

Board of County Commissioners Leon County, Florida

Policy No. 17-3

Title: Division of Animal Control Ordinance Administration Procedures and Guidelines

Date Adopted: March 7, 2017

Effective Date: March 7, 2017

Reference: Chapter 4, Leon County Code of Laws, Florida Administrative Code (FAC), Chapter 64D-3, Chapters 381 and Chapter 828, Florida Statutes

Policy Superseded: Leon County Division of Animal Control Policies and Procedures Manual adopted January 12, 1993; Leon County Division of Animal Control Policies and Procedures Manual, adopted March 25, 2003; Policy No. 05-8, Leon County Division of Animal Control Policies and Procedures Manual, adopted November 8, 2005

It shall be the policy of the Board of County Commissioners of Leon County, Florida, that Policy No. 05-8, "Leon County Division of Animal Control Policies and Procedures Manual," adopted on November 8, 2005, is hereby superseded, and replaced in its entirety, and a new Policy No. 17-3 entitled "Division of Animal Control Ordinance Administration Procedures and Guidelines" is hereby adopted in its place, effective March 7, 2017, to wit:

TABLE OF CONTENTS

SECTION I: ANIMAL RELINQUISHMENT 3

SECTION II: BITE INVESTIGATIONS 4

SECTION III: CITATIONS 6

SECTION IV: CONFIDENTIALITY 8

SECTION V: NOTICES 9

SECTION VI: CRUELTY INVESTIGATIONS 10

SECTION VII: DANGEROUS OR AGGRESSIVE ANIMALS 13

SECTION VIII: DEAD ANIMALS 15

SECTION IX: ENFORCEMENT AUTHORITY 16

SECTION X: LIVESTOCK 17

SECTION XI: PUBLIC NUISANCE 18

SECTION XII: SICK AND INJURED ANIMALS 19

SECTION XIII: TRAPPING OF ANIMALS 21

SECTION XIV: WILDLIFE 22

Section I. Animal Relinquishment:

1. The Division of Animal Control may, under extenuating circumstances, pick up and transport animals for those wishing to relinquish their animal.
2. Owners unable to deliver their animals to the shelter may release custody of the animal to the Division of Animal Control by signing an Owner Surrender Form. The form shall be signed and given to the officer at the time of surrender, after the animal is secured on the truck. The animal must be current on its rabies vaccination or the owner is subject to civil citation pursuant to Leon County Code of Laws Chapter 4-76.
3. Animal Control Officers will not pick up any owner surrendered animal without obtaining the completed and signed Owner Surrender Form in person. Officers will not accept Owner Surrender Forms for animals which are not being surrendered at the time the Owner Surrender Form is signed.
4. A copy of the Owner Surrender Form will be placed in the designated box at the Animal Service Center when the animal is delivered to the Animal Service Center by the officer. The original copy will be attached to the officer's Daily Truck Log.
5. Owners should be advised that upon its surrender the animal becomes the property of Leon County. When such an animal is delivered to the Animal Service Center, the Animal Service Center has the option of placing the animal for adoption or euthanizing it. No promises, predictions, or time frame regarding the animal's fate will be made by Division of Animal Control staff. If an owner changes his or her mind after the animal has been delivered to the Animal Service Center, arrangements must be made with the Animal Service Center staff for the animal's possible return to the owner. The owner is responsible for any expenses associated with boarding and care of the animal. Division of Animal Control staff will not attempt to mediate in such incidents.
6. If the animal being relinquished by the owner has bitten someone or been exposed to a rabies suspect animal, Animal Control Officers will follow the policies and procedures established by the Animal Service Center in regards to impounding bite animals.
7. Owners who specify that they want their animal destroyed will be required to fill out a Euthanasia Request Form. Animal Control Officers should advise the owner that we will take the animal, but that upon relinquishing an animal it becomes the County's property, and the Animal Service Center will dispose of the animal as it sees fit.
8. Transporting a pet is the responsibility of the pet owner and as such the Division of Animal Control will encourage owners to take their own animals to the Animal Service Center. Owners of animals that are in violation of any section of Chapter 4 of the Leon County Code of Laws may receive citations for any violations witnessed prior to the animal being surrendered.

