

ANIMAL CONTROL

POLICIES AND PROCEDURES

TERRELL COUNTY ANIMAL CONTROL
TERRELL COUNTY SHERIFF'S OFFICE
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COLLECTIONS

THE TERRELL COUNTY ANIMAL CONTROL (ANIMAL CONTROL) COLLECTS ANIMALS BY VARIOUS METHODS. ALL ANIMALS WILL BE TREATED HUMANELY, WILL BE PROVIDED WITH THE BEST LIVING CONDITIONS POSSIBLE WITHIN AVAILABLE RESOURCES, WILL BE GIVEN THE BEST CHANCE FOR ADOPTION AND IF NECESSARY, EUTHANIZED ACCORDING TO GENERALLY ACCEPTED PRACTICE. EVERY EFFORT WILL BE MADE TO REUNITE OWNERS AND ANIMALS IF ENOUGH INFORMATION EXISTS TO DO SO.

STRAY ANIMALS

STRAY ANIMALS ARE ANY ANIMALS FOUND LOOSE OR NOT UNDER THE IMMEDIATE CONTROL OF A COMPETENT PERSON OR OWNER.

1. ANIMALS WILL BE TAKEN TO ANIMAL CONTROL. UPON ARRIVAL, THE ANIMAL WILL BE CHECKED FOR IDENTIFICATION BY THE FOLLOWING:
 - A. RABIES TAG
 - B. NAME TAG
 - C. TATOO
 - D. MICRO CHIP
2. IF THE ANIMAL HAS ANY TYPE OF IDENTIFICATION, ANIMAL CONTROL WILL MAKE EVERY REASONABLE EFFORT TO NOTIFY THE OWNER.
3. THE OWNER SHALL BE ENTITLED TO RESUME POSSESSION OF AN ANIMAL COLLECTED BY ANIMAL CONTROL UPON PAYMENT OF ALL REQUIRED FEES MADE WITHIN SEVENTY-TWO (72) HOURS OF NOTIFICATION BY ANIMAL CONTROL, EXCLUSIVE OF WEEKENDS AND HOLIDAYS. AT THIS TIME, THE OWNER MAY BE ISSUED A WARNING OF VIOLATION OR UPON THIRD OFFENSE, WILL BE ISSUED A CITATION.
4. IF NO CLAIM IS MADE ON AN ANIMAL AFTER SEVENTY-TWO (72) HOURS OF NOTIFICATION BY ANIMAL CONTROL, EXCLUSIVE OF WEEKENDS AND LEGAL HOLIDAYS, ANIMAL CONTROL MAY DISPOSE OF AN ANIMAL BY ADOPTION OR EUTHANIZATION.
5. THE ABOVE PROCEDURES WILL ALSO APPLY TO ABANDONED ANIMALS. ABANDONED ANIMALS MAY NOT BE REDEEMED UNLESS SITUATIONS HAVE BEEN CORRECTED AND APPROVED BY ANIMAL CONTROL. (SEE PAGE 12)

REDMPTION AND BOARD FEES FOR DOGS AND CATS SHALL BE AS FOLLOWS:

VACCINATED, WEARING CURRENT TAG:

BOARDING FEE, PER DAY -----\$7.50
REDEMPTION FEE -----\$25.00

VACCINATED, NOT WEARING CURRENT TAG:

BOARDING FEE, PER DAY -----\$7.50
REDEMPTION FEE -----\$25.00

UNVACCINATED:

BOARDING FEE, PER DAY -----\$7.50
REDEMPTION FEE -----\$20.00
RABIES SHOTS -----\$10.00

PLUS: FOLLOWING FEES FOR ADDITIONAL IMPOUNDMENTS OCCURRING WITHIN 365 DAYS OF THE FIRST IMPOUNDMENT FOR DOGS AND CATS:

SECOND IMPOUNDMENT -----\$50.00
THIRD IMPOUNDMENT -----\$100.00

THE OWNER OF ANY ANIMAL WHICH HAS BEEN IMPOUNDED FOR THE THIRD TIME, SHALL SURRENDER THE ANIMAL TO ANIMAL CONTROL. THE OWNER MAY HAVE THE OPTION OF SPAYING OR NEUTERING THE ANIMAL, IN LIEU OF SURRENDERING THE ANIMAL TO THE ANIMAL CONTROL UNIT. IF THE ANIMAL IS IMPOUNDED FOR THE FOURTH TIME, THE ANIMAL WILL BE SURRENDERED TO ANIMAL CONTROL. ONCE THE ANIMAL HAS BEEN SURRENDERED, THE OWNER CAN REQUEST A PERIOD OF TEN DAYS TO FILE AN APPEAL. THE ANIMAL WILL REMAIN IMPOUNDED AT THE ANIMAL SHELTER UNTIL SUCH TIME AS THE TERRELL COUNTY JUDGE HEARS AND DECIDES THE APPEAL OF OWNER.

OWNER SURRENDER ANIMALS

It will not be common practice for the Terrell County Animal Control to accept surrendered pets. However on a case by case basis animals may be surrendered at the discretion of the Sheriff. Prior to any surrender all animal must meet the following criteria

OWNER SURRENDER ANIMALS ARE ANIMALS THAT ARE NO LONGER WANTED BY THE OWNER FOR ANY NUMBER OF REASONS. THE OWNER MAY BRING IN AN ANIMAL TO ANIMAL CONTROL OR IT MAY BE COLLECTED BY ANIMAL CONTROL UPON REQUEST OF THE OWNER.

