



ANIMAL CONTROL OFFICER'S
FIELD MANUAL

CITY OF LOS ANGELES
DEPARTMENT OF ANIMAL
REGULATION



ANIMAL CONTROL OFFICER'S
FIELD MANUAL

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GENERAL MANAGER

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LAWS

TERMS REF.

PROCEDURES

INVESTIGATIONS

CITATIONS

**RESPONSIBILITY FOR ANIMAL
CONTROL OFFICER'S
FIELD MANUAL**

The Animal Control Officer's Field Manual shall be issued only to the General Manager, Division Heads, District Supervisors, Senior Animal Control Officer's, Animal Control Officers and the Training Officer.

It is the responsibility of each person issued a Field Manual to maintain the copy in good condition in such place as is convenient for reference. The information contained is classified and is not to be made public unless otherwise authorized by the General Manager. Each copy of this limited number of Field Manuals must be kept available to submit for revision and update by the Training Officer.

Dedicated to

GARY M. FELEGY

Whose Knowledge, Guidance and Creativity
Were Surpassed Only By His Devotion
and Professionalism to The
Field of Animal Care and Control

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102—RETAKEING GOODS FROM CUSTODY OF OFFICER.

Every person who willfully injures or destroys, or takes or attempts to take, or assists any person in taking or attempting to take, from the custody of any officer or person, any personal property which such officer or person has in charge under any process of law, is guilty of a misdemeanor.

142—OFFICER REFUSING TO RECEIVE OR ARREST PARTIES CHARGED WITH A CRIME.

a. Any peace officer who has the authority to receive or arrest a person charged with a criminal offense and willfully refuses to receive or arrest such person shall be punished by a fine not exceeding five thousand dollars (\$5,000), or by imprisonment in the state prison, or in a county jail not exceeding one year, or by both such fine and imprisonment.

148—RESISTING PUBLIC OFFICERS IN THE DISCHARGE OF THEIR DUTIES: PENALTY.

Every person who willfully resists, delays, or obstructs any public officer, in the discharge or attempt to discharge any duty of his office, when no other punishment is prescribed, is punishable by a fine not exceeding one thousand dollars, or by imprisonment in a county jail not exceeding one year, or by both such fine and imprisonment.

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Every public officer who, under color of authority, without lawful necessity, assaults or beats any person, is punishable by a fine not exceeding five thousand dollars (\$5,000), or by imprisonment in the state prison, or in a county jail not exceeding one year, or by both such fine and imprisonment.

150—REFUSING TO AID OFFICERS IN ARREST, ETC., PENALTY.

Every able-bodied person above 18 years of age who neglects or refuses to join the posse comitatus or power of the county, by neglecting or refusing to

aid and assist in taking or arresting any person against whom there may be issued any process, or by neglecting to aid and assist in retaking any person who, after being arrested or confined, may have escaped from such arrest or imprisonment, or by neglecting or refusing to aid and assist in preventing any breach of the peace, or the commission of any criminal offense, being thereto lawfully required by any uniformed peace officer or by any judge, is punishable by fine of not less than fifty dollars (\$50) nor more than one thousand dollars (\$1,000).

240—ASSAULT DEFINED.

An assault is an unlawful attempt, coupled with a present ability, to commit a violent injury on the person of another.

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A battery is any willful and unlawful use of force or violence upon the person of another.

373A—MAINTAINING OR PERMITTING PUBLIC NUISANCE AFTER ABATEMENT NOTICE: EACH DAY'S EXISTENCE A SEPARATE OFFENSE: DUTY OF DISTRICT ATTORNEY.

Every person who maintains, permits, or allows a public nuisance to exist upon his or her property or premises, and every person occupying or leasing the property or premises of another who maintains, permits or allows a public nuisance to exist thereon, after reasonable notice in writing from a health officer or district attorney or city attorney or prosecuting attorney to remove, discontinue or abate the same has been served upon such person, is guilty of a misdemeanor, and shall be punished accordingly; and the existence of such nuisance for each and every day after the service of such notice shall be deemed a separate and distinct offense, and it is hereby made the duty of the district attorney, or the city attorney of any city, the charter of which imposes the duty upon the city attorney to prosecute state misdemeanors,

to prosecute all persons guilty of violating this section by continuous prosecutions until the nuisance is abated and removed.

487e—DOG STEALING: GRAND THEFT.

Every person who feloniously steals, takes, or carries away a dog of another which is of a value exceeding two hundred dollars (\$200) is guilty of grand theft.

487f—DOG STEALING: PETTY THEFT.

Every person who feloniously steals, takes, or carries away a dog of another which is of a value not exceeding two hundred dollars (\$200) is guilty of petty theft.

487g—DOG STEALING FOR SALE, MEDICAL RESEARCH OR COMMERCIAL USE.

Every person who feloniously steals, takes, or carries away a dog of another for purposes of sale, medical research, or other commercial uses is guilty of grand theft.

491—DOGS: PERSONAL PROPERTY: ASCERTAINMENT OF VALUE.