Section II. Bite Investigations:

1. Domestic animals which bite or otherwise expose humans to the possible transmission of rabies shall be quarantined for a period of time established by Florida Administrative Code (FAC), Chapter 64D-3 and Chapter 381 of the Florida Statutes, as may be amended from time to time.
2. The location and conditions of examination or quarantine of animals which have been bitten or otherwise exposed a person to rabies shall be established by FAC, Chapter 64D-3, and Chapter 381 of the Florida Statutes or the Health Department.
3. All bite investigations started by the Division of Animal Control will be written on a Bite Investigation Report Form and be sent to the Health Department.
4. Every effort by Animal Control staff will be made to obtain all of the necessary information to fill out the Bite Investigation Report Form in its entirety.
5. If wildlife has bitten or exposed a domestic animal or person to rabies, the domestic animal or person exposed will be listed as the bite victim. The procedures established by FAC, Chapter 64D-3 and Chapter 381 of the Florida Statutes will be followed by Animal Control Staff in order to start quarantine or send the suspect animal to the state lab for testing.
6. Bites that involve a loose bite animal are considered a Priority One Complaint, necessitating immediate response from Animal Control. Animal Control will attempt to apprehend all loose bite animals. All animals apprehended will be taken to the Animal Service Center or the animal owner's local veterinary clinic to begin bite quarantine. The owner of the loose bite animal is responsible for all associated costs and will be required to fill out all veterinary paperwork if the animal is taken to a local veterinary clinic. All bite report information will be forwarded to the Health Department who is responsible for quarantining the animal.
7. If the Division of Animal Control is involved in a bite case for a loose animal, the responding Animal Control Officer will verify the bite or rabies exposure for those victims who do not seek treatment from a medical facility.
8. The Director of Animal Control shall be notified immediately by telephone in the event of serious bites resulting in surgery or death.
9. When rabies test results are received from the State Laboratory, a copy of the Rabies Test Form shall be attached to the front of the Bite Investigation Report Form.
10. Upon receipt of the State Laboratory results, the victim shall be contacted by telephone or any other reasonable means necessary to relay the test results.

11. In the event that a rabies test is returned as “positive” for rabies, the Director of Animal Control shall be notified immediately. The Director or designee shall notify the victim immediately as well as the Health Department. If the victim is a person, the victim will be advised to contact the Health Department immediately for further treatment. In the event the victim is a pet, the reporting party will be advised to contact the Health Department for further instructions in regards to the quarantine or euthanasia of the pet.

Section III. Citations:

Pursuant to section 4-29, Leon County Code of Laws, an Animal Control Officer is authorized to issue a citation based upon probable cause that a violation has occurred. The following procedures shall be adhered to by the officer in the issuance of citations to citizens for animal control violations.

1. Citations are not to be issued to neighbors or friends of the animal owner when the owner is at work or not immediately available, except in cases in which someone designated by the owner as having control, custody and care of the animal while the owner is unavailable and is therefore responsible for the animal.
2. Once a citation has been signed by the defendant, no changes will be made to the citations, unless the defendant's copy is changed in the presence of the defendant and both the officer and the defendant initial the change. If changes must be made, do so at court before the judge.
3. After a citation has been issued, the citation will be logged in the computer by the issuing officer; a Citation Incident Report Form will be completed and attached to the citation. The white copy of the citation and the Citation Incident Report Form will be forwarded to the Clerk of Court.
4. If an animal is impounded on the first violation for running at large, the decision to issue a citation is discretionary and based upon previous history, the incident or situation in which the animal was picked up. Any impoundment fees shall be borne by the animal owner.
5. If there was a violation, the violation, date and time should be entered in a memo under the animal's identification number in the Animal Service Center's software program when the animal is impounded. This will provide any officer the necessary information to complete a citation when one is to be issued upon the animal's redemption.
6. The issuing officer will sign the citation at the time it is issued to the defendant.
7. Citations shall be issued in the following instances:
 - a. When unvaccinated animals are running at large and have been involved in a bite or rabies exposure. The only exceptions are animals which are too young to receive a rabies vaccination or a licensed veterinarian has stated, in writing, that the animal cannot be vaccinated for health reasons.
 - b. When an animal classified as "Dangerous or Aggressive" is in violation of any provision of Chapter 4, Leon County Code of Laws.
 - c. Any violation in which a complete affidavit of complaint has been turned in to the Division of Animal Control and the officer's investigation reveals there is enough evidence to proceed with the issuance of the citation.

8. Citations may be held in the office for a time not to exceed seven (7) days in order to gain compliance from pet owners. Directives from the Division of Animal Control regarding animal care, vaccination requirements, etc. shall be written on the citation or a notice to comply and a copy is to be given to the owner.