REQUIREMENTS:

1. SANDERSON

A. THE OWNER MUST RESIDE WITHIN CITY LIMITS OF SANDERSON IF THEY ARE REQUESTING PICKUP OF AN ANIMAL.

B. THE OWNER MUST BE PRESENT AT THE TIME THE ANIMAL IS COLLECTED.

C. THE OWNER MUST SIGN RELEASE FORMS FOR THE ANIMAL TO BE RELEASED TO ANIMAL CONTROL.

D. IF AN OWNER REQUESTS EUTHANIZATION, THE OWNER MUST SIGN AN AUTHORIZATION FORM AND A SURRENDER RELEASE FORM.

2. TERRELL COUNTY

A. OWNERS OUTSIDE CITY LIMITS MUST DELIVER ANIMALS TO ANIMAL CONTROL.

B. THE OWNER MUST SIGN A RELEASE FORM AT THE TIME THE ANIMAL IS COLLECTED.

C. IF AN OWNER REQUESTS THE ANIMAL TO BE EUTHANIZED, THEY MUST SIGN AN AUTHORIZATION FORM AND A SURRENDER RELEASE FORM.

ANIMAL CONTROL MAY HOLD AN ANIMAL SURRENDERED BY AN OWNER FOR A MINIMUM PERIOD OF 24 HOURS AS LONG AS THE ANIMAL IS NOT SICK, INJURED OR ACCOMODATIONS TO HOLD THE ANIMAL ARE AVAILABLE. THIS IS DONE TO ALLOW OWNERS A SHORT TIME TO RECONSIDER SURRENDERING THE ANIMAL.

UPON EVALUATION OF AN ANIMAL CONSIDERING THE CONDITION OF HEALTH, DISPOSITION, HABITS, ETC., THE ANIMAL MAY BE OFFERED FOR ADOPTION OR EUTHANIZATION.

TERRELL COUNTY ANIMAL CONTROL
TERRELL COUNTY SHERIFF'S OFFICE

ANIMAL BITES

ANY DOG OR OTHER ANIMAL THAT HAS BITTEN OR SCRATCHED A HUMAN BEING SHALL FALL UNDER THE FOLLOWING PROCEDURE:

A. THE ANIMAL IS BROUGHT TO ANIMAL CONTROL AND PUT IN A QUARANTINE CAGE BY ITSELF FOR A PERIOD OF 10 DAYS. THIS PERIOD REPRESENTS 10 DAYS FROM THE DAY OF THE BITE, INCLUDING WEEKENDS AND HOLIDAYS.

B. THE ANIMAL WILL NOT BE ALLOWED TO COME INTO CONTACT WITH ANY OTHER ANIMALS OR PEOPLE EXCEPT ANIMAL CONTROL PERSONNEL THAT CARE FOR IT. OWNERS WILL BE ALLOWED TO VISIT THEIR ANIMALS MON-FRI FROM 8-5PM. THEY WILL ALSO BE ALLOWED TO BRING SPECIAL FOOD, TREATS, AND TOYS WITH THE EXCEPTION OF ANY TYPE OF BONES. VISITS WILL BE SUPERVISED BY ANIMAL CONTROL PERSONNEL.

C. CAGES WILL BE CLEANED AND ALL ANIMALS WILL BE FED AND GIVEN FRESH WATER EACH DAY.

D. IF AN ANIMAL BECOMES SICK DURING THIS 10-DAY PERIOD, THE OWNER WILL BE NOTIFIED.

1. THE OWNER WILL BE ALLOWED TO HAVE AN ANIMAL TRANSPORTED TO THEIR VETERINARIAN.

2. ANIMAL CONTROL MAY CHOOSE A VETERINARIAN TO TAKE THE ANIMAL TO AT THE OWNERS EXPENSE.

3. ANIMAL CONTROL WILL BE RESPONSIBLE FOR TRANSPORTING THE ANIMAL.

E. AT THE END OF THE 10 DAY PERIOD, THE OWNER WILL BE REQUIRED TO PAY ALL FEES PERTAINING TO THE QUARANTINE PERIOD. THE OWNER WILL BE CHARGED BOARDING FEES FOR EACH DAY THE ANIMAL STAYS

AFTER THE QUARANTINE PERIOD IS UP. (SEE BOARDING FEES)
QUARANTINE FEES

- 1). QUARANTINE FEE.....\$75.00
 - 2). UNVACCINATED ANIMAL / RABIES SHOT\$10.00
 - 3). IF THE ANIMAL WAS NOT UNDER THE CONTROL OF A COMPETENT PERSON AT THE TIME OF THE BITE, THERE WILL ALSO BE A VIOLATION CHARGE OF\$20.00
 - 4.) BOARDING FEE, PER DAY, AFTER REQUIRED TEN-DAY OBSERVATION.....\$7.50
 - 5.) TRANSPORT FEE.....\$10.00
- WARNING OR CITATION MAY ALSO BE ISSUED.

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DEAD ANIMALS

ANY ANIMALS FOUND DEAD ON PUBLIC PROPERTY WILL BE PICKED UP BY ANIMAL CONTROL AND PROPERLY DISPOSED OF. DEAD ANIMALS OTHER THAN LIVESTOCK, MAY ALSO BE PICKED UP ON PRIVATE PROPERTY AT THE OWNERS REQUEST. PROPER DISPOSAL OF ANY LIVESTOCK FOUND DEAD ON PRIVATE PROPERTY WILL BE THE RESPONSIBILITY OF THE OWNER OF THE ANIMAL OR OWNER OF THE PROPERTY.

IT IS THE POLICY OF ANIMAL CONTROL, TO NOT GO UNDER HOUSES, IN ATTICS, OR REARRANGE, DESTROY, OR REMOVE PRIVATE OR PERSONNAL PROPERTY, TO MOVE A DEAD ANIMAL FROM SOMEONE'S PROPERTY. IN THESE INSTANCES, IF A CITIZEN CAN GET THE ANIMAL OUT, ANIMAL CONTROL WILL COME AND PICK THE ANIMAL UP.

ANIMALS FOUND IN TRASH BINS, GARBAGE CANS, AND DUMPSTERS WILL BE THE RESPONSIBILITY OF THE OWNER OF THESE CONTAINERS.

EMERGENCIES

EMERGENCIES SOMETIMES OCCUR AFTER NORMAL WORKING HOURS. CITIZENS SHOULD CALL THE BOSSIER CITY POLICE DEPARTMENT FOR SUCH EMERGENCIES AFTER 5:00 PM AND BEFORE 8:00AM. EXPLAIN YOU'RE EMERGENCY AND THE SHERIFF'S OFFICE WILL DISPATCH AN ANIMAL CONTROL OFFICER TO ASSIST YOU. FOR ANY OF THE FOLLOWING

EMERGENCIES, AN ANIMAL CONTROL OFFICER CAN BE DISPATCHED.

