


CITY OF LOS ANGELES
INTER-DEPARTMENTAL CORRESPONDENCE

Dyer Huston

Date: August 7, 1987

To: District Supervisors
Division Heads
Chief Veterinarian
Training Officers

From: Robert I. Rush, General Manager
Department of Animal Regulation 

Subject: NEW MANUAL SECTION 3/652 GUARD DOG
INVESTIGATION PROCEDURES

Transmitted herewith is Manual Section 3/652 Guard Dog Investigation Procedure for insertion in the Department Manual of Procedures. Please punch holes in paper to match binders.

Please assure that staff is trained and knowledgeable as to these procedures.

RIR:EAL:mea

Attachment

GUARD DOG INVESTIGATION PROCEDURE

Section 53.66 of the Los Angeles Municipal Code allows the Department to safeguard the health and safety of the public from the danger of any dogs kept or maintained on any industrial or commercial premises and to insure the humane treatment of such dogs.

652.05 Definitions

- a. "Guard Dog" means any dog kept, used or maintained on day commercial or industrial premises or any dog kept, used or maintained on any industrial or commercial premises to guard, protect, patrol or defend any property or person other than a sentry dog licensed under Section 53.64 of this Code.
- b. "Premises" means any industrial or commercial property, building, structure, business, firm, facility, or enterprise.

652.10 Recording Complaints

Any employee receiving a complaint or other information regarding a guard dog which is kept contrary to the provisions of Section 53.66 LAMC shall cause such information to be recorded on a Department Investigation Report, Form AR 46A. The employee shall, as soon as possible thereafter, submit said form to the investigating Animal Control Officer or to the responsible Senior Animal Control Officer.

652.15 Guard Dog Record File

In addition to the information recorded on the Department Investigation Report form, each District shall establish and maintain a Guard Dog File to record the current status of requirements for the keeping of Guard Dogs. Such log shall include but not be limited to the following information:

- a. Date and time information entered on file and the initials of the employee entering said information.
- b. Name and address of industrial or commercial premises where dog is kept.
- c. Dog's owner or agent.
- d. Dog's license number.
- e. Description of dog including name.
- f. Status of Required Signs and Information.

- g. Status of Immunization.
- h. Status of Veterinary Examination.
- i. Status of Tags.
- j. Status of Tether Requirements.
- k. Status of Shelter Requirements.
- l. Status of Water Requirements.
- m. Status of Feeding Requirements.
- n. Status of Health Certificates

652.20 Recording Information in File

Any valid information or complaint regarding a guard dog which does not appear in the District's Guard Dog File shall be immediately entered by the responsible supervisor or his/her designee. Reference to such file shall be made to determine the current requirement status of a guard dog.

652.25 Violations

Any person keeping a guard dog which is not recorded on the Guard Dog File, or which is on the file but no longer meets one or all the status requirements, shall be deemed in violation of the provisions of Section 53.66 LAMC.

652.30 Investigations, Inspections, Impoundment

Investigations and/or inspections of guard dog violations shall be conducted in accordance with existing Departmental procedures relating to inspections, investigations, and animal impoundment. The responsible field supervisor shall assure that all information relating to a guard dog violation is investigated in accordance with the Priority of Field Investigations.

3/652.35 Enforcement

Employees investigating guard dog violations shall identify the specific violation(s), i.e. Shelter Requirements, Immunization, etc. The employee shall issue a written notice directing the owner or agent to correct the violation forthwith if required.

- a. Unless the owner or agent corrects the violation immediately and in the presence of the investigating officer, the owner or agent shall be

directed to remove the guard dog from the premises until such time as the violations (specified on the written notice) have been corrected.

- b. Inform the supervisor so a follow-up investigation can be scheduled.
- c. Removal from the premises
 1. If an authorized representative of the Department has reasonable cause to believe a dog is injured, sick, diseased or malnourished, said representative may order the dog to be removed from the premises until a new certificate of health is issued by a licensed veterinarian. The Department shall be notified prior to the return of the dog to the premises.
 2. If an authorized representative of the Department has reasonable cause to believe a dog constitutes a danger to the public health and safety, the representative may order the dog to be removed from the premises until such time as the premises is able to safely contain said dog. The Department shall be notified prior to the return of the dog to the premises.

652.40 Failure of Owner to Comply-Criminal Action

Should subsequent evidence show that the guard dog owner or agent failed to comply with any written notice issued by the Department, the responsible supervisor shall, when warranted, request the City Attorney to file a criminal complaint for violation of Section 53.66 LAMC.

3/652.45 Impoundment of Dog-597 P.C.

Notwithstanding this procedure, any Animal Control Officer may impound any guard dog from any premises when the officer has reasonable cause to believe that the impoundment of the guard dog is immediately necessary to safeguard the community or to eliminate inhumane treatment such as a serious unattended injury, illness, malnutrition, distress or other inhumane conditions. Additionally, the provisions of Section 597 P.C. shall be enforced when applicable.