For instance:

A citation may be issued to an owner who has no proof of a rabies vaccination for their animal. The citation may be held by the officer for a time not to exceed 7 days, in order for the owner to schedule an appointment and take their pet to get the required rabies vaccination. When the owner provides proof of the vaccination to the issuing officer, the citation may be voided.

9. Animal Control Officers are not required to meet quotas for issuing a certain number of citations. The purpose of citations is to address owner irresponsibility.
10. Citation books shall be issued to Animal Control Officers as needed. Citations which are incorrect, voided, or otherwise not issued, shall be retained and filed within the Division of Animal Control.
11. An owner or person having control, custody and care of an animal receiving a citation shall be referred to the Leon County Clerk of Courts to make payments, request any extensions of time, to request a payment plan, community service, or to contest the citation.
12. Any person requesting community service in lieu of making monetary payments for the citation will need to request a court date in order to ask the judge or hearing officer to consider community service during the proceedings.

Section IV. Confidentiality:

1. As an employee in the Division of Animal Control, staff will hear of and/or observe situations that are of a private matter. In no case, is staff to discuss those situations with anyone other than authorized personnel.
2. When providing services to the public, information concerning the source of the complaint is not to be discussed in the field or over the telephone, except with authorized persons. Citizens wishing to know who lodged a complaint should be instructed to contact the office to obtain a copy of the record. Citizens may view or request copies of all Division of Animal Control records under Chapter 119, Florida Statutes. Personnel matters will be forwarded to Leon County Human Resources.
3. Citizens viewing records in the Division of Animal Control may only do so with a Division employee present. No originals are to be given to anyone!
4. Citizens requesting a copy of available Division of Animal Control records may obtain a copy at the prevailing rate as established by Chapter 119, F.S. and County Policy 97-4, "Photocopying Fees".
5. If the complainant remained anonymous, office or field staff may advise the citizen of that fact when they request information about the Service Request. If the complainant was anonymous, advising the citizen of such will save them unnecessary travel to ascertain the complainant's name.

Section V. Notices:

1. A Notice advises a citizen as to any action that was taken in response to a service call. Notices are to be left at the citizen's house when officers unsuccessfully attempt to make personal contact with citizens. If the person receiving the Notice is not at home, the notice shall be left on the door or other conspicuous place.
2. Notices are not to be placed inside mailboxes or inside paper boxes.
3. Notices left for the complainant shall include marking the appropriate boxes to indicate what actions have been taken and shall include any remarks necessary to communicate to the complainant the results of the officer's visit.
4. Notices left for the animal owner shall include marking the appropriate boxes to indicate any violation observed, the steps the owner must take to correct the problem(s), and any remarks necessary to explain the situation.
5. Notices may also be given to owners whose animals were complained against, but which were not observed in violation at the time of the officer's visit.
6. If the owner is present and a violation has been observed the officer may issue a citation in lieu of posting or delivering a Notice.
7. When a Notice is posted, a copy of the notice will be stapled to the officer's Daily Truck Log and a copy shall be given to the animal owner or complainant.

Section VI. Cruelty Investigations:

1. Inhumane Care and Animal Cruelty calls are Priority One Complaints, necessitating an immediate response from Animal Control.
2. Inhumane Care and Animal Cruelty incidents that are determined valid shall be documented on a Notice, in the computer and with photos or video.
3. An Inhumane Care report shall be turned in to the Director or designee within 24 hours after the investigation of the complaint. Follow up reports shall be turned in to the Director on a daily basis or as worked.
4. The Director or designee shall be informed immediately on all incidents involving the removal of an animal from the owner's property or possession.
5. When investigating the case, the responding Officer shall document all action taken, evidence collected, photos taken, and witnesses contacted. Photos should be taken whenever possible. If during the investigation the responding Officer makes the determination that the complaint will proceed to a criminal investigation, the Animal Control Director and Law Enforcement shall be notified immediately.
6. An Animal Control Officer may take action to rescue an animal found in violation of Chapter 4, Leon County Code of Laws Section 4-38, Animal in motor vehicle. The Officer handling an incident involving an animal inside a motor vehicle shall:
 - a. Upon arrival, survey the situation to determine the urgency of the call.
 - b. If the animal is not showing immediate signs of distress he/she shall:
 - Attempt to locate the owner of the vehicle/animal;
 - Check the area, surrounding stores and parking lot;
 - Gather caller/witnesses/pedestrian names, address, phone numbers, and statements;
 - Contact Law Enforcement for assistance.
 - c. If the animal is showing signs of distress or heat stress (including but not limited to, heavy panting, glazed eyes, unsteadiness, no movement, shallow breathing, non-responsive, or vomiting), immediate action shall be taken:
 - If the vehicle owner is not available to open the vehicle, attempt to gain entry by checking the doors to see if they are unlocked;
 - If locked, check other entry options;
 - If unable to unlock the door, the Officer may use the minimum amount of force necessary to get into the vehicle to rescue the animal;
 - In the case where damage to a vehicle is possible, Law Enforcement should be present to document action taken, be notified of the pending Animal Cruelty charge and attempt to locate the owner;