1. ANIMALS THREATENING TO BITE.
2. SICK OR INJURED ANIMALS.
3. DEAD ANIMALS INTERFERING WITH TRAFFIC.

TERRELL COUNTY ANIMAL CONTROL
TERRELL COUNTY SHERIFF'S OFFICE

COUNTY ANIMAL COLLECTION

COUNTY ANIMAL COLLECTION SHALL FOLLOW CERTAIN GUIDELINES:

ANIMAL CONTROL SHALL PROVIDE LIMITED ANIMAL CONTROL SERVICE TO TERRELL COUNTY. THIS SERVICE SHALL BE FOR CATS AND DOGS ONLY, WHICH ARE DELIVERED, ALIVE OR DEAD, TO ANIMAL CONTROL. ANIMAL CONTROL

TO INSURE THE COUNTIES CAPACITY TO RECEIVE THE ANIMALS. OWNER DELIVERED ANIMALS WILL NORMALLY BE ACCEPTED ON DELIVERY TO ANIMAL CONTROL.

ALL ANIMALS RECEIVED AT ANIMAL CONTROL, SHALL BE PROCESSED IN ACCORDANCE WITH COUNTY ORDINANCES AND ANIMAL CONTROL OPERATING POLICIES AND PROCEDURES.

Animal Control will not accept feral cats inside the facility.

**TERRELL COUNTY ANIMAL CONTROL
TERRELL COUNTY SHERIFF'S OFFICE**

ADOPTION

ANIMAL CONTROL SHALL OPERATE AN ADOPTION PROGRAM. THE PURPOSE OF THIS PROGRAM IS TO PLACE SUITABLE UNWANTED AND UNCLAIMED ANIMALS INTO NEW HOMES.

OWNER SURRENDER ANIMALS

OWNER SURRENDER ANIMALS ARE ANIMALS THAT ARE NO LONGER WANTED BY THE OWNER FOR ANY NUMBER OF REASONS. THESE ANIMALS SHALL BE DELIVERED TO ANIMAL CONTROL BY THE OWNER OR MAY BE COLLECTED BY THE ANIMAL CONTROL UPON THE REQUEST OF THE OWNER.

- A. THE OWNER MUST SIGN A RELEASE FORM RELEASING THE ANIMAL TO ANIMAL.
- B. ANIMAL CONTROL MAY HOLD AN ANIMAL SURRENDERED BY THE OWNER FOR A MINIMUM PERIOD OF 24 HOURS AS LONG AS THE ANIMAL IS NOT SICK, INJURED, OR ACCOMODATIONS TO HOLD THE ANIMAL IS AVAILABLE. THIS IS TO ALLOW OWNERS A SHORT TIME TO RECONSIDER SURRENDERING ANIMALS.
- C. THE ANIMAL WILL BE EVALUATED FOR HEALTH, DISPOSITION, HABITS, AND APPEARANCE AND WILL BE OFFERED FOR ADOPTION OR EUTHANIZATION.

STRAY ANIMALS

ANY ANIMAL FOUND LOOSE NOT UNDER THE IMMEDIATE CONTROL OF A COMPETENT PERSON OR OWNER.

- A. THESE ANIMALS ARE DELIVERED TO ANIMAL CONTROL BY ANIMAL CONTROL OFFICERS OR BY CITIZENS.
- B. THESE ANIMALS ARE HELD AT ANIMAL CONTROL FOR THREE WORKING DAYS TO GIVE THE OWNER TIME TO CLAIM THE ANIMAL.
- C. IF AN ANIMAL IS NOT CLAIMED BY THE END OF THE THREE DAY PERIOD, THE ANIMAL WILL BE EVALUATED AND MAY BE OFFERED FOR ADOPTION OR EUTHANIZATION.

TERRELL COUNTY ANIMAL CONTROL
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SPAY / NEUTER POLICIES

ANY ANIMAL ADOPTED FROM ANIMAL CONTROL IS REQUIRED BY STATE LAW TO BE SPAYED OR NEUTERED.

A. ANIMALS THAT HAVE NOT REACHED THE AGE TO BE SPAYED OR NEUTERED WILL BE ASSIGNED A DATE TO BE SPAYED OR NEUTERED.

B. THE ADOPTER OF AN ANIMAL THAT IS OF AGE WILL BE GIVEN AT LEAST 30 DAYS FROM THE DATE OF ADOPTION TO HAVE THE ANIMAL SPAYED / NEUTERED.

C. PUREBRED ANIMALS MUST BE SPAYED OR NEUTERED BEFORE THE ADOPTER IS ALLOWED TO TAKE THE ANIMAL HOME, PROVIDED THE ANIMAL IS OF AGE.

1. ARRANGEMENTS ARE MADE WITH A VETERINARIAN TO HAVE THE ANIMAL SPAYED / NEUTERED.

2. THE ANIMAL IS DELIVERED TO THE VETERINARIAN FOR THE SURGERY APPOINTMENT ALONG WITH THE NECESSARY ADOPTION PAPERWORK.

3. UPON COMPLETION OF THE SURGERY, THE ANIMAL MAY BE PICKED UP BY THE ADOPTER FROM THE VETERINARIAN OFFICE OR IT MAY BE PICKED UP AND BROUGHT BACK TO THE ANIMAL CONTROL, AND THE ADOPTER MAY PICK THE ANIMAL UP FROM ANIMAL CONTROL.

4. ANIMAL CONTROL WILL NOT BE RESPONSIBLE FOR ANY ADDITIONAL VETERINARIAN BILLS SUCH AS:

- A. BLOOD TESTS
- B. BOARD
- C. SHOTS ETC.

**ADOPTION FEES ARE AS FOLLOWS:
CATS AND KITTENS**

KITTENS UNDER (3) MONTHS OF AGE	
SPAY / NEUTER FEE _____	\$50.00
FIRST SHOT AND WORMING _____	\$5.00
CATS (3) MONTHS OF AGE AND OLDER	
SPAY / NEUTER FEE _____	\$50.00
RABIES SHOT _____	\$12.00

DOGS AND PUPPIES

PUPPIES UNDER (3) MONTHS OF AGE	
SPAY / NEUTER FEE	\$50.00
FIRST SHOT AND WORMING	\$5.00
DOGS (3) MONTHS OF AGE AND OLDER	
SPAY / NEUTER FEE	\$50.00
RABIES SHOT	\$12.00

PUREBRED DOGS AND CATS	
SPAY AND NEUTERING	\$75.00
RABIES SHOT	\$12.00

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ADOPTION REQUIREMENTS

THE ADOPTER MUST MEET THE FOLLOWING REQUIREMENTS IN ORDER TO ADOPT AN ANIMAL FROM ANIMAL CONTROL.

