - (5) Any other critical situation where an animal is creating a hazard or is in danger.
  - b. Animals disturbing and loose animals that have not bitten or attacked are not situations that will typically warrant a call to MCACC.
  - c. When contacting MCACC, Communications Personnel may be asked to authorize payment of this fee-based service. Such authorization is allowed within the guidelines described in items a, 1-5 above. The Community Services Supervisor is available by cell phone to assist with this process if that becomes necessary.
5. Humane Society Calls: In addition to the response of an AC PSO or a Patrol officer, the Arizona Humane Society should be called and informed of the following calls:
- a. Injured animals (if in the street, these calls are priority one).
  - b. Cruelty cases (if in progress, these calls are priority one).
6. Issuing Citations: Issuing citations to citizens for code violations regarding animal control – While on duty, the AC PSO shall:
- a. Maintain professionalism and efficiency in striving to ensure the rights of both animal owners and non-owners are served.
  - b. Be alert for dogs at large on streets and right-of-ways of the City and shall capture and impound dogs as strays.
  - c. Check all dogs which come under their control for current licenses and vaccination tags issued by the City of Peoria or Maricopa County, and take appropriate action for dogs found without tags.
  - d. Ensure that any animal that has bitten is quarantined according to the regulation concerning that specific animal.

- e. Ensure that any animal which dies during the quarantine period is transported immediately by the pet owner to a licensed veterinarian at the owner's expense, or by an AC PSO, or to Maricopa County Animal Care and Control Services so the head of the animal can be sent to the lab for testing.
  - f. Immediately notify the Communications Section of animals which are seriously injured or sick and need to be transported to an Emergency animal clinic or destroyed.
7. Preparing Incident Reports (IR) on violations of animal regulations and sanitation regulations as they apply to animals.
- a. All animal control reports shall be written in a neat, concise, and thorough manner, and include full documentation of all pertinent violation (citation) facts which may be required later in court.
    - (1) Daily reports of animal control activities shall be prepared by the AC PSO and forwarded to their supervisor.
    - (2) Monthly total sheets of animal control activities shall be compiled by the Animal Control Supervisor.
  - b. All Incident Reports involving serious violations shall be forwarded to the dayshift Patrol Services Bureau Sergeant. Animal bite reports may contain:
    - (1) The name and address of the victim and the name of a responsible adult if the victim is a juvenile.
    - (2) The part of the body that has been bitten.
    - (3) The name and address of the animal owner.
    - (4) The location of the animal.
    - (5) The vaccination information on animals and license information for dogs.
    - (6) Medical treatment information.
    - (7) Photographs of injuries.
8. Reporting of animal bites
- a. The AC PSO's are required to write a complete report on any incident in which a human is bitten by an animal.
    - (1) A report shall be taken when requests from other agencies are received to follow up on bites that happen outside our city but the animal owner resides in the City of Peoria.
    - (2) Bite reports shall be completed utilizing the Peoria Police Department Bite Report face sheet.
    - (3) In the absence of the AC PSO, an officer or other Police Services Officer shall complete the Bite Report and forward a copy to the Peoria Police Department Animal Control Officer for follow up.
    - (4) In cases where it is documented that an aggressive dog has bitten a human for a second time, the AC PSO shall contact the Communications Section to dispatch an officer to assist with the investigation and incident report.
    - (5) Due to the time sensitive nature of animal bite quarantines, all bite reports in which the animal is not in quarantine shall be completed prior to securing at the end of shift.
9. Bite Animal Quarantines:
- a. Rabies quarantine of the biting animals will be conducted in accordance with State Statute, Peoria City Code, the Arizona Department of Health Services (ADHS) Manual for Rabies control and Bite Management, the Compendium of rabies control published by the National Association of Public Health Veterinarians and this policy.
  - b. The rabies quarantine period shall start on the day of the bite incident.