- If law enforcement is not available or unable to respond immediately, attempt to seek out a citizen/witness, explain the situation, gather their name and contact information, and then take necessary action;
 - If possible, contact the Director prior to damaging the vehicle;
 - If the vehicle is damaged, have Law Enforcement or another Animal Control Officer stand-by until the owner arrives or the vehicle has been secured.
- d. Once the animal is removed from the vehicle, determine the immediate needs of the animal and transport to the Animal Service Center or one of the veterinary clinics designated by the Animal Service Center for treatment. The attending veterinarian shall be provided with an Animal Cruelty Examination Report Form.
7. Any complaint that involves a Division of Animal Control employee shall be reported to and handled by the Director.
8. Tethering:
- a. Animals found to be tethered (as defined in Leon County Code of Laws Section 4-26, Definitions) will be handled in accordance to Section 4-37 Humane Care.
 - b. Upon arrival, the Officer will survey the situation to determine the urgency of the call and document any violations.
 - c. If the animal is not showing immediate signs of distress the officer shall:
 - Attempt to locate the owner of the animal;
 - Check the area for any violations of Chapter 4, Leon County Code of Laws and take photos;
 - If the tether is tangled and it is safe to approach the animal, straighten it out after photos of the violation have been taken;
 - If it is safe to approach the animal, check the collar for proper fit and comfort;
 - Contact Law Enforcement for assistance if necessary.
 - d. If the animal is showing signs of distress (including but not limited to, heavy panting, glazed eyes, unsteadiness, no movement, shallow breathing, non-responsive, or vomiting), immediate action shall be taken:
 - If the owner is not available, quickly document the scene and remove the animal from the situation;
 - In the case where property damage is possible, Law Enforcement should be present to document action taken;
 - If Law Enforcement or another Officer is not available or unable to respond immediately take necessary action to assist the animal;
 - If possible, contact the Director of Animal Control prior to any damage.

- e. Once the animal is removed, determine the immediate needs of the animal(s) and transport to the Animal Service Center or one of the veterinary clinics designated by the Animal Service Center. If transported, have the attending veterinarian complete an Animal Cruelty Investigation Examination Form.
- f. If the animal is suspected of being confined to a vacant or abandoned structure, a Notice shall be posted advising the pet owner to contact the Division of Animal Control or remove the animal within 24 hours. If there has been no contact from the animal owner and the animal is still present after 24 hours, arrangements shall be made to take the animal into custody (in accordance with Section 4-33 Right of Entry) and a second Notice shall be posted.

Section VII. Dangerous or Aggressive Animals:

Aggressive or dangerous animal calls are a Priority One Complaint, necessitating immediate response from Animal Control.

Definitions.

- Aggressive animal shall mean any animal which has injured or killed a domestic animal in a first unprovoked attack while off of the premises of the owner.
 - Dangerous animal shall mean an animal that has, when unprovoked:
 - (1) Aggressively bitten, attacked, or endangered or has inflicted severe injury on a human being on public or private property; or
 - (2) Has more than once severely injured a domestic animal while off the owner's property; or
 - (3) Has, when unprovoked, chased or approached a person upon the streets, sidewalks, or any public grounds in a menacing fashion, or an apparent attitude of attack; and
 - (4) Provided that such actions as set forth and described in paragraphs (1), (2) and (3) above are attested to in a sworn statement by one or more persons and dutifully investigated by the appropriate authority.
1. All Dangerous/Aggressive Animal Petitions will be handled according to Chapter 4, Leon County Code of Laws Section 4-93 and FL Statute, Chapter 767.
 2. When a Dangerous or Aggressive Animal Petition is received, Office personnel shall enter the date and time the Petition is received on the bottom section of the Petition and create a case folder. The case folder will contain a Progress Sheet, the Petition, the Petitioner's narrative and the Defendant's narrative (if available), a copy of the bite report (if applicable) and all applicable paperwork and documentation. The officer assigned to the case is the "Primary" Officer; in his or her absence a "Secondary" Officer will handle the case.
 3. After completion of the investigation, the Primary Officer shall forward the file to the Director containing the original reports. Originals of any paperwork associated with the case will not be sent into the field. Copies of all reports will be made and placed in the files assigned to officers.

