

PURPOSE

This Standard Operating Procedure is designed to state policies, activities and services of the Chowan County Animal Control Department.

It is hoped that thoughts conveyed in this SOP will serve to help employees understand their responsibilities. The use of this SOP as a ready reference on procedures and practices of the department is encouraged. With the loyal support and effort of department employees, the standards set forth in these policies can be realized and maintained.

This SOP is to serve in conjunction with the Chowan County Animal Control Ordinance (amended 03/95), Town of Edenton Animal Control Ordinance (amended 12/9/80), and the Chowan County Personnel Policy (amended 11/06/89).

The right and power to alter, amend, add to, or rescind in whole or in any part, any of the policies, activities or services enclosed is reserved by Chowan County.

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**ORGANIZATIONAL CHART FOR ANIMAL CONTROL
DEPARTMENT**

CHOWAN COUNTY
BOARD OF COMMISSIONERS

CHOWAN COUNTY
MANAGER

CHOWAN COUNTY
ANIMAL CONTROL DEPARTMENT
SUPERVISOR

CHOWAN COUNTY
FULL TIME ANIMAL CONTROL OFFICER

RESPONSIBILITIES OF OFFICERS

1. Enforce County and State ordinances, laws and resolutions related to animals.
2. Cooperating with the Health Department on enforcement of health related laws of the State of North Carolina and Chowan County pertaining to animals.
3. Answering citizen requests for assistance on animal related problems in Chowan County and the Town of Edenton.
4. Pick up stray, sick, nuisance or confined animals.
5. Answer citizen questions on State and local ordinances, laws and resolutions.
6. Catching of animals by humane cage, net, ketch-all pole, or equipment provided.
7. Placement of captured or turned in animals at the Chowan/Gates/Perquimans Animal Shelter.
8. Cleaning or maintenance of animal shelter as directed.
9. Feeding and care of animals as directed.
10. Cleaning and refueling of Animal Control truck.
11. Cooperating with the S.P.C.A. of Chowan, Gates, and Perquimans Counties.
12. Euthanasia/disposal of animals in a humane manner.
13. Collection of redemption and adoption fees.
14. Preparing animals for rabies diagnosis when required.
15. Working at rabies clinics when scheduled.
16. Help Gates and Perquimans officer when requested.
17. Completion of required paperwork.

WORKING HOURS

1. The department working hours are to be kept at 40 hours per week for non-emergency Complaints.
2. The 40 hour workweek runs Monday – Friday 8:00 am to 5:00 pm.
3. Whenever weekend work has been assigned to full time officer, compensation will be in the form of paid overtime hours or pre-scheduled to allow for work assignment.
4. This department has at its disposal (3) full-time officers.
5. The full time officer will work a 40-hour workweek as scheduled.
6. A 1-hour lunch will be scheduled when working an 8-hour day.

DISPATCHING PROCEDURE

1. On Monday- Friday (8:00 am – 5:00 pm) the Officer on duty will be dispatched from the Animal Shelter.
2. On holidays, weekends and after 5:00 pm the 911 Central Communications Center will serve as dispatch.
3. When an Officer has been called by radio or beeper, the Officer will contact or respond as soon as possible.
4. When an Officer is on regular duty or been assigned duty after hours or weekends the beeper must be on and worn at all times.
5. After 11:00 pm the Officer on call will be contacted by telephone unless other arrangements have been made.

EQUIPMENT USAGE PROCEDURE

1. When on duty, whether scheduled or emergency calls, the Officer will use equipment issued by the County.
2. Any personal use of County equipment must have the Supervisor's prior approval.
3. Any use of personally owned equipment must have the Supervisor's prior approval.

EQUIPMENT REPAIR OR REPLACEMENT PROCEDURE

1. A formal request (written or oral) for equipment repair or replacement should be made to the department supervisor.
2. When a piece of equipment is lost or stolen, the supervisor will be notified as soon as possible.
3. Any receipt of merchandise purchased by the Officer will be given to the supervisor and placed in a file.

EQUIPMENT RESPONSIBILITIES FOR OFFICER

1. Animal Control vehicle.
2. Animal Shelter.
3. All firearms issued.
4. Shed and contents.
5. All issued equipment, traps, nets, carriers, etc.
6. Uniforms/beeper etc.
7. Any and all items issued or owned by the County.

TYPE OF ANIMAL CALLS

Non-emergency calls shall consist of the following:

- (A) Stray animals
- (B) Animals running at large
- (C) Nuisance animals
- (D) Routine pick-up of animals

These calls are to be answered Monday-Friday during regular working hours.

Emergency calls consist of the following:

- (A) Animal bites
- (B) Injured animals
- (C) Animals displaying aggressive behavior.
- (D) Rabies suspect

These calls will be answered 24 hours a day 7 days a week.

APPREHENDING ANIMALS

The Animal Control Officer will utilize the following steps to collect various animals. These steps should be followed in order.