1. ADOPTER MUST HAVE IDENTIFICATION WITH CORRECT NAME AND ADDRESS.
2. THE HOME MUST HAVE A FENCED YARD UNLESS IT IS A VERY SMALL BREED THAT WILL BE KEPT INDOORS AND WALKED ON A LEASH.
3. NO PUPPIES OR KITTENS UNDER SIX MONTHS OF AGE ADOPTED TO HOMES WITH CHILDREN UNDER THE AGE OF SIX YEARS.
4. DOGS WILL BE ADOPTED ONLY AS HOUSEHOLD PETS, NOT AS GUARD DOGS. CATS ARE ADOPTED ONLY AS INDOOR PETS, NOT AS MOUSERS. (EXCEPTION TO THIS WOULD BE FERRAL CATS ADOPTED OUTSIDE THE TOWN OF SANDERSON)
5. NO ANIMALS ADOPTED ARE TO BE KEPT FOR BREEDING PURPOSES.
8. ANIMALS MAY NOT BE ADOPTED AS A GIFT TO SOMEONE OUTSIDE THE IMMEDIATE FAMILY AND THE ANIMAL MUST RESIDE AT THE ADOPTER'S ADDRESS.
9. ANIMALS ARE REQUIRED TO WEAR COLLAR AND CURRENT RABIES TAGS AT ALL TIMES.
10. ALL DOGS AND CATS ARE REQUIRED TO BE VACCINATED ANUALLY AGAINST RABIES BY A LICENSED VETERINARIAN.
11. ALL ANIMALS MUST BE SPAYED OR NEUTERED BY THE ASSIGNED DATE AS REQUIRED BY CITY AND STATE LAW.
12. ANIMALS MUST BE TAKEN TO A VETERINARIAN FOR CHECK UP WITHIN ONE WEEK FOR SHOTS AND MEDICATION RECOMMENDED BY THE VETERINARIAN. IF AN ANIMAL IS SICK OR DIES, IT OR THE CARCASS MUST BE RETURNED WITH THE "ADOPTION CONTRACT" WITHIN 14 DAYS OF THE ADOPTION FOR REFUND OF THE SPAY / NEUTER FEE. THE VETERINARIAN MUST NOTE THAT THE ANIMAL IS ILL. NO REFUNDS AFTER 14 DAYS OF THE ADOPTION FOR REASONS OTHER THAN ILL HEALTH AND UNLESS THE ANIMAL WAS TAKEN TO A VETERINARIAN AS REQUIRED. ANIMAL CONTROL WILL NOT BE HELD RESPONSIBLE FOR ANY VETERINARIAN BILLS.
13. THE ANIMAL MAY NOT BE SOLD, TRADED, OR GIVEN AWAY. IT MUST BE RETURNED TO ANIMAL CONTROL IF THE OWNER CAN NO LONGER KEEP THE ANIMAL.

IF THE ANIMAL IS NOT SPAYED / NEUTERED BY THE END OF THE 30 DAY PERIOD, ANIMAL CONTROL WILL COLLECT THE ANIMAL. (SEE COLLECTIONS)

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TERRELL COUNTY ANIMAL CONTROL
TERRELL COUNTY SHERIFF'S OFFICE

RECLAMATION GROUPS / PUREBRED ANIMALS

RECLAMATION GROUPS WILL NOT BE EXEMPT FROM SPAY / NEUTER POLICIES, ADOPTION FEES, NOR ADOPTION REQUIREMENTS. A RECLAMATION GROUP IS AN ESTABLISHED AGENCY ATTEMPTING TO RESCUE SPECIFIC BREEDS FROM EUTHANASIA.

A. RECLAMATION GROUPS WILL NOT BE NOTIFIED OF PUREBRED ANIMALS TAKEN IN BY ANIMAL CONTROL

B. PUREBRED ANIMALS THAT QUALIFY WILL BE OFFERED FOR ADOPTION.

C. PUREBRED ANIMALS THAT DO NOT QUALIFY WILL BE EUTHANIZED.

D. PUREBREDS THAT ARE AVAILABLE FOR ADOPTION MAY NOT BE HELD FOR ANY PERSON OR GROUP.

E. PURE BRED ANIMALS WILL BE SPAYED / NEUTERED BEFORE LEAVING WITH THE ADOPTER.

ADOPTION EVENTS

IN AN EFFORT TO FIND HOMES FOR MORE ANIMALS, ANIMAL CONTROL WILL HAVE OUTSIDE ADOPTION EVENTS. NOTICE OF SUCH EVENTS AND LOCATIONS ARE ADVERTISED WITH THE FOLLOWING:

LOCAL NEWS PAPERS

RADIO STATIONS

TV STATIONS

VETERINARIAN OFFICES

GROOMING FACILITIES

PET SUPPLY STORES

AT THESE EVENTS, ADOPTION POLICIES AND REQUIREMENTS WILL REMAIN THE SAME AS

ADOPTIONS AT ANIMAL CONTROL. (SEE ADOPTION REQUIREMENTS)

ANIMAL CONTROL RESERVES THE RIGHT TO DENY ADOPTION TO ANY PERSON OR GROUP THAT DOES NOT MEET THE ADOPTION REQUIREMENTS.

TERRELL COUNTY ANIMAL CONTROL
TERRELL COUNTY SHERIFF'S OFFICE

EUTHANASIA

EUTHANASIA IS THE ACT OF INDUCING DEATH BY CHEMICAL MEANS. THIS ACT OF DEATH SHALL BE PERFORMED CORRECTLY AND PROFESSIONALLY BY TRAINED ANIMAL EUTHANASIA TECHNICIANS AT ANIMAL CONTROL. OUR TECHNICIANS ARE TRAINED AND CERTIFIED BY THE LOUISIANA BOARD OF VETERINARY MEDICINE. THE CHEMICAL USED IS SODIUM PENTOBARBITAL, ADMINISTERED BY INJECTION.