The Administrative Assistant will label files as follows:

Pet Owner's Name	Case #
Pet Owner's Address	Date
Petitioner's Name	

If available, include the following documents in the file:

- a. Animal medical/veterinary records.
- b. Victim medical records

- c. Statements from witnesses.
 - d. Statements from neighbors who have familiarity with the animal or incidents preceding the sworn affidavit.
 - e. Division of Animal Control Files: records of citations, impoundments, previous bites or aggression, previous classification.
 - f. Tallahassee Animal Service Center records.
 - g. Photos.
4. Officers are responsible for returning investigative files to the office each day, so that an updated file is always available in the office for dispatching to the Secondary Officer and for informational purposes.
5. Upon completion of the field investigation, office personnel shall make a complete copy of the case file to be forwarded to the Director of Animal Control, or his designee, for preliminary review.
6. The Disposition of the animal, as defined in Chapter 4, Section 4-91, Leon County Code of Laws.
 - *Aggressive Classification.* Any animal classified as aggressive according to the definitions in this article shall be, at the time of being so classified, confined permanently to the owner's premises.
 - *Dangerous Classification.* Any animal classified as dangerous according to the definitions in this article shall be, at the time of being so classified, either confined permanently to the owner's premises, or humanely destroyed.
7. If the owner disputes the final Disposition order of the Classification Committee, the owner shall be informed of his/her appeal rights pursuant to Chapter 4, Leon County Code of Laws, Section 4-94. Appeals under Section 4-94 shall be handled by the County Attorney's Office.
8. If the owner does not dispute the classification, the owner has fourteen business (14) days from the date of final classification to obtain a permit to harbor a Dangerous/Aggressive animal from the Division of Animal Control. A permit will only be issued according to Chapter 4, Leon County Code of Laws Section 4-96(b). If no permit is obtained nor the owner heard from after fourteen (14) days, then the Division of Animal Control shall proceed with the disposition of the animal.
9. If a classified animal violates any section of County Code of Laws, Chapter 4 - Animals, the owner is subject to penalties listed therein.

Section VIII. Dead Animals:

1. Dead domestic animal disposal is the responsibility of the animal owner. Staff will not routinely pick up dead domestic animals for owners. Exceptions may be made in extreme cases after approval of the Director.
2. Citizens requesting dead domestic animal pick up shall be referred to either the City or the County Road Departments or the State Highway Department, if the dead domestic animal is on the roadway or right-of-way. Removal of stray dead domestic animals on private property is the responsibility of the property owner.
3. If an injured stray domestic animal call is received and the animal dies prior to the Animal Control Officer's arrival, the officer will pick up the animal, and take it to the Animal Service Center. The domestic animal will be placed in the freezer pending disposal by Animal Service Center staff. Domestic animals found to be dead on the public right-of-way for an extended period of time may be left for the appropriate road department or property owner, depending on the animal's location.
4. Dead domestic animals will be scanned for identification. Documentation of all identification, microchip, collar or tag, shall be made in the case report. Effort will be made by staff to notify the animal owner of the situation.

Section IX. Enforcement Authority:

The Division of Animal Control is responsible for enforcing Chapter 4, Leon County Code of Laws and state statutes related to animal control, rabies control and animal cruelty.