1. Receiving an animal that has been detained and turned over to the officer by its Owner or Complainant.
2. Utilizing any humane equipment available to Officer.
3. Setting of humane trap with a self-closing door.
4. Utilizing a tranquilizer mixed with animal food.
5. Utilizing a dart gun filled with a tranquilizing solution.
6. Utilizing a firearm to dispose of an animal only as a last resort and according to Firearm procedure.

Firearm Procedure

- 1. A Pistol issued by Chowan County may be worn by the Officer only when on duty and in uniform.**
- 2. Various shotguns and rifles issued by Chowan County will be stored in an Animal Control truck.**
- 3. Animal Control truck should be locked when visual contact cannot be made due to firearms being stored in vehicle.**
- 4. No firearm will be left on the seat of vehicle at any time unsupervised.**
- 5. Firearms should be secured safely at night.**
- 6. A dart gun will be stored at Animal Shelter.**
- 7. The supervisor shall be notified immediately of any missing, lost, stolen or damaged firearm{s}.**
- 8. Firearms should be used as follows:**
 - {A} To stop a viscous animal or animals from destroying property or threatening life.**
 - {B} To stop an animal{s} that is uncatchable by normal means and owner cannot be determined.**
 - {C} Euthanasia of injured and or life threaten illness animal{s} in field.**

FIREARMS WILL ONLY BE USED AFTER LOCAL LAW ENFORCEMENT HAS BEEN NOTIFIED AND IS ON SCENE TO ASSIST AND BE A WITNESS FOR THE ANIMAL CONTROL OFFICER.

Tri County Animal Shelter

Chowan/Gates/Perquimans

138 Icaria Road
Tyner, N.C. 27980

Office of:
Chowan Animal Control
[252] 221-8514

Office of:
Gates Animal Control
[252] 357-0210

Office of:
Perquimans Animal Control
[252] 426-5751

Firearm Permission on Private Property

I, _____ give Chowan/Gates/Perquimans Animal Control,
Permission to shoot a firearm on my property to remove _____
_____ Causing a nuisance and/ or damage to my property.

Signature of Property Owner _____
Address _____

Date: ___/___/___

Signature of A/C Officer _____

Date: ___/___/___

Signature of Witness _____

Date: ___/___/___

IMPOUNDING ANIMALS

1. Any animal, which appears to be lost, stray, running at large, shall be confined in the Tri- County Shelter (Chowan/Gates/Perquimans Counties) in a humane manner. The animal shall be held for a period of not less than five working days (excluding Saturdays, Sundays and holidays). With the exception of feral cats/kittens and or any animal deemed sick by the Animal Shelter supervisor.
2. When the above period has expired and/or owner has not reclaimed the animal, it will be made available to the SPCA or the Animal Rescue Leagues for adoption or put to sleep in a humane manner.

REDEMPTION PROCEDURE

1. When any animal has been impounded the owner will be notified as soon as possible, if the animal is wearing proper information to do so. The owner shall be entitled to resume possession of the animal except in a case of possible rabies. The owner must comply with the Chowan County Animal Control ordinances and payment of shelter and reclaim fees incurred.
2. Shelter fees are as follows:

(A)	First time redemption by owner	\$25.00
(B)	Plus fee per day	\$10.00
3. If two (2) or more violations occur within one year, the owner redemption fee will increase to \$50.00 plus \$10.00 per day for feeding the animal.
4. The Officer or Shelter Attendant working the shelter will collect these fees. The Officer/Shelter Attendant will give the owner a receipt whether paid by check or cash. These fees will be turned over to the Supervisor who will in turn give it to the County Finance Officer.
5. All reclaims must be made Monday – Friday unless other arrangements have been made and approved by the Supervisor.

SHELTER OPENING FOR SPCA ADOPTIONS OFFICER WORK ASSIGNMENT

1. The Tri County Animal Shelter will be open for possible adoptions on the following days and times:

Monday- Friday	10am-4pm
Saturday	10am –2pm (SPCA representative only)

ADOPTION PROCEDURE

1. This procedure is defined in greater detail in the Standard Operating Procedure manual for the Tri- County Animal Shelter.

EUTHANISA AND DISPOSAL OF ANIMALS IN THE FIELD

1. After the Officer has made a reasonable attempted to place a nuisance or vicious animal in his control by the measures set forth in this manual, he may destroy the animal by means of shooting. If after hours or on weekend, the carcass will be carried to the Tri- County Animal Shelter and placed in the freezer.
2. Only animals that are threatening people, livestock or property, will be destroyed on Saturday or Sunday according to the firearms procedure.
3. Any animal that is badly wounded, diseased or dead and has no identification may be destroyed immediately. Any animal having identification, the Officer shall attempt to notify the owner as soon as possible. If owner cannot be reached and animal is suffering, the officer may destroy animal at his discretion in a humane manner. The animal carcass will be disposed in a humane manner.