- (1) State Statute dictates that dogs and cats are to be quarantined for a period of not less than 10 days and other animals for a period of not less than 14 days.
  - (2) The AC PSO shall follow up on all bites and ensure the bite animal is placed into the appropriate quarantine for that animal.
- c. Livestock – Bites involving livestock shall be handled by the Arizona Department of Agriculture, and a bite report completed.
- d. Monkey/Ape bites – Bites/scratches involving monkeys/apes shall be handled by the Arizona Department of Game and Fish. A bite report shall be completed to include the following additional information with a copy forwarded to Arizona Game and fish for follow up and a second copy of the report forwarded to the Arizona Department of Health Services.
- (1) Species, age and sex of the bite animal
  - (2) Location and circumstances of the incident
  - (3) Is the animal housed indoors or out?
  - (4) How long has the owner had the animal and where was it purchased?
  - (5) Any known or potential exposures to wild animals
  - (6) General health of the animal
  - (7) Number and type of other animals/monkeys at the same residence
- e. Ferrets – 10 day rabies quarantine.
- (1) If the animal has a current rabies vaccination it can be home quarantined.
  - (2) If unvaccinated, it must be quarantined under the observation of a veterinarian either at Maricopa County Animal Care and Control Services or a Veterinary Hospital (same as dogs and cats).

#### 10. Bite Animal Quarantine Locations

- a. Owners who cannot produce proof of a current rabies vaccination must quarantine their animal at their own expense with Maricopa County Animal Care and Control Services or a quarantine approved veterinarian hospital.
- b. Home quarantine: Owners may confine their animal at their home with the consent of, and in a manner prescribed by, the AC PSO provided they can submit proof of the following within 24 hours.
  - (1) Dogs - license and rabies vaccination
  - (2) Cats - rabies vaccination
  - (3) Rabbits, Gerbils, Hamsters, etc – May be confined at home in a suitable enclosure, provided they were not originally captured in the wild.
- c. Owners who agree to home quarantine their animal must sign a Peoria Police Department approved home quarantine agreement and abide by the following:
  - (1) In accordance with state law, the bite animal must be quarantined for a specified period of time.
  - (2) Ensure a license tag is worn during the quarantine period (if a dog).
  - (3) Confine the animal in a pen, yard, or on a chain, surrounded by a fence or wall adequate to prevent the animal from escaping. Owners shall agree not to remove their animal from the premises during the quarantine period.

- (4) Have the animal examined by a Veterinarian if it becomes sick during the quarantine period, and have the veterinarian furnish the Peoria Police Department a copy of a report on the animal's condition.
  - (5) Not attempt to administer, or have administered, a rabies vaccination to the animal during the period of the quarantine.
  - (6) Ensure their animal remains in quarantine until released by the AC PSO.
  - (7) Owners who violate the home quarantine agreement will receive a citation and must place the animal in quarantine at Maricopa County Animal Care and Control Services or under the supervision of a Veterinarian at their own expense for the remainder of the quarantine period.
- d. Transitory Bites – In cases where an animal bite occurs in our city involving animals that do not reside in the City of Peoria, a bite report will be taken and forwarded to the animal control agency having jurisdiction where the animal owner resides for quarantine follow up.
- e. Police Service dog – Dogs owned by the Peoria Police Department, which are properly licensed and vaccinated may be placed into a working quarantine in the custody of their assigned handler.
- (1) In a working quarantine the service dog is able to continue its normal duties, yet still be observed for a health check at the completion of the quarantine period.
  - (2) The dog's handler shall take the dog to a veterinarian if the dog shows any sign of illness and contact the on duty AC PSO.
- f. Owner/Victim bites - An owner /victim is a person bitten by their own animal or an animal owned by a member of the same household related by blood or marriage and reside at the same location.
- (1) The AC PSO shall contact the owner /victim and advise them of the health aspect as related to rabies with any animal bite and the need to have the animal undergo a rabies quarantine.
  - (2) If the owner/victim continues to refuse to quarantine their animal normally no citation will be issued and the AC PSO shall complete a supplemental bite report documenting the owner/victim's refusal.
- g. Rabies Testing – If the bite animal is dead or dies during the rabies quarantine period, the AC PSO shall transport the animal's remains to Maricopa County Animal Care and Control Services who will submit the remains to the Arizona Department of Health Services laboratory for testing. It will be the transporting Police Services Officer's responsibility to ensure that the animal's remains are processed and submitted for testing by Maricopa County Animal Care and Control Services.
- h. The AC PSO shall verify the health of all animals in quarantine at the completion of their quarantine period. After the animal's health has been verified the victim shall be notified of the results of the quarantine as soon as possible and a supplemental bite report completed.
- (1) Animals quarantined with Maricopa County Animal Care and Control Services – The Police Services Officers assigned to Animal Control shall contact the Maricopa County Animal Care and Control Services to verify the health of bite animals which have completed their quarantine at their facility.
  - (2) Animals quarantined at a veterinary hospital – The AC PSO shall contact the veterinary hospital in which the animal has completed its quarantine and verify the health of the bite animal.
  - (3) Home quarantine – With the owner's or responsible party's permission, the AC PSO shall enter the residence or area where the animal is kept to check its condition.
  - (4) Owner/Victim bites in which the owner had refused to have their animal quarantined – The AC PSO will attempt to contact the animal owner at the end of the normal quarantine period and with their permission will enter their premises and check the animal's condition.
11. Maintaining records on animal bites and quarantine

