



City of Racine Police Department
Policy and Procedure

Number:1907

Subject: Animal Control		
Date Issued: 05-04-84	Effective Date: 06-06-14	Revision Number: 5

POLICY

This procedure is established to provide a means to deal with complaints of animals within the city limits that pose a health or safety hazard to members of the community.

DEFINITIONS

Eligible Animals – are dogs and cats, pot-bellied pigs, or ferrets.

Ineligible Animals – are those animals that typically live in a less densely populated area and are found in wooded areas. These may include animals such as skunks, raccoons, opossums, squirrels, rabbits, woodchucks or birds such as pigeons, seagulls, doves, geese, ducks, groundhogs, deer or “birds of prey” or baby birds fallen from their nests. These animals are not covered within the scope of the city’s contract with Wisconsin Humane Society. For assistance with these animals, member/CSO shall request Communications contact the Wisconsin Department of Natural Resources (DNR).

PROCEDURE

MEMBER/CSO

1. When dispatched respond to the location where the animal may be located.
2. Upon arrival, insure that you use the appropriate level of caution necessary to avoid getting injured, and reduce the threat to others.
3. Notify COMMUNICATIONS about the circumstances.
 - a. Which category under “definitions” does the animal fit into?
 - b. Is it possible for you to recover/contain the animal safely?
 - c. Is the animal healthy or injured?
4. If it is possible, attempt to locate the animal owner to use their assistance in recovering/containing the animal.
5. If the animal owner is located, obtain their name, address, phone number and DOB before releasing the animal.
 - a. Forward the owner’s information to the Community Service Officer Supervisor for purpose of billing for the emergency animal call and follow up on an unlicensed animal.
 - b. Enter/Update owner information in Phoenix and enter the information into the comments section of the Call For Service.
1. Before releasing the animal to the owner, require proof of current license and rabies vaccination. If you are not presented with proof of a current license or rabies vaccination, issue a citation for Unlicensed Animals or Unvaccinated Animal (Ordinance 10-36 for licensing of Dogs, Cats or Ferrets, Ordinance 10-37 for Pot-bellied Pigs and Ordinance 10-61 for vaccination).
2. If it is outside of Wisconsin Humane Society’s normal hours, not deemed to be an emergency, and it is possible to recover the animal: Transport the animal to the Wisconsin Humane Society building using off hours police department access code to gain entrance.

3. If it is outside of the Wisconsin Humane Society's normal hours, and is deemed to be an injured eligible animal transport the animal to the Racine Veterinarian Hospital.
4. Take appropriate steps to insure the safety of yourself and the public in the area.
5. Should it become necessary to dispatch an animal:
 - a. Request that a supervisor be sent to the call for service.
 - b. Care should be given to insure that the use of firearms would not create a hazard for persons or property in the immediate area.
 - c. Notify COMMUNICATIONS of your intent to dispatch the animal.
 - d. After the animal is dispatched, insure that COMMUNICATIONS is notified to have DPW recover the animal carcass.
 - e. Complete a Phoenix Incident Report recording the circumstances surrounding the use of firearms.
6. Notify COMMUNICATIONS of the results of the call for service.

SUPERVISOR

1. If a member has dispatched an animal using their firearm, insure that you make the scene and review the circumstances involved.
2. Insure that the member involved has completed a Phoenix Incident Report and that you review it for accuracy and completeness.
3. Notify the Shift Commander of the completed incident report for their review per Procedure #200 (Review, Endorsement, and Routing of Paperwork).

SHIFT COMMANDER

1. Review all Phoenix reports detailing the use of the firearm(s) involved in dispatching an animal, to insure that the actions taken was appropriate.

NOTE:

Unless directed by a Supervisor or Commander (or an immediate safety hazard exists), we do not dispatch domestic animals. Injured domestic animals are the responsibility of the owner. If the owner is unavailable or chooses to surrender the animal the member/CSO shall transport the animal to Racine Veterinary Hospital.

IMPORTANT PHONE NUMBERS:

Wisconsin Humane Society:	262-554-6699
WHS Animal Control Cell – PD Use Only - “Contained Animals”	262-327-6206
Racine Veterinary Hospital	262-554-8666
D.N.R. Sturtevant office:	262-884-2300
D.N.R. S.E. Wisconsin Regional Headquarters:	414-263-8500
D.N.R. Violation Tip Line for after hours, arrangements can be made through the tip line to contact a Game Warden:	800-847-9367

WISCONSIN HUMANE SOCIETY NORMAL HOURS:

Open to Public:	Animal Control Officer Hours:
12 PM -8PM Monday-Friday	10 AM – 3:30 PM Monday - Friday
10AM-6PM Saturday	10 AM – 1:30 PM Weekends

RELATED PROCEDURES

[200- Review, Endorsement, and Routing of Paperwork](#)

[1909- Animals Running at Large](#)

[1910- Animals Deceased on Public Property](#)

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