RABIES VACCINATION AND CONTROL

1. Chowan County will attempt to hold two {2}-rabies clinics a year.
2. Animal Control Officer(s) will assist, as needed, the Veterinarian and his/her staff, in conducting the actual vaccination of the animals during these clinics.
3. Officer shall investigate all animal bite and animals showing possible signs of rabies.
4. Animals involved in the above case shall be confined for a period of ten {10} days on the owner's property, at a veterinarians or the Tri County Animal Shelter. Owner of set animals will pay any fines or fees.
5. The biting or rabid animal and record of vaccination must be inspected by an Officer.
6. No animal shall be released from confinement without Officers written approval.
7. Properly vaccinated and registered animals may be confined on the owner's property. An Officer must determine if adequate means of confinement are available and if animal is subject to observation at any time during the ten {10}-day confinement period.
8. Stray animals will immediately be confined in the Tri County Animal Shelter for ten {10} days. This animal will be placed in a cage/kennel by itself.
9. If rabies is diagnosed, the animal will be destroyed in a humane manner. Animal will be taken to the Veterinarian for the removal of the head .The head will be sent to the State Laboratory of Hygiene for diagnosis.

DRESS UNIFORM CHART

{A} Shirt-Beige in color with the above emblems in place as shown

{B} Pants- Black on color.

{C} Black shoes or boots

UNIFORM CHART

County issues {A} Standard uniform shirt

{B} Black shoes or boots

PAPERWORK ATTACHMENT

Tri County Animal Shelter
Chowan / Gates / Perquimans
Animal Shelter Bite Sheet

Date Reported: _____

Time Reported: _____

Name of Person Exposed: _____

Sex: _____ Age: _____ Body weight: _____

Parent or Guardian: _____

Home Address: _____

Home Phone # _____ Work Phone # _____

Exposure: _____ / _____ / _____
Date Time Am/Pm

Where Occurred: _____

Provoked: _____ Unprovoked: _____

Type of exposure: _____ Bite: _____ Handling: _____ Scratch: _____

Location of exposure: _____

Type of Treatment Required: _____

Hospital / Clinic: _____ Physician Treating: _____

Owner {s} of Animal {s}: _____

Home Address: _____

Home Phone # _____ Work Phone # _____

Description of Animal {s}:

Kind: _____

Breed: _____ Color: _____

Male: _____ Female: _____

Other I.D. _____

Immunized: Yes / No – Date {s} ____/____/____ Veterinarian: _____

Rabies Tag # _____

Date Quarantine Begins: ____/____/____ Date Ends: ____/____/____

____NO Clinical sign of rabies {Failure to observe or find evidence of Rabies dose not excluded the possibility of the animal {s} being rabid.}

Location of Quarantine: ____Animal shelter ____Vets. Office ____Owners Home

Send for Testing Date: ____/____/____ Other Date: ____/____/____

Observation Date: ____/____/____*** ____/____/____*** ____/____/____*** ____/____/____

This 10-Day Quarantine by Law of N.C.

TRI COUNTY ANIMAL CONTROL REPORT

Chowan Gates Perquimans

Complaint _____ Date _____ Time _____
Complainant's _____ Phone (H) _____ (W) _____
Address _____
Directions to Residence _____

Owner of Animal _____ Phone (H) _____ (W) _____
Address _____
Directions to Residence _____

TYPE OF CALL

___ Need trap Cat/Dog ___ Running at large ___ Stray
___ Injured Animal ___ Nuisance ___ Cruelty/Neglect
___ Rabies Suspect ___ Animal Bite ___ Wildlife
___ Missing Animal ___ Owner Turn-in ___ Other

Additional Animal Information _____

___ ACO Picked up and or confined to shelter number of animals
Dog _____ Pup _____ Cat _____ Kitten _____ Other _____
___ ACO Issued warning advising ordinance _____ Written _____ Oral _____
___ ACO Set traps _____ ACO Picked up traps _____
___ ACO Unable to catch animal ___ ACO found no one home or left note
___ ACO Found no evidence of animal running at large in area
___ ACO Found no violation at time of arrival
___ ACO Resolved complaint by phone ___ Complaint Canceled
___ ACO Transferred animal-to-animal hospital ___ Animal DOA
___ ACO Sent animal for testing / Date _____
___ Owner or harborer relinquishes all rights to the description

Of the animal listed above. Signature: _____

Add Explanation: _____

ACO _____ Date Complete _____
Supervisor _____ Date _____

Tri-County Animal Shelter
Animal Identification Confinement Form

Dog ___ Cat ___ Age ___ Name _____ Sex: Male ___ Female ___
Pup ___ Kitten ___ Other _____
Color: Bld ___ Br ___ Blk ___ Gry ___ Tan ___ Red ___ Wh ___ Other ___
Ears: Drooping ___ Erect ___ Cut ___ Semi ___ Other _____
Coat: Sh ___ Med ___ Lg ___ Curly ___ Smooth ___ Wirehair ___ Other _____
Size: Small ___ Medium ___ Large ___ Breed _____