- a. Bite reports will be completed utilizing the Peoria Police Department bite report face sheet.
    - (1) If more space is required to complete a narrative, an IR continuation sheet shall be used.
    - (2) Due to the time sensitive nature of animal bite quarantines, all bite reports in which the bite animal is not in quarantine shall be completed prior to securing at the end of shift.
  - b. Supplemental bite reports – The AC PSO shall write a supplemental bite report to the original bite report whenever any significant action is taken in follow up to a bite, (i.e. type and location of quarantine, health of animal, victim notification, etc). All supplemental reports shall be completed prior to securing at the end of shift.
  - c. Bite quarantine log – The AC PSO shall log all bite reports taken or forwarded to them for follow-up during their shift in the bite quarantine log for tracking purposes prior to securing at the end of their shift.
12. Procedures for impounding all stray and unclaimed animals at the Maricopa County Animal Care and Control Services that the AC PSO's have taken possession of during the course of their daily patrol:
- a. All stray animals shall be taken to the Maricopa County Animal Care and Control Services for impoundment.
  - b. The AC PSO shall not give any stray animal in their possession to any person prior to impoundment.
    - (1) Individuals wishing to take possession of any impounded animal shall do so by contacting the Maricopa County Animal Care and Control Services and following the established adoption procedures as required by Maricopa County Animal Care and Control Services.
    - (2) If the owner of the animal can be determined, the animal may be returned to the rightful owner at the discretion of the AC PSO, prior to impoundment with the county as noted in this policy.
13. Ensuring the animal control vehicle, Peoria Police Department issued equipment, and the temporary kennel area is maintained in a manner that allows safe and efficient operation and use. (41.1.4.e, f, & g)
- a. Prior to leaving and returning to the Peoria Police Department facility, the AC PSO shall conduct a check of their assigned animal control vehicle to ensure it is fueled and roadworthy, and that all assigned vehicle equipment is present and ready for use.
    - (1) At the beginning of their shift, the AC PSO shall ensure that there is an adequate supply of dry dog food located in the temporary kennel area. If there is no food or the supply is low, they shall contact their supervisor and request that additional dry dog food is purchased.
    - (2) At the beginning of their shift, the AC PSO shall ensure that the water bowls located in the temporary kennel area are full of fresh water.
    - (3) At the beginning of their shift, the AC PSO shall inspect each cage on the animal control truck to ensure that it is empty and clean.
    - (4) At the beginning of their shift, the AC PSO shall obtain his/her assigned tranquilizer weapon and tranquilizer lock box from the secure cabinet in the work area, and perform an inventory, safety, and function check of the weapon, to include ensuring the chamber and barrel are free from obstructions and ensuring the mechanical safeties and other mechanisms are operating properly.
    - (5) At the end of their shift, the AC PSO shall perform an inventory, safety and function check of his/her assigned tranquilizer weapon and return the weapon and the tranquilizer lock box to the secure cabinet in the work area.
    - (6) At the end of their shift, the AC PSO shall ensure that all vehicle animal cages and pet carriers are empty and clean.
    - (7) All of the above duties shall be annotated on the Daily Log used by the AC PSO.