ALL ANIMALS ARE HANDLED IN A MANNER SO AS TO CAUSE THE LEAST AMOUNT OF STRESS POSSIBLE. AFTER INJECTIONS, ANIMALS ARE CHECKED TO CONFIRM DEATH. WHEN DEATH IS CONFIRMED, ANIMALS ARE PLACED IN A COOLER UNTIL FURTHER DISPOSAL IS POSSIBLE. ANIMAL CONTROL PROVIDES THIS SERVICE TO THE PUBLIC AT NO CHARGE TO THE OWNER. OWNERS REQUESTING THIS SERVICE MUST SIGN AN AUTHORIZATION FORM. IN SOME CASES, OWNERS ARE ALLOWED TO BE WITH THEIR ANIMAL DURING THE PERCEDURE. OWNERS WHO WISH TO BE PRESENT DURING THE PERCEDURE, MUST CALL IN ADVANCE TO BE CERTAIN A TECHNICIAN IS AVAILABLE.

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ANIMAL ABUSE AND ABANDONMENT

ANIMAL ABUSE IS THE FAILURE OF ANY PERSON, FIRM, OR CORPORATION TO ADEQUATELY HOUSE, FEED, WATER, AND PROVIDE PROPER VETERINARIAN CARE FOR ANY ANIMALS IN THEIR POSSESSION OR CUSTODY. ABANDONMENT IS A FORM OF ABUSE AND CAN INCLUDE LEAVING AN ANIMAL UNATTENDED ON PRIVATE PROPERTY OR PERMANENTLY RELEASING AN ANIMAL ON PUBLIC OR PRIVATE PROPERTY. SUCH ABUSE SHOULD BE REPORTED TO ANIMAL CONTROL. REPORTS ARE INVESTIGATED AND THE FOLLOWING PROCEDURES ARE USED TO CORRECT THE CONDITIONS:

- 1) ANIMAL CONTROL INVESTIGATES THE REPORT OF ABUSE.
- 2) ANIMAL CONTROL MAKES EVERY NECESSARY EFFORT TO CONTACT THE OWNER OR KEEPER OF THE ANIMAL.
- 3) IF THE ANIMAL IS NOT IN DISTRESS, ANIMAL CONTROL MAY INSTRUCT OR LEAVE A MESSAGE TO THE OWNER OR KEEPER AT THE LOCATION, MAKING THEM AWARE OF THE REPORT AND THE CONDITIONS. INSTRUCTIONS GIVEN TO OWNERS PRESENT AT THE TIME OF THE INSPECTION, MUST BE IMPLEMENTED WITHIN 24 HOURS.
- 4) AN ABSENT OWNER OR KEEPER OF AN ANIMAL WILL BE ASKED TO CONTACT ANIMAL CONTROL CONCERNING THE FINDINGS OF THE REPORT, ALLOWING THEM 24 HOURS TO RESPOND.
- 5) IF THE OWNER OR KEEPER OF THE ANIMAL HAS NOT RESPONDED WITHIN THE 24 HOUR PERIOD, THE ANIMAL MAY BE SEIZED.
- 6) UPON SEIZURE OF THE ANIMAL, A POLICE OFFICER SHALL BE REQUESTED TO BE PRESENT TO WITNESS THE SEIZURE OF SUCH ANIMAL.
- 7) IF THE ANIMAL IS IN DISTRESS OR IS IN A LIFE THREATING SITUATION, A POLICE OFFICER IS CALLED TO WITNESS THE SEIZURE OF THE ANIMAL AND THE ANIMAL IS SEIZED IMMEDIATELY.
- 8) THE OWNER OR KEEPER WILL NOT BE ALLOWED TO REDEEM THE ANIMAL UNTIL THE CONDITIONS ARE CORRECTED.
- 9) ANIMAL CONTROL WILL INSPECT THE LOCATION AND APPROVE REDEMPTION OF THE ANIMAL IF THE SITUATION HAS BEEN CORRECTED.
- 10) IF THE ANIMAL NEEDS VETERINARIAN CARE, THE OWNER MUST MAKE ARRANGEMENTS WITH A VETERINARIAN AND THE ANIMAL WILL BE TRANSPORTED FROM ANIMAL CONTROL TO THE VETERINARIAN'S OFFICE.
- 11) THE OWNER WILL BE RESPONSIBLE FOR FEES INCLUDING BOARDING FEES, RABIES

SHOT, AND VETERINARIAN FEES IF VETERINARIAN CARE IS NEEDED.

12) ALL FEES MUST BE PAID BEFORE THE OWNER IS ALLOWED TO REDEEM THE ANIMAL.

13) IF THE OWNER OR KEEPER OF THE ANIMAL FEELS THAT THEY CAN NO LONGER CARE FOR THE ANIMAL, THEY WILL BE GIVEN THE OPPORTUNITY TO RELINQUISH THE ANIMAL TO ANIMAL CONTROL.

14) ANY OWNER OR KEEPER OF THE ANIMAL THAT FAILS TO COMPLY WITH OR COOPERATE WITH ANIMAL CONTROL IN BETTERING THE CONDITIONS FOR THE ANIMAL MAY BE CHARGED WITH CRUELTY TO ANIMALS.

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LIVESTOCK

LIVESTOCK SHALL BE DEFINED AS CATTLE, HORSES, MULES, DONKEYS, GOATS, SHEEP, AND SWINE.

ANY PERSON WHO IS THE OWNER OR WHO HAS CUSTODY, CARE, OR CONTROL OF ANY DOMESTICATED FARM ANIMAL LISTED ABOVE SHALL NOT:

A. TIE-OUT OR STAKE OUT ANY SUCH ANIMAL.

B. PERMIT ANY SUCH ANIMAL TO BE LOOSE WITHIN THE CITY LIMITS. ANY SUCH ANIMAL FOUND GRAZING, TIED-OUT, STAKED OUT, OR RUNNING LOOSE MAY BE SEIZED. UPON REPORT OR COMPLAINT OF SUCH VIOLATION TO ANIMAL CONTROL, THE FOLLOWING

PROCEDURES WILL BE FOLLOWED TO CORRECT THE PROBLEM:

A. UPON RECEIVING A COMPLAINT OF LIVESTOCK RUNNING LOOSE, EFFORTS MAY BE MADE TO NOTIFY THE OWNER OR CARETAKER TO SECURE THE ANIMAL. IN CASE OF CONTINUING PROBLEMS OR AT THE DISCRETION OF THE OFFICER INVOLVED, THE ANIMAL MAY BE IMPOUNDED.