Collar: Yes ___ No ___ Wearing Rabies Tag: _____
Collar Information: _____

Physical State: Very Good ___ Good ___ Fair ___ Poor ___ Injured ___
Attitude: Friendly ___ Aggressive ___ Wild ___ Other _____
Pregnant: Yes ___ No ___ Offspring Present: Yes ___ No ___ How many _____

Method of Capture: Owner turn in _____ Caught in trap _____
Complainant turn in _____ Brought to shelter _____
Vicinity Found: _____

County @ Impound: Chowan _____ Gates _____ Perquimans _____
Cat cage # _____ Dog run # _____ Other _____

Confined by Whom: _____ Date Confined ___/___/___
Dates:

Reclaimed: _____
Adopted: _____
Put to sleep: _____
Died at Shelter: _____
DOA: _____
Foster or Rescued: _____
Taken to Vet: _____

Reclaimed/Adopted by name: _____

Address: _____

Phone: _____

Reclaim Amount Collected: _____

Adoption Fee Collected: Yes _____ No _____

**REPORT
FOR THE MONTH OF**

Dog complaints received _____

Dog complaints answered _____

Dogs picked up _____

Dogs-reclaimed _____

Dog bites investigated _____

Fees collected _____



Cat complaints received _____

Cat complaints answered _____

Cats pick up _____

Cats- reclaimed _____

Cat bites investigated _____

Fees collected _____



Other animal complaints _____



Animal Control Officer _____



**ANIMAL CONTROL ORDINANCE
FOR
CHOWAN COUNTY**

Section 1. DUTIES:

The Chowan County Animal Control Supervisor or his / her duly appointed assistant {s} shall be charged with the responsibility of:

- a. Enforcing in Chowan County all State or County laws, ordinance, and resolutions relating to animal or to the care, custody and control of animals;
- b. Cooperating with the Health Director and assisting in the enforcement of the laws of State of North Carolina with regard to animals and especially with regard to dog{s} and cat{s} and the confinement or leashing of vicious and destructive animals;
- c. Making such canvasses of County, including homes in the County, as deemed necessary for the purpose of ascertaining that all animals are duly and properly listed for tax purposes;
- d. Operating pursuant to the policies of the Board of County Commissioners of Chowan County.

Section 2. DEFINITIONS:

The following definitions will be applicable to this ordinance:

- a. Owner: any person, group of persons, firm, partnership or corporation owning, keeping, having charge of sheltering, feeding, harboring or taking care of any animal {s}. The owner is responsible for the care, actions and behavior of any animal {s} vicious and /or destructive animal{s}.
- b. Vicious Animal{s}: any animal {s} that has made an unprovoked attack on any human whether it be by biting or otherwise, or one which has in any manner caused abrasions or cuts of the skin on a human; or, one which habitually or repeatedly attacks humans or farm stock or other animal{s}.

c. Animals which are a Public Nuisance: Any animal{s} that habitually or repeatedly runs at large, chases, snaps at or attacks pedestrians, bicyclists or vehicles, or repeatedly turns over garbage pails, or repeatedly damages the property of others in such a manner or fashion as to create a public nuisance; or any animal{s} that habitually or repeatedly makes noises or sounds (without provocation) that tend to annoy, disturb, or frighten the citizens so as to create a public nuisance; or any female animal running at large during the erotic stage of copulation shall be designated a public nuisance.

d. Stray animals: Any animal that is wandering at large or lost and does not have an owner or one who appears to be wandering at large and is not claimed by any person.

Section 3. KEEPING STRAY ANIMALS:

It shall be unlawful for any person in the County knowingly and intentionally to harbor, feed, keep in possession by confinement or otherwise, any animal which does not belong to him/her, without permission of the owner, unless he/she has within twenty-four hours from the time such animal came onto his/her possession, notified the Animal Control Supervisor or his/her duly appointed Officer(s).

Section 4. ANIMALS ON WHICH TAGS ARE REQUIRED:

When any animal has on any occasion been a vicious animal or an animal that is a public nuisance as defined herein, the owner of such animal shall at all times, have the animal tagged. The tagging of such animal can be by ear tags or collar tags, and or micro chipping which identify the owner.

Section 5. RABIES VACCINATION AND CONTROL:

DUTIES OF OWNER FOR VACCINATION: The purpose is to supplement the state laws by providing a procedure for the enforcement of state laws relating to rabies control of animals.

(A) It shall be unlawful for an owner to fail to provide current vaccination against rabies for any dog or cat four (4) months of age or older. Should it be deemed necessary by the District Health Director or the Board of County Commissioners that other pets be vaccinated in order to prevent a threatened epidemic or to control an existing epidemic, it shall be unlawful for owner to fail to provide current vaccination against rabies for that pet.

- (B) Upon complying with provisions A-Duties of owner for Vaccination of this ordinance, there shall be issued to the owner of dog or cat vaccinated a rabies tag, stamped with a number and the year of which issued, and a rabies vaccination certificate.

Failure to comply with Paragraph A and/or B of Section 5 may result in a fine and/or legal action.