Staff is responsible for developing and maintaining proficiency in the application of such laws. Included are:

1. Chapter 4, Leon County Code of Laws.
2. Section 828.29, F.S., Dogs and Cats Transported or Offered for Sale; Health Requirements.
3. Chapter 588, F.S., Legal Fences and Livestock at Large.
4. Section 705.19, F.S., Abandonment of Animals by Owner; Procedure for Handling.
5. Chapter 767, F.S., Damage by Dogs/Dangerous Dogs.
6. Section 768.13 (3), F.S., Good Samaritan Act; Immunity From Civil Liability.
7. Section 810.09, F.S., Trespass on Property Other Than Structure or Conveyance (releasing animals from traps without authority).
8. Section 823.04, F.S., Animals Suffering From Disease or Pests.
9. Section 823.041, F.S., Disposal of Bodies of Dead Animals.
10. Section 823.15, F.S., Dogs and Cats Released From Animal Shelters or Animal Control Agencies; Sterilization Requirement.
11. Chapter 828, F.S., Cruelty to Animals.
12. Florida Administrative Code, Chapter 64D-3, Rabies Control.
13. Chapter 381, F.S., Public Health.

Section X. Livestock:

1. Livestock shall mean all animals of the equine, bovine, or swine class, including goats, sheep, mules, horses, cattle, ostriches, chickens or poultry and other grazing animals. Livestock is handled by the Leon County Sheriff Office in accordance with their policies and procedures.
2. If requested to do so, Animal Control Officers may assist law enforcement personnel in the apprehension of livestock straying or running at large.
3. Any requests to Animal Control for assistance in handling livestock cruelty cases by law enforcement personnel should be responded to as soon as possible by the Animal Control Officer. Payment of any medical, impoundment, or other costs associated with such cases shall be the responsibility of Animal Control and/or the Leon County Sheriff's Office.
4. Service Requests regarding, but not limited to, chickens, peacocks, ducks, geese, turkeys, etc., may be handled by Animal Control as a public nuisance.
5. Service Requests exceeding the capabilities of Animal Control may be referred to the appropriate agency.

Section XI. Public Nuisance:

1. Animals found to be a public nuisance (as defined in Leon County Code of Laws Section 4-26 Definitions) will be handled in accordance to Section 4-36 Public Nuisance Prohibited.
2. If a public nuisance complaint is reported after regular work hours, the caller may contact the Consolidated Dispatch Agency. These complaints will be handled by Law Enforcement Personnel if they are available to respond and will be worked in accordance with their policies and procedures.

Section XII. Sick and Injured Animals:

1. Sick and injured stray animals shall be taken to the Animal Service Center if a veterinarian is available. If there is no veterinarian available at the Animal Service Center, the animal shall be transported to one of the veterinary clinics designated by the Animal Service Center for treatment. Veterinary care is the responsibility of the animal owner and if the owner is not identified, is unknown or not present, treatment should be limited to pain killers, medications to prevent infections, and first aid. The Division of Animal Control will not pay for major procedures, intensive care, routine worming, or routine vaccinations. Officers should remind clinics of this policy if such services are suggested by the veterinarian at the time of the officer's visit. If, in the professional opinion of the veterinarian, the sick or injured animal is unable to withstand the required holding period while at the Animal Service Center without un-due suffering the veterinarian may elect to euthanize the animal (Section 4-63).
2. In accordance with the Tallahassee-Leon County Animal Service Center Agreement, section 2.4, the City shall arrange medical treatment for all impounded animals as well as those animals picked up by County Animal Control Officers suffering from life-threatening illnesses or injuries.
3. The impounding officer will note non-emergency injuries or conditions that do not require immediate veterinary care in both the case report and under the animal's impound number in the Animal Service Center's software program.
4. Veterinary personnel shall be advised if any animal they are being asked to treat has a potential owner, is a biter, is intractable, or is displaying signs associated with rabies.
5. Sick and injured stray animals picked up after hours shall be transported to the veterinary clinic designated by the Animal Service Center for treatment.
6. During normal working hours, the Officer or office personnel will contact the Animal Service Center to inform the vet staff of the nature of the illness and to ensure staff is available to treat the animal. If vet staff is not available at the Animal Service Center one of the Animal Service Center's designated local veterinarians shall be contacted. The Officer or office personnel shall contact the clinic to advise them of the illness or injury prior to arrival.
7. When a sick or injured animal is taken to a veterinary clinic, the Officer transporting the animal shall see that a Sick and Injured Animal Report Form is filled out by the attending veterinarian along with an Animal Examination Form. One copy of the form shall remain with the veterinary clinic, one copy shall remain with the Officer and one copy shall be placed in the designated box at the Animal Service Center.
8. All sick or injured wildlife will be referred to a local wildlife rehabilitator or wildlife removal company for pick up or treatment.