B. IN CASE OF LARGE LIVESTOCK, A LIVESTOCK CONTRACTOR MAY BE SUMMONED TO CATCH THE ANIMAL AND MAY BE INSTRUCTED TO HOLD THE ANIMAL UNTIL AN INVESTIGATION IS CONDUCTED TO DETERMINE OWNERSHIP OF THE ANIMAL. THE INVESTIGATION MAY BE CONDUCTED BY ANIMAL CONTROL OR THE LIVESTOCK BRAND INSPECTOR.

C. IMPOUNDMENT OF ANY LIVESTOCK MUST BE REPORTED TO THE POLICE DEPARTMENT DISPATCHER, SHERIFFS OFFICE DISPATCHER, AND THE LIVESTOCK BRAND COMMISSION. A NEWS RELEASE WILL BE PREPARED THE NEXT BUSINESS DAY TO ADVERTISE THE LIVESTOCK WHERE OWNERSHIP IS NOT KNOWN. THIS WILL BE HANDLED THROUGH BOSSIER CITY PUBLIC RELATIONS.

D. WHERE OWNERSHIP IS KNOWN, AND THE OWNER FAILS TO COME FORWARD WITHIN 10 DAYS, A REGISTERED LETTER MAY BE SENT, INFORMING SAID OWNER OF THE PENDING SALE OF THE LIVESTOCK.

E. COSTS FOR CATCHING LIVESTOCK MAY BE PAID TO THE ANIMAL CONTROL DIVISION OR PAID DIRECTLY TO THE LIVESTOCK CONTRACTOR, AT THE DISCRETION OF ANIMAL CONTROL.

F. IN CASES WHERE SALE OF THE LIVESTOCK DOES NOT COVER THE COSTS, THE OWNER MAY BE SENT A BILL AND / OR ISSUED AN APPROPRIATE SUMMONS TO APPEAR IN CITY OR DISTRICT COURT, IF THE BILL IS NOT PAID.

G. IN CASE OF NEGLECTED, ABANDONED, OR ABUSED ANIMALS, THE GUIDELINES OF U.R.S. 14:102.1, SIMPLE AND AGGRAVATED CRUELTY TO ANIMALS WILL APPLY. ANIMAL CONTROL MAY HAVE THE ANIMAL EXAMINED BY A VETERINARIAN, HELD AS EVIDENCE, OR OTHERWISE LAWFULLY DISPOSED OF AS NEEDED, IN COMPLIANCE WITH STATE LAWS, CITY ORDINANCE, AND ANIMAL CONTROL POLICIES.

H. THERE ALSO MAY BE CHARGES FILED AS APPROPRIATE UNDER BOSSIER CITY ORDINANCE AND STATE LAW.

I. IN CASES WHERE LIVESTOCK IS FOUND TO BE LOOSE WITHIN THE CITY LIMITS AND ENTERS THE PROPERTY THROUGH AN UNSECURED FENCE, GATE, BARRIER, ETC., THE LIVESTOCK MAY BE IMPOUNDED. THE ANIMAL WILL THEN BE HELD UNTIL THE PROBLEM IS CORRECTED. REPAIRS WILL BE INSPECTED PRIOR TO RETURN OF THE LIVESTOCK TO THE PROPERTY. THE OWNER OR CARETAKER WILL BE RESPONSIBLE FOR ALL COSTS INCURRED.

**TERRELL COUNTY ANIMAL CONTROL
TERRELL COUNTY SHERIFF'S OFFICE**

ENFORCEMENT POLICIES

ANIMAL CONTROL INVESTIGATES COMPLAINTS THAT ARE REPORTED TO ANIMAL CONTROL OR PROBLEMS DISCOVERED ON PATROL. THE INVESTIGATIONS ARE CARRIED OUT BY ANIMAL CONTROL OFFICERS EMPLOYED BY TERRELL COUNTY. ANIMAL CONTROL WILL INVESTIGATE AND ENFORCE THE FOLLOWING REPORTS OR COMPLAINTS:

- 1). ANIMALS AT LARGE
- 2). NUISANCE ANIMALS
- 3). INJURED ANIMALS
- 4). NUISANCE WILDLIFE
- 5). ANIMAL ABUSE
- 6). VICIOUS ANIMALS

ANIMAL CONTROL WILL ENFORCE ORDINANCES AS WRITTEN. ANIMAL CONTROL WILL USE THE TERRELL COUNTY SHERIFF'S OFFICE TO ASSIST IN ENFORCEMENT OF ORDINANCES WHEN NECESSARY.

IT SHALL BE THE POLICY OF ANIMAL CONTROL TO ISSUE A WARNING ON THE FIRST TWO OCCURRENCES OF MINOR VIOLATIONS. AT THE THIRD OCCURRENCE, SHERIFF'S OFFICE WILL ISSUE A CITATION AT THE DIRECTION OF THE SHERIFF.

**TERRELL COUNTY ANIMAL CONTROL
TERRELL COUNTY SHERIFF'S OFFICE**

ANIMAL TRAPS

ANIMAL CONTROL PROVIDES "HUMANE BOX TRAPS" TO THE CITIZENS WITHIN TERRELL COUNTY TO REMOVE NUISANCE ANIMALS FROM PRIVATE PROPERTY. THE FOLLOWING INFORMATION WILL CLARIFY WHAT IS REQUIRED TO USE PUBLIC EQUIPMENT ON PRIVATE PROPERTY:

1. THERE IS NO CHARGE FOR THE USE OF COUNTY TRAPS. HOWEVER, A REFUNDABLE "SECURITY DEPOSIT" IS REQUIRED. CASH ONLY.
 - A) \$45.00 FOR SMALL TRAPS
 - B) \$100.00 FOR LARGE TRAPS

PENALTIES OCCUR ONLY IF ANY CONDITIONS ON THE "TRAP AGREEMENT" ARE VIOLATED:

- A) TRAP LOST OR STOLEN
- B) TRAP DAMAGED UPON RETURN
- C) TRAP NOT RETURNED

2. CASH IS REQUIRED FOR THE DEPOSIT. WHEN THE TRAP IS RETURNED TO ANIMAL CONTROL, A REFUND WILL BE MADE BY A CHECK THROUGH THE MAIL.