Rabies violation:

- First violation-----written warning and \$50.00
- Failure to give proof of vaccination in three days (72 hours) will result in a fine of \$50.00 a day and legal action.

- (C) It shall be unlawful for any dog or cat owner to fail to provide the dog or cat with a collar or harness to which a current rabies tag issued is securely attached. The collar or harness, with attached tag, must be worn at all times

- (D) It shall be unlawful for any person to use for any animal a rabies vaccination tag for any animal other than the one using the tag.

DUTIES OF OWNER IN CASE OF BITE: Every animal which has bitten anyone or shows symptoms of rabies shall be confined and such facts immediately shall be properly reported to the Animal Control Supervisor or his/her duly appointed Officer(s). Owner or person having the animal in charge, and there upon shall be securely quarantined at the direction of the Animal Control Supervisor or his/her duly appointed Officer(s) for a period of ten days, and shall not be released from such quarantine except by written permission of the Animal Control Supervisor or his/her duly appointed Officer(s). The Animal Control Supervisor or his/her duly appointed Officer(s) who will then observe the following policy shall inspect the biting animal and its records of vaccination and registration:

- a. A properly vaccinated and registered animal may be confined on the owner's premises provided, however, that the Animal Control Supervisor or his/her duly appointed Officer(s) determines that the owner has an adequate means of confinement upon his own premises and the animal is subject to observation by the Supervisor or his/her duly appointed Officer(s) at any time during the ten day period.

- b. An animal not properly vaccinated or registered, belonging to an owner, shall immediately be confined in the County Animal Shelter, or an Animal Hospital, in which case the expense shall be borne by the owner for the ten day period of confinement. The animal shall not be vaccinated during confinement or receive any type of medication without approval from Animal Control Supervisor or his/her duly appointed Officer(s) at any time during the ten day period.

- c. A stray animal shall be immediately confined to the County Animal Shelter for a ten-day period.

SURRENDER FOR QUARANTINE REQUIRED ON DEMAND

Except as provided above, when any animal(s) has bitten, scratched, or saliva exchange from animal that may have been exposed to a possible rabies animal, it shall be unlawful for the owner of the animal to refuse an investigation by the Animal Control Supervisor or duly appointed Officer(s); and said Animal Control Supervisor or duly appointed Officer(s) shall have the authority to place the said animal in supervision quarantine at a place or places of his/her choosing. If rabies does not develop within ten days, the animal may be reclaimed upon payment of any impound and rabies violation fees (see redemption procedure and Section 5), and upon the owner(s) having the animal properly vaccinated and listed for taxes with the Chowan County Tax Supervisor.

RABIES DIAGNOSED:

If an animal dies while under observation for rabies, then the head of such animal shall be submitted to the Chowan County Health Department or Veterinarian for shipment to the State Laboratory of Hygiene for diagnosis.

- d. It shall be unlawful for any person to kill or release any animal under observation for rabies, any animal suspected of having been exposed to rabies, or any animal biting, scratching, or saliva exchanged from any animal to a human that may have been exposed to a possible rabid animal; or remove such an animal from the County without written permission from the Animal Control Supervisor.
- e. The carcass of any dead animal exposed to rabies shall be surrendered to the Animal Control Supervisor or his/her duly appointed Officer(s). The head of such animal shall be submitted to the Chowan County Health Department for shipment to the State Laboratory of Hygiene for diagnosis.
- f. It shall be unlawful for any person to fail or refuse to surrender any animal for quarantine or destruction as required herein when the Animal Control Supervisor makes demand therefore or duly appointed Officer(s).

Section 6. ANIMALS THAT ARE VICIOUS:

It shall be unlawful for any person to permit his/her animal(s) to run at large if such animal(s) is vicious or has in the past, been vicious. In such cases the owner of such animal(s) or person harboring such animal(s), shall not permit such animal(s) to leave the premises on which it is kept unless it is on leash or in the care of a responsible person. In the event of injuries caused by the vicious animal(s), the animal's owner shall be liable.

Section 7. POTENTIALLY DANGEROUS DOG:

- a. The Chowan County Board of Commissioners hereby designates the Animal Control Supervisor to be responsible for determining when a dog is a “Potentially Dangerous Dog as defined in G.S. 67-4.1
- b. The County Board of Commissioners, in according with G.S. 67-4.1, designates the Chowan County Animal Control Committee, as it may be comprised from time to time as the separate board to hear any appeal from a determination that a dog is a “Potential Dangerous Dog.” This Advisory Board shall consist of three (3) members appointed by the Chowan County Board of Commissioners.

Failure to comply may result in a fine and or legal action.
{Section 7-3 Definition this covers 1-10}

Vicious Violation:

- 1. First violation-----written warning and a \$50.00 (fifty dollar) fine
- 2. Second violation-----\$100.00 (one hundred dollars) fine and legal action.

Dangerous dog Violation:

- 1. First violation-----written warning and \$50.00 (fifty dollar) fine.
- 2. Second violation-----\$100.00 (one hundred dollars) fine and legal action.
- 3. Third violation-----\$200.00 (two hundred dollars) fine and legal action.

