

CITY OF YERINGTON

ANIMAL CONTROL POLICY

I. POLICY:

The purpose of this policy is to give guidance and direction to employees and volunteers for the day-to-day operation and the handling of revenues for the City of Yerington Animal Control Shelter.

II. BACKGROUND:

The City of Yerington owns the Animal Control Shelter. Over the last several years, many verbal policies have been in place for the Animal Control Shelter, but those policies have never been in written form, leaving many of the policies and procedures open for interpretation. This procedure will be reviewed by the Police Chief during scheduled policy reviews, but at least every three years.

III. DEFINITIONS:

<i>Adoption Agreement:</i>	A written agreement between the adoptee and the City of Yerington in accordance with NRS 574.640.
<i>Unadoptable Dog:</i>	An unadoptable dog is one that is aggressive, has bitten someone.
<i>Animal Control Shelter:</i>	The facility presently located at 215 Trowbridge Lane, used to provide shelter for stray, surrendered and other such animals.
<i>Animal Impound Report Sheet:</i>	The form used to log animals into and out of the Animal Control Shelter.
<i>Fee Schedule:</i>	The list of costs, approved by the City Council, to be charged when receiving or releasing dogs from the Animal Control Shelter. This includes dog licensing.
<i>Stray Animal:</i>	Any Animal, other than a Surrendered animal, taken into the shelter.
<i>Surrender An Animal:</i>	Where the 'owner' of an animal relinquishes ownership of said animal to the City.
<i>Volunteer:</i>	A person who donates time to the City without compensation with the prior knowledge and approval of the City.

PROCEDURES:

A. SHELTER HOURS OF OPERATION:

1. Normal hours of operation will be 8:00 a.m. to 4:30 p.m. five (5) days per week Monday through Friday. Volunteers sometimes operate the shelter on the weekends. Contact the shelter for a schedule. All other hours the shelter is considered closed and will only be reopened for impounding or release of a dog.
2. All adoptions and animal care will be accomplished during normal working hours.

B. FEE SCHEDULE

See current City of Yerington Fee Schedule

C. ACCEPTING DOGS INTO THE ANIMAL CONTROL SHELTER:

1. All dogs accepted into the animal control shelter will be properly logged in on the "Animal Impound Report" form provided. All pertinent fees listed on the Fee Schedule must be collected at that time.
2. The person logging in such animal will ensure that all information on the "Animal Impound Report" form is complete and correct.
3. If the dog is being surrendered, the person surrendering the dog must sign and date the "Animal Impound Report" form in the appropriate place. If the person surrendering the animal will not sign the "Animal Impound Report" form, the animal will not be accepted into the Animal Control Shelter.
4. If an Animal Control Officer or Police Officer picks up a dog, a citation is issued and the owner of the dog is unknown, the Officer will complete the lower half of the citation as follows:
 1. Date
 2. Time of the offense
 3. To-wit
 4. Bail amount and;
 5. Sign the citation.

The citation will then be attached to the "Animal Impound Report" form that coincides with the dog the citation was issued for.

5. Absolutely no dogs will be received into the Yerington Animal Control Shelter from outlying areas. Anyone from the Lyon County area needing assistance with a dog will be referred to the Lyon County Animal Control at 463-6620 or 577-5005.
6. Per Contract, Lyon County Animal Control is allowed to shelter dogs at the Yerington Animal Control Shelter for no more than 5 days per dog. Lyon County Animal Control will transport these dogs to Silver Springs for processing as soon as possible.

D. RELEASING DOGS FROM THE ANIMAL CONTROL SHELTER

1. When releasing a dog from the shelter the responsible person will ensure all pertinent fees have been collected in accordance with the Fee Schedule.
2. If a citation has been attached to the "Animal Impound Report" form, the releasing Animal Control Officer or Police Officer must complete the top portion of the citation.
3. The citation will then be signed by the suspect who will be given the pink copy.
4. Completed citations shall delivered to the Police Department as soon as possible after completion.
5. If the dog has been put to sleep (PTS), adopted, stolen or has escaped, the citation must be marked with the letters "PTS", "ADOPTED", "STOLEN" or "ESCAPED" across the front of the citation and then delivered to the Police Department as soon as possible.
6. The "Animal Impound Report" form must be completed by filling in all necessary information under the "Disposition of Animal" portion of the form.
7. Dogs logged into the Animal Shelter as strays will be held for 5 days in an attempt to find its owner. If the owner is not located and the dog is adoptable, the dog will may be held in accordance with section D-9 of this document.
8. Adoptable dogs surrendered to the Animal Shelter may be held in accordance with section D-9 of this document.
9. Adoptable dogs brought into the shelter shall be allowed to remain at the shelter as long as there are at least two pens open for Lyon County dogs. If at any time there are not two pens open, one of the unsuccessfully adopted dogs will be to be sent (with the assistance of volunteers) with the Lyon County Animal Officer for euthanization.