3. AN ADULT OF LEGAL AGE MUST BE HOME FOR DELIVERY OF A TRAP TO SIGN THE NECESSARY AGREEMENTS UNLESS OTHER ARRANGEMENTS HAVE BEEN MADE.

4. TRAPS ARE LOANED FOR A PERIOD OF 10 WORKING DAYS. CITIZENS MAY REQUEST AN EXTENTION IF THE TRAP HAS SUCCESSFULLY BEEN CAPTURING ANIMALS AND MORE TIME IS NECESSARY TO COMPLETE REMOVAL OF THE PROBLEM ANIMALS.

5. THE SIGNED TRAP AGREEMENT MUST BE COMPLETED, SIGNED, AND ALL REQUIREMENTS MET.

6. A LOCK AND CHAIN CAN BE PROVIDED FOR SECURING THE TRAP UPON REQUEST. ANIMAL CONTROL RESERVES THE RIGHT TO WITHHOLD THE NAMES OF PERSONS USING TRAPS LOANED FROM ANIMAL CONTROL.

8-1-15

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VOLUNTEER WORK PROGRAM

A VOLUNTEER IS A PERSON WHO HELPS PREPARE ANIMALS FOR THEIR NEW HOMES AND HELPS CARE FOR THE ANIMALS WHILE THEY ARE AT ANIMAL CONTROL. IN ORDER TO PARTICIPATE IN THE VOLUNTEER WORK PROGRAM, THE PARTICIPANT MUST SIGN THE NECESSARY FORMS AS LISTED BELOW:

- 1). POLICY AGREEMENT FORM
- 2). HOLD HARMLESS AND INDEMNITY AGREEMENT
- 3). VOLUNTEER WORK PROGRAM INJURY RELEASE

THE VOLUNTEER MUST FOLLOW THE GUIDELINES LISTED BELOW TO PARTICIPATE IN THE PROGRAM:

1. THE SHELTER IS OPEN FOR VOLUNTEERS MONDAY THROUGH FRIDAY. ONE VOLUNTEER WILL BE ALLOWED TO WORK AT A TIME FROM 8:00AM UNTIL 12:00PM OR FROM 1:00PM UNTIL 5:00PM.
2. ALL VOLUNTEERS MUST SIGN IN AND OUT AND WORK UNDER THE SUPERVISION OF AN ANIMAL CONTROL EMPLOYEE.
3. ALL DOGS MUST BE ON A LEASH WHENEVER THEY ARE OUT OF THEIR RUNS IN THE BUILDING. PUPPIES MUST BE CARRIED TO THE DESIGNATED AREA.
4. THE VOLUNTEER IS ASKED TO DO HIS OR HER BEST TO PERFORM WHATEVER DUTIES MIGHT BE ASSIGNED DURING THEIR SHIFT.
5. THE VOLUNTEER SHALL NOT ANSWER ANY QUESTIONS FROM THE PUBLIC CONCERNING STRAY ANIMALS, ADOPTION PROTOCOL, AND GENERAL SHELTER OPERATIONS. ALL QUESTIONS OF THIS MATTER SHOULD BE DIRECTED TO AN ANIMAL CONTROL EMPLOYEE.
6. NO MORE THAN ONE DOG OR GROUP OF PUPPIES SHALL BE IN THE PLAY AREA AT THE SAME TIME.
7. NO "TREATS" WILL BE GIVEN TO ANIMALS.
8. ALL QUESTIONS, CONCERNS, AND/ OR SUGGESTIONS WILL BE DIRECTED TO THE ANIMAL CONTROL SUPERVISOR OR SUPERINTENDENT.
9. VOLUNTEER MUST PHONE IN AT LEAST 24 HOURS IN ADVANCE TO BE SCHEDULED TO WORK.

10. FAILURE TO FOLLOW ANY OF THE RULES LISTED ABOVE MAY RESULT IN TERMINATION OF VOLUNTEER PRIVILEGES.

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**TERRELL COUNTY ANIMAL CONTROL
TERRELL COUNTY SHERIFF'S OFFICE**

**TERRELL COUNTY ANIMAL CONTROL
COUNTY ORDINANCES YOU SHOULD KNOW IF YOU OWN A PET**

14-81 VACCINATION AND TAGGING OF DOGS AND CATS REQUIRED.

IT SHALL BE UNLAWFUL FOR ANY PERSON TO OWN, KEEP, OR HARBOR WITHIN THE CORPORATE LIMITS OF THE CITY, A DOG OR CAT, UNLESS SUCH DOG OR CAT SHALL BE VACCINATED AGAINST RABIES. A METAL TAG OF CERTIFICATION SHALL BE REQUIRED TO BE WORN ON THE COLLAR OR HARNESS OF THE ANIMAL WHENEVER OFF THE PREMISES OF THE OWNER. CATS AT LARGE NOT WEARING A CURRENT TAG, MAY BE IMPOUNDED. DUPLICATE RABIES TAGS MAY BE ACQUIRED AT BOSSIER ANIMAL CONTROL AT NO CHARGE.

14-64 (C) DOGS AT LARGE; VIOLATION NOTICES. NO DOG SHALL BE PERMITTED TO RUN OR BE UPON ANY STREET, ALLEYWAY, HIGHWAY, COMMON, OR PUBLIC PLACE UNLESS UNDER THE IMMEDIATE CONTROL OF A COMPETENT PERSON USING ADEQUATE MEANS TO CONTROL SUCH ANIMAL

DOGS FOUND BY THE TERRELL COUNTY ANIMAL CONTROL TO BE AT LARGE MAY BE SEIZED AND IMPOUNDED, OR AS AN ALTERNATIVE, THE HUMANE OFFICER FINDING SAID DOG AT LARGE MAY ISSUE A NOTICE TO THE OWNER THAT HIS DOG IS IN VIOLATION OF THIS SECTION. SUCH NOTICE WILL IMPOSE UPON THE DOG OWNER, A FINE OF 50 DOLLARS AND SHALL BE PAID TO TERRELL COUNTY IN PERSON OR BY MAIL, WITHIN TWENTY DAYS OF THE TIME THE NOTICE WAS SERVED.