Section 8. ANIMALS THAT ARE A PUBLIC NUISANCE:

It shall be unlawful for a person to permit an animal or animals to create a public nuisance or to maintain an animal creating a nuisance. Further, it shall be unlawful for any person to permit an animal(s) to run at large if such animal(s) has been a public nuisance. The owner (or care taker) will be notified in writing that said animal(s) has been declared a public nuisance. In such cases, the Owner (or care taker) must keep the animal(s) on property at all times, by means of:
Leash, Cord, Chain or Pen.

Failure } to comply may result in a fine and or legal action.
{Section 2. Definitions

Nuisance Violation:

1. First violation-----written warning
2. Second violation-----\$ 25.00
3. Third violation-----\$50.00
4. Forth violation-----\$100.00 and will result in legal action

Animal(s) Running At Large

1. First violation-----written warning
2. Second violation-----\$25.00
3. Third violation-----\$50.00
4. Forth violation-----\$100.00 and will result in legal action

Section 9: INJURING ANIMALS, NOTICE REQUIRED:

It shall be unlawful for any person injuring a domestic animal by running over, or into same, or coming into contact with same, by automobile, motorcycle, bicycle, or other vehicle, to fail to make reasonable effort to promptly notify the owner of said injured animal.

Section 10: IMPOUNDING ANIMALS:

Any animal, which appears to be lost, or strayed, shall be confined to the Animal Shelter in a humane manner for a period of not less than five working days (excluding Saturdays, Sundays and holidays) for redemption by the owner, {With the exception of feral cats/kittens, owner surrender and any animal deemed sick by the Animal Control / Shelter supervisor.}

(A) PLACEMENT OR DESTRUCTION: If an impound animal {s} is not redeemed by the owner {s} within said period, it may be taken by any responsible adult not associated with the shelter who is willing to comply with these animal control laws. Animal{s} not redeemed within five days, custody, may be place in a new home or destroyed in a humane manner by the Animal Control/ Shelter Supervisor or his/her duly appointed Officer {s}.

(B) NOTIFYING OWNER: Immediately upon impounding an animal, the Animal Control/Shelter supervisor or his/her duly appointed Officer{s} shall make a reasonable effort to notify the owner{s}, and inform such owner{s} of the conditions whereby the animal{s} may be redeemed. If the owner{s} of the dog{s} or cat{s}, etc, is unknown, written notice shall be posted for five days on the Animal Shelter bulletin board describing the dog{s} or cat{s} etc., and the place and time of taking.

(C) SUSPECTED RABIES: Animals impounded which have been bitten, scratched, or saliva exchange from another animal that may have been exposed to a possible rabid animal or appear to be suffering from rabies shall not be redeemed or sold, but shall be dealt with as provided herein.

(D) OTHER DISEASED OR INJURED ANIMALS: Any animal impounded which is badly wounded or diseased (not a rabies suspect) and has no identification shall be destroyed immediately in a humane manner. If the animal has identification, the Animal Control Supervisor or his/her duly appointed Officer(s) shall attempt to notify the owner before disposing of such animal; but if the owner cannot be reached readily, and the animal is suffering, the Animal Control Supervisor or his/her duly appointed Officer(s) may destroy the animal at his/her discretion in a humane manner.

(E) VICIOUS ANIMALS OR ONES THAT ARE A PUBLIC NUISANCE: The Animal Control Supervisor or his/her duly appointed Officer(s) may destroy any vicious animal or one that is a public nuisance after he has made a reasonable attempt to place the animal in his/her control.

(F) FAILURE OF ANIMAL WEARING RABIES TAG: A dog or cat is subject to impoundment in accordance with the provisions of this ordinance if the dog or cat is found not to be wearing a currently valid rabies tag.

CHOWAN COUNTY DANGEROUS DOG {S} ORDINANCE

Defined ordinance, rules and regulations governing owner(s) responsibility for management of Dangerous or Potentially Dangerous Dogs. Pursuant to G.S. 67-4.1 through G.S. 67-4.5 and local county ordinance Section 7.

Section 7-1 AUTHORITY

The following definitions, rules and regulations pertaining to the management of Dangerous or Potentially Dangerous dogs are hereby adopted by the Chowan County Board of Commissioners for the public health and safety against Dangerous or Potentially Dangerous Dogs. Said rules and regulations shall apply throughout Chowan County.

Section 7-2 PURPOSE

There exists a public health and safety need to prevent Dangerous or Potentially Dangerous Dogs from attacking and inflicting fatal or severe injury to persons. Failure of owners to properly manage either poses a threat to the citizens of Chowan County. The purpose of these rules and regulations is to protect the public by providing an effective means for controlling the Dangerous or Potentially Dangerous Dog.

