

Enforcement Division	
Chief Deputy Klint Anderson	
<b>Procedural Order</b>	

**To:** All WCSO Staff

**From:** Lt. Chad Ferrin

**CC:**

**Date:** 23-January-2012

**Re:** Microchip Scanning

**#12-05**

In order to help identify the animal, all animals brought into the Weber County Animal Shelter, either by Weber County Animal Control Officers or by another jurisdiction's Animal Control Officers, **must** be scanned for microchips within 48 hours of the animal's arrival into the Shelter, or on the next business day if the animal is admitted on a weekend or holiday. Appropriate notation shall be made under the appropriate animal identification number in the Chameleon program that the scan has taken place, with the date it was done and by whom.

Proper microchip scanning of all animals admitted to the Shelter is the responsibility of the Animal Control Officer, as well as the Kennel Tech. If the Animal Control Officer is unable to perform a scan of the animal, he or she **must** notify a Kennel Tech that the scan was not completed, along with notation in the Chameleon program stating why the scan was not performed.

Additionally, all animals that are to be euthanized **must** be scanned for a microchip prior to the euthanization and then again after the euthanization occurs. If an animal is not scanned due to safety concerns or for any other reason, documentation **must** be made in the Chameleon program by a Kennel Tech with a date and explanation.