- (8) When a AC PSO calls out for an assigned shift, (s)he shall confirm the Communications Section whether other AC PSO are on duty. If not, the employee calling out shall notify the on duty supervisor of the absence so the supervisor can assign another employee to check the welfare of any animals within the Peoria Police Department's animal cages.
    - (9) At the end of their shift each day, the AC PSO shall reverse the process of forwarding the barking dog hotline to Communications.
  - b. Vehicle checks will include the following:
    - (1) Vehicle exterior/interior for damage
    - (2) Exterior lights/turn signals
    - (3) Engine fluid levels
    - (4) Animal cage cleanliness
    - (5) BI – cool reservoir water level
  - c. Vehicle emergency/animal control equipment: The AC PSO shall complete an Animal Control Vehicle Equipment Inspection Log prior to departing the Peoria Police Department facility and the inspection log will be turned into their supervisor.
    - (1) Supplies should include: Plastic/Burlap bags; Tranquilizer gun/darts and tranquilizer mixture (Telazol); Road flares; Snare; Rope; Note pad; Fire extinguisher.
    - (2) Forms should include: Face sheet; Continuation sheet; Supplements; Log sheets; Warnings; Citation book; Impound cards; Bite Report; Small animal trap release.
  - d. Any malfunctions of the animal control vehicle, or any repairs or maintenance needed, shall be communicated by the AC PSO to their supervisor. If the malfunction/ repair/ maintenance of the vehicle will cause the AC PSO to be unavailable to respond to calls for service, they must also notify the Communications Section.
14. Procedures for handling cats – There are no existing ordinances to control cats. Therefore, the following procedures shall be utilized:
  - a. Cats that are contained in some manner will be picked up by the AC PSO and taken to Maricopa County Animal Care and Control Services.
  - b. If known, the owner of the cat will be contacted by the Maricopa County Animal Care and Control Services who will provide them with the necessary procedures to claim their animals.
15. Small Animal Traps
  - a. The AC PSO is authorized to offer the use of small animal traps to citizens who wish to trap a small animal (such as a cat) for the purpose of pick up by the AC PSO.
  - b. Citizens requesting use of a small animal trap are required to complete and sign a Small Animal Trap Release Agreement and abide by the conditions listed on the form.
16. Tranquilizing of animals
  - a. When it becomes necessary to tranquilize an animal the AC PSO shall utilize a tranquilizer dart gun and Telazol
    - (1) Telazol is a pre-mixed drug combination containing equal parts of Tiletamine, a dissociate anesthetic, and Zolazepam, a tranquilizer.
    - (2) Telazol is packaged in powdered form in 5ml vials.

- b. When tranquilizing an animal, the AC PSO shall utilize the following procedures:
- (1) Utilizing tranquilizer equipment will only be done if the animal is a danger to the public or other animals and all other methods to capture the animal have failed.
  - (2) When tranquilizing (darting) an animal, a minimum of two Peoria Police Department employees will be utilized including the AC PSO utilizing the equipment to ensure that the animal can be adequately tracked.
  - (3) Prior to deploying a tranquilizer, the AC PSO shall take necessary precautions to account for the presence of potential hazards, such as traffic or bystanders.
  - (4) Based on training, target identification and stability, and the feasibility of recovering darts containing tranquilizer chemicals, tranquilizer weapons are recommended for use at no more than twenty-five (25) yards from the target.
  - (5) Police Services Officers assigned to Animal Control may deploy the weapon for longer distances if the threat the animal poses to the community can be articulated, and the backdrop is conducive to the safety of others and recovering spent darts.
  - (6) In addition to hazards, the AC PSO should ensure that location and available lighting conditions will allow for a likely capture once the animal is tranquilized.
  - (7) The AC PSO shall write an Incident Report detailing every incident involving the use of tranquilizers.
  - (8) The AC PSO shall log all tranquilizer drug usage in the Peoria Police Department Animal Control Drug Usage log.
  - (9) Based on the type of animal, weight, size, thickness of skin, and length of fur, the AC PSO shall:
    - (a) Select the dart to be used (1 to 6cc)
    - (b) Determine the needle size (3/4 or 1")
    - (c) Determine the amount of Telazol by using the following formula:
$$\frac{\text{WEIGHT (LB)} \times \text{RECOMMENDED DOSAGE}}{\text{CONCENTRATION (MG/ML)}} = \text{DOSE VOLUME (ML)}$$
  - (10) When darting an animal, the AC PSO shall make every effort to aim for the animal's rear hip muscle. If that is not possible, aim should be taken at the front shoulder muscle.
- c. After a AC PSO tranquilizes an animal, s/he shall:
- (1) Check all wounds after capturing the animal. If the wound appears to be bleeding profusely, bubbling, or sucking, immediately take the animal to a veterinarian.
  - (2) Administer appropriate after care measure, such as lubricant for eyes, antibiotic cream, placing the animal on a tarp, etc.
  - (3) Remove the dart from the animal, if feasible.
  - (4) Monitor the animal's condition. If it does not appear to be breathing normally after thirty minutes, transport it to a veterinarian immediately.
  - (5) If the animal is suffering any adverse reaction to the tranquilizer, the AC PSO shall transport it to the nearest veterinarian.