E. ADOPTIONS

1. All adoptions will comply with NRS 574.640.
2. A City of Yerington Animal Control Adoption agreement will be signed by both the person adopting the dog and the responsible person releasing the dog from the shelter. This form is a duplicate form. The white copy (original), goes to the Animal Control Officer and the yellow copy (duplicate), goes to the person adopting the dog.
3. Adoptions will be accomplished as follows:

UNDER 4 MONTHS OF AGE

Sterilization	See Fee Schedule	(Refundable if under 4 months of age)
Rabies vaccination	See Fee Schedule	(Refundable if under 4 months of age)
Adoption	See Fee Schedule	(Retained by City)

4 MONTHS OF AGE OR OVER

Adoption	See Fee Schedule
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In the case of a dog 4 months of age or over, the newly adopted dog will be transported to the veterinarian by the Animal Control Officer or volunteer for its rabies shots and sterilization. The person adopting the dog will then be responsible for payment to the Veterinarian when picking up the dog.

F. REVENUES:

1. All revenues collected at the City of Yerington Animal Control Shelter will comply with the most recent version of the Fee Schedule set by the City Council.
2. A receipt will be issued every time payment is taken in at the Animal Control Shelter. The receipts are in triplicate form. The yellow copy will be given to the customer. The white and pink copies will be turned into the Animal Control Officer, along with all payments.
3. Money and receipts will be turned into the Public Works Deputy Clerk as soon as possible after collection and a minimum of once per day.

G. ANIMAL CONTROL OFFICER

1. The Animal Control Officer is responsible for handling all animal control calls as outlined in the 'Animal Control' position description.
2. The Animal Control officer is responsible for cleaning of the pound, and feeding and watering of the dogs at least once a day, weekdays, Monday through Friday excluding holidays and vacation. The on-call Public Works Department person will be responsible for the cleaning, feeding and watering of the dogs in the absence of the Animal Control Officer, such as weekends and holidays. Normally this will consist of transporting a trustee to the shelter to complete the work.
3. The Animal Control Officer will be responsible to provide the Public Works Director a monthly report on the activities at the Animal Shelter. The report will include number of dogs taken in, number of dogs adopted, and number of dogs euthanized. Revenue received will be reported by the Public Works Director along with a monthly report to the City Manager.

H. QUARANTINE:

1. The quarantine period of any dog shall be fourteen (14) days.
2. If the owner of the dog can provide proof of current rabies shots and a secured area to house the quarantine dog, it may be left with the owner at the discretion of the Animal Control Officer.

3. In all other cases, the dog must be quarantined at the Animal Control Shelter.
4. The Animal Control Officer must periodically check on the welfare of the dog during quarantine.
5. Before release, the dog must be healthy with no visible signs of illness or disease.
6. In case of a dog bite and the suspect dog is deceased, the head of the dog must be sent to the Department of Agriculture for rabies testing.

IV. ANIMAL CONTROL SHELTER VOLUNTEERS

Volunteer Qualifications

- Must be 18 years of age or older.
- Have a friendly manner with the public.
- Must like animals.
- Must adhere to City of Yerington safety standards.

Volunteer Time Commitment

- Shelter Volunteers must put in at least two hours per week.
 - Shelter volunteers will be limited to ten (10) members.

Volunteer Duties

- Performing clerical jobs such as adopting dogs, taking in a surrendered dog including logs and assorted paperwork associated with the functions of the Shelter.
- Answering the telephone, referring to other agencies and greeting the public.
- Taking lost and found reports from the public and cross-reference with existing logs.

Volunteer Procedures

- No more than two volunteers may be on duty at the shelter at any one time.
- If you are sick, cannot work, or wish to make changes in your schedule, please contact your volunteer supervisor or the Animal Control Officer as far in advance as possible.
- The City of Yerington provides Industrial Insurance for volunteers. It is your responsibility to report any injury received while on duty to your volunteer supervisor or the Animal Control Officer.
- Upon leaving the program for whatever reason, you must contact your volunteer supervisor or the Animal Control Officer. Of course, you are entitled to leave your job at any time however, we need to know of your plans in order to fill your place and to receive any feedback you may have.
- It is not appropriate for you to bring your children or friends to work. If you have a special request, please speak to your volunteer supervisor in advance.
- If you have any problems working with your supervisor, other staff members or with the program responsibilities, please discuss them with the Public Work Director. It is important that we quickly resolve any problems that may arise.

- In order to adopt an animal, all volunteers and staff must work here at least three months. This policy is designed to avoid the “taking them home” syndrome.
- Please keep your involvement confined to the responsibilities of your job. Consult your supervisor or seek out the appropriate staff person to assist in a situation that is not part of your job.
- As a volunteer at the City of Yerington Animal Shelter, you are expected to have professional and genuine concern for the welfare of animals and the public.
- As a volunteer, you must understand that not all animals can be saved and that some must be euthanized.
- When the City of Yerington Animal Control Officer delivers an inmate (jail trustee) to assist at the shelter for cleaning and maintenance. Volunteers must comply with the rules regarding trustees.
- All volunteers are subject to a background check by the Police Department.
- Volunteers may be terminated at any time at the discretion of the Public Works Director through the City Manager.
- All shelter business will be conducted during regular office hours (A-1).
- Animal Control officers and/or volunteers are not to be contacted at home. In case of an emergency, contact (775) 463-6620 for instructions.