14-64 (B) CONFINEMENT BY THE OWNER. IT SHALL BE THE DUTY OF THE OWNER OR KEEPER OF A DOG TO HAVE SUCH DOG CONFINED WITHIN HIS YARD, ENCLOSURE, OR SECURED BY A HUMANE METHOD THEREIN.

14-63 (C) PUBLIC NUISANCE. EVERY OWNER OR KEEPER OF ANIMALS SHALL EXERCISE PROPER CARE AND CONTROL OF SUCH ANIMALS SO AS TO PREVENT THEM FROM BECOMING A PUBLIC NUISANCE:

EXCESSIVE OR UNTIMELY BARKING, HOWLING OR YELPING SO AS TO DISTURB THE PEACE AND QUIET OF A NEIGHBORHOOD OR ITS RESIDENTS, ATTACKING OR MOLESTING PASSERSBY OR OTHER ANIMALS; BEING REPEATEDLY AT LARGE, CHASING VEHICLES, SCRATCHING ON, OR DIGGING INTO, OR URINATING, OR DEFECATING UPON LAWNS, SHRUBS, BUILDINGS, OR ANY PROPERTY EITHER PUBLIC OR PRIVATE, OTHER THAN THE PROPERTY OF THE OWNER OR KEEPER OF AN ANIMAL, ALL SHALL BE DEEMED TO BE THE CREATION OF A PUBLIC NUISANCE. THE OWNER OR KEEPER OF AN ANIMAL CAUSING SUCH PUBLIC NUISANCE SHALL BE GUILTY OF A MISDEMEANOR AND SUBJECT NOT ONLY TO THE PENALTIES OF THIS CHAPTER, BUT IN CASES WHERE A PUBLIC NUISANCE IS FOUND TO EXIST

THE JUDGE OF TERRELL COUNTY MAY ORDER A REDUCTION IN THE NUMBER OF ANIMALS KEPT BY AN OWNER, OR REQUIRE WHATEVER REASONABLE RESTRICTIONS IN THE KEEPING OF ANIMALS IT MAY DEEM NECESSARY TO MITIGATE THE NUISANCE.

14-63 (F) FAILURE TO CARE FOR. FAILURE OF ANY PERSON, LICENSEE, PERMITTEE, FIRM OR

CORPORATION TO ADEQUATELY HOUSE, FEED, AND WATER ANIMALS IN HIS POSSESSION OR CUSTODY SHALL CONSTITUTE A MISDEMEANOR, AND UPON CONVICTION, SUCH PERSON SHALL BE FINED AND/OR IMPRISONED IN THE DISCRETION OF THE COURT. SUCH ANIMALS SHALL BE SUBJECT TO SEIZURE AND IMPOUNDMENT AND, UPON CONVICTION OF SUCH PERSON, MAY BE SOLD OR EUTHANIZED IN THE DISCRETION OF THE DIRECTOR OF THE BOSSIER ANIMAL CONTROL, AND SUCH FAILURE SHALL CONSTITUTE GROUNDS FOR REVOCATION OR LICENSE OR PERMIT.

14-63 (B) POISONING, ABANDONING, ETC. NO PERSON SHALL POISON OR ILL-TREAT AN ANIMAL, NOR MAY AN ANIMAL BE ABANDONED. NO PERSON SHALL UNNECESSARILY OR CRUELLY BEAT, MUTILATE, KILL, TORTURE, OR ABUSE OR CAUSE OR PROCURE TO BE CRUELLY BEATEN, MUTILATED, KILLED, TORTURED, OR ABUSED OR FAIL TO PROVIDE OBVIOUS NECESSARY VETERINARY CARE. SUCH PERSON SHALL BE SUBJECT TO THE MAXIMUM PENALTIES PROVIDED BY THIS CHAPTER.

14-63 (E) EXOTIC ANIMALS. NO PERSON SHALL KEEP ANY WILD OR EXOTIC SPECIES OF LAND ANIMALS, REPTILES, OR BIRDS, WORM OR COLD-BLOODED (EXCEPT FOR CAGED RODENTS, CAGED PET BIRDS, AND ANIMALS IN AQUARIUMS) UNLESS ANY REQUIRED PERMIT THEREFOR IS OBTAINED.

14-101 (B) OWNER NOTIFICATION. AFTER IMPOUNDMENT OF A DOG OR CAT WHICH CAN BE IDENTIFIED BY A VACCINATION TAG OR OTHER READY MEANS, THE BOSSIER ANIMAL CONTROL UNIT SHALL MAKE EVERY REASONABLE EFFORT TO NOTIFY THE OWNER AND THE OWNER MAY CLAIM HIS ANIMAL WITHIN SEVENTY-TWO HOURS, EXCLUSIVE OF WEEKENDS AND HOLIDAYS, AFTER IMPOUNDMENT. IF THE OWNER DOES NOT CLAIM HIS ANIMAL, OR IF NO CLAIM IS MADE ON AN ANIMAL OF UNKNOWN OWNERSHIP AFTER SEVENTY-TWO HOURS EXCLUSIVE OF WEEKENDS AND HOLIDAYS, THE TERRELL COUNTY ANIMAL CONTROL MAY DISPOSE OF THE ANIMAL BY ADOPTION OR EUTHANASIA.

14-83 RABIES CONTROL AND BITE CASES. SHOULD A DOG OR OTHER ANIMAL BITE A PERSON, OR BE REPORTED TO HAVE BITTEN A PERSON, IT SHALL BE THE DUTY OF THE OWNER, OR THE PERSON HAVING THE SAME IN HIS POSSESSION OR UNDER HIS CONTROL, IMMEDIATELY NOTIFY THE TERRELL COUNTY ANIMAL CONTROL, WHO IS HEREWITH EMPOWERED AND AUTHORIZED TO ENTER THE PREMISES IN ORDER TO MAKE ANY INSPECTION OR EXAMINATION OF SAID DOG OR ANIMAL AS MAY BE DEEMED NECESSARY BY THE TERRELL COUNTY ANIMAL CONTROL UNIT. IT SHALL BE THE DUTY OF THE TERRELL COUNTY ANIMAL CONTROL TO IMPOUND OR CAUSE TO BE IMPOUNDED ANY SUCH DOG OR ANIMAL FOR A PERIOD OF TEN DAYS.

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