Section 7-3 DEFINITIONS

- 7-3.1 Animal Control Department – Chowan County Animal Control Department.
- 7-3.2 Appellate Board – Chowan County Animal Control Advisory Committee.
- 7-3.3 Board of Commissioners – Chowan County Board of Commissioners.
- 7-3.4 Dangerous Dog is:
 - A. Any unprovoked dog, which has killed or inflicted severe injury or done bodily harm to a person on public or private property.
 - B. Any unprovoked or unrestrained dog, which has a history of being a habitual biter.
 - C. Any dog owned or harbored primarily, or in part, for the purpose of dog fighting or any dog trained for dog fighting.

- D. Is determined by the supervisor of the Animal Control Department to be Potentially Dangerous because the dog has engaged in one or more of the behaviors listed in subsection 7-3.7 of this subsection.
- 7-3.5 Owner is – Any person, firm, corporation or organization having custody, control, possession or a legal interest in a dog, including a dog’s keeper or caretaker.
- 7-3.6 Owners Real Property – Any real property owned or leased by the owner of the dog.
- 7-3.7 Potentially Dangerous Dog – Means a dog that the supervisor of Animal Control determines to have:
 - A. Killed or inflicted severe injury upon a domestic animal when not on the owner’s real property.
 - B. Approach a person when not on the owner’s real property in a vicious or terrorizing manner in an apparent attitude of attack.
- 7-3.8 Severe injury – A physical trauma resulting in a broken bone or disfiguring laceration requiring multiple sutures or cosmetic surgery
- 7-3.9 Supervisor – Chowan County Animal Control Department Supervisor.
- 7-3.10 Unprovoked Attack – Occurs when a dog attacks, bites, or inflicts injury upon a person without being teased, molested, provoked, beaten, tortured or otherwise harmed.

Section 7-4 GENERAL EXCLUSIONS

- 7-4.1 A dog used by public law enforcement agencies for law enforcement purposes.
- 7-4.2 A dog that attacked, injured, or threatened a person who at the time:
 - A. Was committing a willful trespass or other tort upon the premises occupied by the dog’s owner.
 - B. Was teasing, tormenting, abusing or assaulting the dog or has in the past been observed doing so.
 - C. Was committing or attempting to commit a crime upon the dog’s owner or property.

Section 7-5 PROCEDURE

- 7-5.1 Chowan County hereby designates the supervisor of Chowan County Animal Control Department to be responsible for determining when a dog is a “Potentially Dangerous” or “Dangerous” dog.
- 7-5.2 Chowan County also designates the Chowan County Animal Control Advisory Committee as the Appellate Board to hear any appeals. Appeals exist for either determination. The Supervisor when making the determination must notify the dog’s owner in writing, giving the reasons for the determination. The dog’s owner may appeal the determination by filing written objections with the appellate board through the Animal Control Department within 5 working days excluding weekends and holidays. The Appellate Board shall schedule a hearing within 10 working days of the filing of the objections. Any appeal from the final decision of such Appellate Board shall be taken to the Supervisor Court by filing notice of appeal and a petition for review within 10 working days of the final decision. Appeals from this ruling shall be heard in the Superior Court division as a review of the record and not de novo before a Superior Court Judge.

Section 7-6 ENFORCEMENT

- 7-6.1 Any dangerous dog that was so declared because it caused fatal or severe injury to a person can be immediately seized by the Animal Control Department and humanely euthanized by the Animal Control Department or a licensed Veterinarian.
- 7-6.2 The owner of a dangerous dog that is not euthanized pursuant to 7-6.1 must at his/her cost abide by the confinement restrictions and regulations set forth in subsection 7-8.

Section 7-7 CONFINEMENT RESTRICTIONS AND REGULATIONS

- 7-7.1 These restrictions and regulations shall exist for a declaration of a “POTENTIALLY DANGEROUS” or “DANGEROUS” dog hereby referred throughout the rest of this ordinance as a “DANGEROUS” dog. These restrictions and regulations are hereby authoritative and are at the discretion of the supervisor making the declaration.
- 7-7.2 At the discretion of the supervisor, if the dangerous dog is to be kept on its owner’s property, the owner shall keep the dog securely confined indoors, in a securely enclosed and locked pen or kennel suitable to prevent the entry of young children and designed to prevent the dog from escaping. The enclosure, pen or kennel must meet the approval of the Animal

Control Department. The owner of the dog shall also display a sign on his/her property warning that there is a dangerous dog on the premises. This sign shall be clearly visible and capable of being read from any adjacent public highway or thoroughfare.