9. If a person or their domestic animal has been exposed to the saliva or blood or has been bitten by sick or injured wildlife known to carry rabies, a Bite Investigation Report Form shall be completed by Animal Control Staff. The rabies carrier shall be picked up, if possible and euthanized. The rabies suspect shall be processed and sent to the State Laboratory for rabies testing.
10. If an animal, after receiving medical treatment is reclaimed by the owner at the Animal Service Center, the cost of veterinary service shall be settled between the Animal Service Center and the owner at the time of redemption.
11. If the sick or injured animal is claimed from the clinic or hospital of the attending veterinarian, any fee for treatment is to be settled between the veterinarian and animal owner.
12. Veterinary fees for unclaimed injured or sick animals that are received from the unincorporated area shall be paid by the City in accordance to section 2.4 of the Tallahassee-Leon County Animal Service Center Agreement.
13. Owners of animals which die during quarantine or become sick while at the Animal Service Center shall be advised by phone or in person by personnel at the Animal Service Center or the Division of Animal Control of the animal's illness and/or the need for euthanasia. All animals shall be handled according to requirements defined by Florida Administrative Code 64D-3.
14. Sick or injured animals relinquished to the Division of Animal Control by their owners may be euthanized at the Animal Service Center.

Section XIII. Trapping of Animals:

1. Traps are set to capture domestic animals that are difficult to catch. Traps shall be set as needed, depending upon availability, weather conditions, and staff resources.
2. Temperatures at or below freezing are considered too cold to set traps, except for emergencies such as; animals that are sick, injured, dangerous, or involved in a bite.
3. If a trap must be set in inclement weather for animals involved in a bite, that are injured, or dangerous, the trap will be covered to protect the animal from the inclement weather.
4. Traps must be checked at least once daily by staff.
5. Animals found in traps during normal working hours, that have been taken into possession by an Officer shall be impounded as soon as possible. Animals found in traps after normal working hours will be picked up the next morning as early as possible. Animals will not be left in traps if they are severely injured, barking or howling excessively, sick, in danger or if they have been involved in bites or rabies exposures.
6. The responding officer shall remove all trash and place fresh food in the trap during daily checks.
7. All traps shall be chained to an immovable object.
8. If possible, traps shall be placed in the shade for the safety and comfort of the animal. If shade is unavailable, a cover shall be placed over a portion of the trap to protect the animal from direct sunlight and heat. When weather is cool, the trap shall be covered as much as possible.
9. Traps are not set on property unless the property owner or tenant signs a Trap Agreement. The owner or tenant shall sign a trap agreement prior to the officer setting the trap.
10. Traps shall remain set for approximately five (5) days or until the target animal is caught, whichever occurs first.
11. Trap Status Cards are to be used to explain to the citizen the reason the trap has been closed or removed.
12. If wildlife is trapped, the animal shall be released in the same location it was trapped. If the wildlife is injured or sick, it shall be taken to an appropriate facility to receive treatment.

Section XIV. Wildlife:

1. All nuisance wildlife (including, but not limited to, possums, armadillos, squirrels) shall be referred to the non-game section of the Florida Fish and Wildlife Commission (FWC) or one of the local wildlife trappers designated by FWC for a resolution. FWC will determine whether the animal(s) should be trapped, relocated or euthanized.
2. All sick or injured wildlife of a species commonly recognized to be rabies-carriers (raccoons, foxes, bobcats, bats and skunks) which have come in contact with humans or pets will be handled in accordance with routine rabies control procedures (Florida Administrative Code 64D-3).
3. All sick or injured wildlife will be referred to a local wildlife rehabilitator as designated by the Florida Fish and Wildlife Commission.
4. The Division of Animal Control shall comply with Florida Administrative Code, Chapter 64D-3, Rabies Control, when investigating and evaluating potential rabies exposure by wildlife. Unusual circumstances or problems will be brought to the attention of the Director of Animal Control, or the Health Department.
5. As of June 1, 1988, Service Requests involving raccoons, bats, foxes, skunks, or bobcats harbored as personal pets in Leon County are investigated as a violation of Chapter 4, Section 4-78, Potential Rabies Carriers. Staff will attempt to determine the source and acquisition date of such animal. Such species obtained prior to June 1, 1988 maybe kept as personal pets. Owners of such species must be properly permitted through federal and/or state agencies. FWC should be notified of any wildlife violations observed by staff. Violations of Chapter 4 will be investigated by Animal Control staff. Staff may issue a citation to any person harboring an animal in violation of Chapter 4, Section 4-78.