

May 11, 2010

**SUBJECT:****ORIGINATING DEPARTMENT:****Animal Services Operation****Community Services**

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**POLICY:**

The Citrus County Animal Services administers the policy, procedures, and enforcement of State Laws and other applicable authority as it pertains to animal services in Citrus County.

**PROCEDURE:**

A. The duties of the Animal Services shall be to:

1. Provide support to the Sheriff's Office in the enforcement of State Statutes and Citrus County Code Article 14, and other applicable authority pertaining to animals.
2. Provide a shelter for animals impounded by the Sheriff's Office.
3. Provide a shelter for stray or surrendered animals.
4. Educate the public about responsible and legal pet ownership.
5. Provide for the quarantine of suspected rabid animals.
6. Implement Emergency Support Function (ESF) 17 in time of emergency or disaster.
7. Establish and operate a Pet Friendly Shelter in time of emergency.
8. Provide for disposition of impounded animals:
  - a. Redemption to the owner
  - b. Adoption
  - c. Transfer to rescue organization
  - d. Euthanasia and disposal
9. Issue County License Tags
10. Evaluate animals to support the Sheriff's Office in enforcement cases including generation of reports and direct testimony if warranted.

B. Fee Waiver – On occasion Animal Services is confronted with some unique situations. Animal Services must deal with live animals that are people's personal property. The Animal Services Operation Manager needs some flexibility to deal with hardship situations to help prevent suffering or euthanasia of the family pet. Listed below are some examples of when a fee waiver might be appropriate.

1. Should Animal Services impound a road-hit animal that requires immediate medical attention, waiving fees will expedite the redemption process and reduce financial hardship associated with veterinary bills.
  2. Fees might be waived in situations where the animals are impounded on the request of the Sheriff's Office (S.O.) rather than for violations of the Animal Services Ordinance. An example of this would be if the animal's owner was arrested or remanded to confinement or hospitalized.
  3. Animal Services must sometimes impound animals for their own protection in alleged cases of neglect or abandonment and pending documentation of the details of the case after the fact. If the owners are able to provide proof that they have not abandoned their animals, Animal Services may waive part or all of the fees.
  4. Animal Services may waive fees if an animal was impounded or disposed of in error.
  5. Fees may be waived if the animals were impounded because of a natural or manmade disaster and the animal's owner is temporarily deprived of the ability to provide humane care.
  6. Situations arise in the field where Animal Services needs to waive a fee to facilitate the resolution of a problem. An example of this would be to reclaim a pet for a low income family.
  7. On occasion, Animal Services must accommodate impounded animals from the scene of an automobile accident, where the owner was injured and transported to the hospital. The animal was not impounded for a violation of the animal services ordinance.
  8. The Animal Services Operations Manager is authorized to waive fees in the above outlined cases as well as other situations that arise in which the health or safety of an animal is affected or where an adverse hardship is placed upon the animal's owner.
- C. Emergency Impoundment or Treatment – When a situation involving animal(s) occurs outside normal Shelter operating hours, staff members may be activated in an emergency situation to assist with impoundment and/or treatment.