- 7-7.3 The owner of a dangerous dog shall not permit a dangerous dog off its real property unless the dog is securely muzzled to prevent it from biting, and restrained by a leash not exceeding 4 ft. in length, and under the direct physical control of a responsible adult. The muzzle must be made and worn in a manner that will not cause injury to the dog or interfere with its vision or respiration.
- 7-7.4 The owner of a dangerous dog shall notify the Animal Control Department of any change of status of the dog immediately of learning that the dog is loose, unconfined, has died or transferred its Ownership or changed address. Upon transfer of ownership the owner must supply this department with written notice stating the name and address of the new owner or possessor, specifications of the dog's dangerous behavior and the authority's determination.
- 7-7.5 The owner of the dog shall allow the Animal Control Department agents or Officers' unlimited access to the premises for regular or spontaneous inspections where the dog is confined.
- 7-7.6 If the owner is unwilling or unable to comply with the restrictions and regulations set forth for keeping such an animal, then the Animal Control Department has the authority to seize the dog and have the dog humanely euthanized by the Animal Control Department or a licensed Veterinarian.
- 7-7.7 When acting in their professional capacities, Animal Control Department agents or Officers and licensed Veterinarians are not deemed to be "Owners" under this section.
- 7-7.8 Owners of such dogs must meet all requirements for vaccinations, license or registration.
- 7-7.9 Pending any appeal of a dangerous dog declaration, said dog shall be confined in a place or manner approved by the Animal Control Department so as to prevent it from doing further harm to person(s) or other animals.

Section 7-8 CONFLICTS

Where another applicable rule, regulation, ordinance or statute imposes more restrictive regulations than these contained herein, the more restrictive regulations shall govern.

Section 7-9 VIOLATORS/PENALTIES

Any person who violates this ordinance shall be guilty of a misdemeanor and shall be fined not more than \$100.00.

Section 7-10 STRICT LIABILITY

Pursuant to G.S. 67-4.4 the owner of a dangerous dog shall be strictly liable in civil damages for any injuries or property damage the dog inflicts upon a person, his/her property, or another animal

Section 7-11 NOTICE OF GENERAL STATUE

Pursuant to G.S. 67-4.4 certain additions have been made to the North Carolina Dangerous Dog law are hereby approved and adopted by the Chowan County Board of Commissioners.

Adopted _____ by the Chowan County Board of Commissioners.
Original effective date of amended County Ordinance March 1995.

Seal:

County Clerk:

Section 11. REDEMPTION PROCEDURE FOR IMPOUNDED ANIMALS:

When any animal has been impounded at the animal shelter, notice thereof shall be given to the owner. The Owner shall be entitled to resume possession of the animal, except with the provisions of this ordinance and the payment of shelter fees incurred. The shelter fees shall be as follows:

Redemption by Owner ----- \$20.00
Plus \$5.00 per day the animal is kept.

If two or more violations occur within one year, the owner redemption fee shall increase to \$40.00. In addition to other fees set out herein, a boarding fee at the rate of \$5.00 per day must be paid before animals may be redeemed.

Section 12. PRIVILEGE LICENSE FOR DOGS:

It shall be unlawful for a dog owner to fail to provide such dog with a privilege license (paying dog tax) to be issued by the County.

Section 13. ABANDONMENT OF ANIMALS:

It shall be a violation of this Ordinance for any person to abandon any animal in Chowan County.

Section 14. EXEMPTIONS:

Hospitals, Clinics and other premises operated by licensed Veterinarians for the care and treatment of animals are exempt from the provisions of this ordinance.

Section 15. VIOLATORS OF THIS ORDINANCE ARE A MISDEMEANOR:

Any owner, as herein defined, who violates any provisions of this ordinance, shall be guilty of a misdemeanor and shall be fined not more than \$50.00 or imprisoned for not more than thirty days, at the discretion of the Court.

Section 16. SEVERABILITY:

If any section or part of this Ordinance should be held invalid for any reason, such determination shall not affect the remaining parts or sections, and to that end, the provisions of this ordinance are severable.

Section 17. EFFECTIVE DATE:

This Ordinance shall become effective as amended on March 6, 1995 This Ordinance was amended on August 6, 1990. This Ordinance shall become affective as amended on November 2, 1981. Original effective date of Animal Control Ordinance January 8, 1973.

Seal:

County Clerk:

SHELTER GUIDELINES FOR ACO (S) AND SHELTER ATTENDANTS

- At no time should any animals coming into the shelter off of animal control trucks be brought in through front door.
- All person(s) bringing in animal(s) should set up runs or cages with food, water, mats, litter pans and/or bedding.
- All gates/doors should be closed behind you to minimize the risk of animals escaping.
- The seven outside kennel gates should be locked at all times.
- The two end gates and back gate should be unlocked during working hours in case of emergency.
- Shed should remain locked at all times.
- All traps, carriers and holding cages should be cleaned and stored in shed at all times.
- All paper work must be completed and turned in within a timely manner.
- All persons should sign in and out on the time sheet.
- Last person who leaves the shelter should lock all gates and turn on the alarm system.

SHELTER ATTENDANT DUTIES

1. Part-time shelter attendant is to help with office work and to assist in shelter cleaning and animal intake. (32-hours with benefits)
2. Part-time weekend shelter attendant is to clean cat room and kennels, and to assist SPCA on Saturdays (if needed). (Not to exceed 20-hours a weekend – no benefits)
3. Full-time shelter attendant is responsible for cleaning shelter, observing health of the animals, assist with animal intake, and helping in office as needed. (40-hours a week with benefits)

