



WEBER COUNTY ANIMAL SERVICES

POLICY AND PROCEDURES

IMPOUNDMENT OF ANIMALS

<p>EFFECTIVE DATE: 11/23/2009 STANDARD NUMBER: N/A</p>	<p>REVIEW DATE: 03/10/2011 APPROVED: <u>Signature on file</u> Sheriff Signature</p>
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1. Purpose

To ensure that impounded animals are properly identified, kept, and maintained in a safe and humane way; and the requirements of state and county laws, ordinances, rules, regulations, and standards are met.

2. Rationale

Proper identification of animals kept and maintained by the animal shelter need to be in accordance with state and county laws, rules, regulations, and standards to ensure the animals are housed in a safe and humane manner.

3. Policy

A. Impound Record Keeping

1. Whenever an animal is impounded, a record will be created for each animal. This should be done immediately upon the animal being impounded. This information will be entered in the shelter recording program. A record will be created in the area binder where the animal came from. The impound record should contain the following:
 - i. The status of the impounded animal indicating whether it is a stray, owner relinquished, has bitten or other.
 - ii. The species, gender, breed and color of the animal.
 - iii. Any identifying items such as a collar, tag, other characteristics, injuries and any noticeable conditions of the animal.
 - iv. Other relevant information such as type, place, and circumstances of the impounded animal; the officer will complete a supplement report.

B. Impoundment of Sick, Injured, or Biting Animal

1. When an animal is brought into the shelter, it shall be examined by the animal control officer for any injuries or health related issues and these shall be noted on the impound record.
2. The animal shall also be examined by the kennel worker to make sure nothing was missed that may compromise the animal's health.

3. Sick, injured, or diseased animals will be placed in the appropriate holding area.
4. Animals that have bitten should be placed in the quarantine holding area, unless the area is full. In that case the animal will be placed in the main kennel area and the kennel will have a sign placed on it stating that this animal is being quarantined.

C. Microchip

1. All animals entering the shelter will be scanned for any type of microchip. If a microchip is found the chip number will be entered into the Records Management program under that animal.
2. Should a microchip not be found then that should be noted on the impound record.
3. If a microchip is found the animal control officer or their designee will try and find the owner by using the microchip information.

D. Kenneling of Animals

1. All animals that have been impounded will be kenneled in the appropriate kennel area.
2. Animals that have bitten should be kenneled in the quarantine room.
3. Sick or badly injured animals should be kenneled in the quarantine room.
4. Cats and kittens will be housed in the stray cat area. No cat or kitten that has been impounded as strays will be placed into adoption till the 3-day holding period has been met.
5. Only one animal should be held at a time in a cage or kennel. Exception to this is when the animals are of the same sex and/or are litter mates and the mother is still nursing them.

E. Care of Animals in the Shelter

1. Shelter personnel are responsible for providing an impounded or corralled animal with adequate care, food, water, and other necessities at all times.
2. Animals that are being housed by Weber County Animal Services will be provided with a clean, dry area.