- (6) All tranquilized animals are taken either to Maricopa County Animal Care and Control or a veterinarian, as needed.
  - (7) Submit the involved tranquilizer weapon to the Department Rangemaster for cleaning.
  - d. Only Animal Control personnel are authorized to use tranquilizing equipment.
  - e. The AC PSO shall not utilize tranquilizing equipment until they have been fully trained in its operation.
  - f. Telazol is not used for euthanasia unless there are no other options immediately available.
17. Tranquilizer ordering procedures:
- a. Only the Community Services Supervisor orders Telazol.
  - b. Each time Telazol is ordered, the Supervisor completes the drug Purchase order form and places it in the drug Purchase Order Form section of the Telazol Book.
  - c. When the order is received, the supervisor ensures there are no discrepancies with the order. If there is a discrepancy, the supervisor contacts the vendor immediately and resolves the issue.
  - d. The invoice is then attached to the Drug Purchase Order form in the Drug Purchase Order Form Book.
  - e. The supervisor assigns each vial a number, and records the vial's serial number and the assigned vial number on the Telazol Assigned to Officers form.
  - f. Except for vials signed out to specific AC PSO, all tranquilizer products shall be secured in accordance with DEA/Federal Regulations Section 1301.72 in a locked steel cabinet that only the Community Services Supervisor has access to. That cabinet shall be further secured within the Community Services Supervisor's office, which shall be left locked when unoccupied.
18. Issuing Telazol
- a. Only the Community Services Supervisor is authorized to issue Telazol.
  - b. When issuing Telazol, the Community Services Supervisor completes the Telazol Assigned to Officers form.
  - c. Once the AC PSO initials the log indicating receipt, the Community Services Supervisor issues the Telazol.
  - d. AC PSO's use only the vial issued to them.
19. Using Telazol
- a. AC PSO's shall complete an Incident Report and complete his/her Officer's Telazol Log form any time Telazol is used.
  - b. If the AC PSO places Telazol in a dart but does not fire it, s/he must complete the proper log but an incident report is not required.
  - c. If any Telazol is lost, spilled, or misplaced, the AC PSO shall document this, including the amount involved, on the proper log.
20. Destroying Telazol: When Telazol is mixed, it can get old and changes colors, so it must be destroyed. The following procedures shall be followed to destroy Telazol:
- a. The Supervisor verifies that the vial number on the log corresponds with the vial to be destroyed.
  - b. The vial shall be surrendered to the Property Custodian for destruction, along with an IR documenting the surrender.

- c. A copy of the IR will be attached to the Officer's Telazol Log form.
  - d. The destruction shall be annotated on the Officer's Telazol Log form.
  - e. The Supervisor signs and dates the log after he ensures the log is complete and accurate.
  - f. The supervisor shall file the Officer's Telazol Log and attached IR in the Completed Officer's Telazol section of the Telazol Book.
  - g. The vial will be destroyed by the Property Custodian as scheduled with other drug destructions.
21. Inventory/control of Telazol
- a. Telazol is inventoried when purchased and at monthly intervals.
  - b. The Community Services Supervisor and one other Peoria Police Department supervisor shall conduct the inventory.
  - c. The Community Services Supervisor documents the results and notifies the chain of command via memorandum.
  - d. All documentation other than current Officer Telazol logs in use shall be maintained and easily accessible to the Drug Enforcement Agency (DEA) upon their request.
22. Use of Tasers on Animals: AC PSO's and members of the Patrol Services Bureau may use a Taser to immobilize an animal if:
- a. The animal is presenting a danger to the public or other animals,
  - b. All other methods to capture the animal have failed, and
  - c. Deploying a tranquilizer is not feasible.
23. Dispatching of animals shall be handled in accordance with Peoria Police Departmental policy, #4.07, Dispatching Severely Injured or Dangerous Animals.
24. Cruelty to animals:
- a. The AC PSO shall respond to a cruelty to animal call to determine the severity of the call. An Incident Report shall be completed.
    - (1) If the AC PSO determines that the cruelty is consistent with a violation of the city ordinance, the AC PSO shall complete an incident report and take the appropriate action.
    - (2) If the cruelty is more serious than a city ordinance violation, the AC PSO shall have the Communications Section dispatch a patrol officer to the scene and assist with the investigation and incident report.
  - b. If the AC PSO responds to an in-progress animal cruelty incident and the suspect must be read their rights and cited for cruelty:
    - (1) The Communications Section must be immediately notified to have a patrol officer respond to the scene and assist in the investigation.
    - (2) The Communications Section shall then relay the information to the on duty patrol supervisor.
25. Cases involving missing, shot, or poisoned animals
- a. The AC PSO shall immediately notify the on duty Patrol supervisor when there are reasonable facts to show:
    - (1) That an animal has been shot,

- (2) Is the object of a theft, or
  - (3) Is believed to have been poisoned, and
  - (4) There is suspect information.
- b. If there is no suspect information, the AC PSO may handle the case.
- (1) The AC PSO must prepare the applicable theft, animal cruelty, or criminal damage report on the incident.
  - (2) If the case involves numerous animals, or is a high profile type case, the AC PSO shall notify the on duty Patrol supervisor.
- c. If there is suspect information, the on duty Patrol supervisor shall have a police officer assigned responsibility for the investigation.
26. Animals confined in motor vehicles
- a. When a call is received regarding an animal being left unattended in a motor vehicle and under such conditions that the health of the animal be in danger, the AC PSO, if available, shall be dispatched. If the AC PSO is not available, a Patrol officer will be dispatched.
  - b. When, in the judgment of the employee, an animal has been left in a vehicle under such conditions as may endanger the health or well being of the animal and the animal or vehicle owner is not available, the employee may take reasonable and necessary steps, including forced entry, to enter the vehicle and remove the animal.
  - c. In the event an animal is removed from a vehicle and the animal or vehicle owner is not located the employee shall complete an IR.
  - d. If the animal is in need of veterinary care, the Arizona Humane Society should be contacted and the animal turned over to their care. If the Arizona Humane Society can not or is unwilling to take disposition, alternate arrangements should be made at the discretion of the AC PSO and will be based on availability of veterinary care.
  - e. If the animal does not appear to be in need of veterinary care, the animal may be impounded with Maricopa County Animal Care and Control Services.
  - f. A notice shall be left on the vehicle advising of the City Code violation and that the animal has been taken into protective custody and the location the animal may be claimed.
  - g. If an animal is removed from the vehicle and the vehicle or animal owner is located the employee will complete an incident report and, if applicable, issue a citation for the violation of the City Code. The animal may be released to the owner at that time.
27. Animals at large
- a. Large animals running loose may be corralled and tied. If the owner is not available to take possession of the animal, the AC PSO will notify the Arizona Department of Agriculture, Animal Division.
  - b. Large animals that cannot be corralled or tied may be kept in an area where they will not create a hazard. The AC PSO shall notify the Arizona Department of Agriculture, Animal Division, which has the equipment and personnel to capture and remove the animal to a place of safety.
  - c. Small, non-aggressive animals running loose shall be captured by hand or with the use of the snare. Under no circumstances shall this type animal (that poses no threat to the public) be shot with a tranquilizer dart.
  - d. Small aggressive animals running loose that pose a threat to the public may be captured with the snare. If the snare and all other efforts fail, the animal may be tranquilized.
  - e. If the owner is not located, the animal shall be taken to Maricopa County Animal Care and Control Services and impounded per their policies.

- f. In any of the above situations, the untranquilized animal may be returned to its rightful owner at the time it is captured. The AC PSO has the discretion of issuing a warning or citation for any violations that may have occurred.
  - g. Small animals that have been tranquilized shall not be returned to the owner at the time it is captured and will be taken to Maricopa County Animal Care and Control Services or veterinarian. If the owner of the animal is known, the owner will be contacted by the Maricopa County Animal Care and Control Services.
28. Abandoned animals.
- a. Police Services Officers assigned to Animal Control may seize a tenant's animals at the request of a property owner when:
    - (1) The property owner provides copies of eviction documents indicating an eviction process has been completed, or;
    - (2) In the absence of or prior to eviction proceedings, the property owner has changed the locks or otherwise terminated the animal owner's access to the animals, or;
    - (3) There is an animal welfare concern because the animal(s) appear to be neglected.
  - b. When seizing animals from a property owner, the animal control officers should make reasonable efforts to contact the former tenant based on documentation provided by the landlord.
29. Domestic animals exposed to a wild carnivorous animal or bat – In cases of exposure of a domestic animal to a wild carnivorous animal or bat, the AC PSO shall refer to the current Compendium of Rabies Control published by the National Association of State Public Health Veterinarians, and the Arizona Department of Health Services Manual for Rabies Control and Bite Management for exposure management guidelines.
30. Handling of bats
- a. Fumigation or poisoning is not recommended to eliminate a colony of bats from a building or other structure as the bats may drop on the floor where they are accessible to children and other animals.
  - b. All bat bites should be considered dangerous. When a human is bitten, the Police Services Officer assigned to Animal Control shall be contacted, and they shall respond and take custody of the bat.
  - c. Any person bitten by a bat should be instructed to contact their physician immediately.
  - d. If an animal has been bitten, arrangements can be made with Rabies/Animal Control for testing. The Peoria Police Department will not remove bats unless the health and welfare of the public is in jeopardy.
  - e. Under no circumstances are bats to be handled with bare hands.
  - f. If a bat is killed, the head and brain area should not be damaged so that it can be taken to Maricopa County Animal Care and Control Services for rabies testing.
31. Skunk complaints: The AC PSO shall refer all callers to a licensed wildlife rehabilitator or Arizona Game and Fish Department.
32. Exotic Animals, Birds, and Reptiles: The AC PSO shall refer all callers to a licensed wildlife rehabilitator, Arizona Game and Fish Department, or the Arizona Herpetological Association.
33. Handling of Africanized Honey Bees – The Peoria Police Department's primary concern in emergency calls regarding Africanized Honey Bees is to ensure that the public safety needs are quickly and properly assessed, addressed, and that the community is provided the appropriate information and referral sources to handle the matter.
- a. The principle role of the Peoria Police Department is to assess all calls regarding Africanized Honey Bees to determine if a public safety concern is present and if additional public agencies are required.

- b. If additional public safety agencies are required, the Peoria Police Department appropriately coordinates resources, referrals, or other items available to meet the needs of the situation.
  - c. When a call regarding the presence of bees is received by Communications personnel:
    - (1) Will ascertain from the caller the location and behavior of the bees.
    - (2) Will attempt to determine if the activity of the bees presents a danger or threat to any person.
    - (3) If the bees are not aggressive and no emergency exists, the Communications Specialist will recommend the complainant contact a beekeeper.
    - (4) If it is determined that the bees are attacking, the Communications Specialist shall contact the Peoria Fire Department who has received the training and the necessary equipment to attack and kill the colony or swarm of Africanized Honey Bees.
  - d. An officer shall also be dispatched to the scene to assist fire department personnel with evacuations, crowd control, traffic control, etc.
    - (1) Officers should consider the location of the swarm to a school, City Park, or other public property and notify a supervisor to determine if additional units may be required.
    - (2) If the bees appear to be attacking aggressively far away from the colony or hive, officers should protect themselves by remaining in their vehicle with their windows rolled up, and the air condition turned on, as bees slow down in cooler climates.
      - (a) Officers should use their radio to request assistance and/or their loud speaker to provide instruction.
      - (b) Officers should take precautionary measures regardless of the type of bees that are being confronted.
  - e. At no time are police personnel to attempt to remove the bees.
- C. The Peoria Police Department shall ensure that the AC PSO receive the appropriate training.
- 1. Peoria Police Departmental Training.
    - a. Radio Procedures.
    - b. Report Writing.
    - c. Policies and City ordinances.
    - d. Tranquilizer drugs and equipment.
    - e. Vehicle cleaning and disinfecting.
    - f. Citations and violations.
  - 2. Maricopa County Animal Care and Control Services.
    - a. Maricopa County Animal Care and Control Services turn-in procedures.
    - b. State statutes and County forms regarding animal control.
    - c. Vehicle cleaning and disinfecting.
    - d. Citations and violations.

- 3. National Animal Control Association (NACA)
  - a. Animal safety, handling, and first aid.
  - b. Apprehension techniques and capture equipment.

**Peoria Police Department**  
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