Dogs are personal property, and their value is to be ascertained in the same manner as the value of other property.

596—WILLFUL POISONING OF ANIMALS.

(L.A.M.C., 53.41)

Every person who, without the consent of the owner, willfully administers poison to any animal, the property of another, or exposes any poisonous substance, with the intent that the same shall be taken or swallowed by any such animal, is guilty of a misdemeanor.

Rules governing poisoning of predatory animals.

However, the provisions of this section shall not apply in the case of a person who exposes poisonous substances on premises or property owned or controlled by him for the purpose of controlling or destroying predatory animals or livestock—killing dogs and if, prior to or during the placing out of such poisonous substances, he shall have posted

upon the property conspicuous signs located at intervals of distance not greater than one-third of a mile apart, and in any case not less than three such signs having words with letters at least one inch high reading "Warning—Poisoned bait placed out on these premises," which signs shall be kept in place until the poisonous substances have been removed. Whenever such signs have been conspicuously located upon the property or premises owned or controlled by him as hereinabove provided, such person shall not be charged with any civil liability to another party in the event that any domestic animal belonging to such party becomes injured or killed by trespassing or partaking of the poison substance or substances so placed.

597—CRUELTY TO ANIMALS DEFINED.

(a) Every person who maliciously maims, wounds, tortures, or mutilates a living animal which is the property of another, or maliciously kills an animal which is the property of another, is guilty of an offense punishable by imprisonment in the state prison, or in a county jail for not more than one year, (b) Except as otherwise provided in subdivision (a), every person who overdrives, overloads, drives when overloaded, overworks, tortures, torments, deprives of necessary sustenance, drink or shelter, cruelly beats, mutilates, or cruelly kills any animal, or causes or procures any animal to be so overdriven, overloaded, driven when overloaded, overworked, tortured, tormented, deprived of necessary sustenance, drink or shelter, or to be cruelly beaten, mutilated, or cruelly killed; and whoever, having the charge or custody of any animal, either as owner or otherwise, subjects any animal to needless suffering, or inflicts unnecessary cruelty upon the same, or in any manner abuses any animal, or fails to provide the same with proper food, drink, shelter or protection from the weather, or who drives, rides or otherwise uses the same when unfit for labor, is for every such offense, guilty of a misdemeanor.

597.5—FIGHTING DOGS

(a) Any person who does any of the following is guilty of a crime and is punishable by imprison-

ment in a state prison not to exceed one year and one day, or by imprisonment in a county jail not to exceed one year, or by a fine not to exceed fifty thousand dollars (\$50,000), or by both such fine and imprisonment: (1) Owns, possesses, keeps, or trains any dog, with the intent that such dog shall be engaged in an exhibition of fighting with another dog. (2) For amusement or gain, causes any dog to fight with another dog, or causes any dogs to injure each other. (3) Permits any act in violation of paragraph (1) or (2) to be done on any premises under his charge or control, or aids or abets any such act. (b) Any person who is knowingly present, as a spectator, at any place, building, or tenement where preparations are made for an exhibition of the fighting of dogs, with the intent to be present at such preparations, or is knowingly present at such exhibition or any other fighting or injuring as described in paragraph (2) of subdivision (a), with the intent to be present at such exhibition, fighting, or injuring, is guilty of a misdemeanor. (c) Nothing in this section shall prohibit any of the following: (1) The use of dogs in the management of livestock, as defined by Section 14205 of the Food and Agricultural Code, by the owner of such livestock or his employees or agents or other persons in lawful custody thereof. (2) The use of dogs in hunting as permitted by the Fish and Game Code including, but not limited to Sections 3286, 3509, 3510, 4002, and 4756, and by the rules and regulations of the Fish and Game Commission. (3) The training of dogs or the use of equipment in the training of dogs for any purpose not prohibited by law.

597a—TRANSPORTING ANIMAL IN INHUMANE MANNER: SUBJECTION TO UNNECESSARY SUFFERING: PROCEDURE.

Whoever carries or causes to be carried in or upon any vehicle or otherwise any domestic animal in a cruel or inhumane manner or knowingly and willfully authorizes or permits it to be subjected to unnecessary torture, suffering, or cruelty of any

kind, is guilty of a misdemeanor; and whenever any such person is taken into custody therefor by any officer, such officer must take charge of such vehicle and its contents, together with the horse or team attached to such vehicle, and deposit the same in some place of custody; and any necessary expense incurred for taking care of and keeping the same, is a lien thereon, to be paid before the same can be lawfully recovered; and if such expense, or any part thereof, remains unpaid, it may be recovered, by the person incurring the same, of the owner of such domestic animal, in an action therefor.

597b—FIGHTING ANIMALS OR BIRDS: CAUSING, PERMITTING, AIDING OR BEING PRESENT AT SUCH FIGHT.

Any person who, for amusement or gain, causes any bull, bear, cock, or other animal, not including any dog, to fight with like kind or animal or creature, or causes any such animal, including any dog, to fight with a different kind of animal or creature, or with any human being; or who, for amusement or gain, worries or injures any such bull, bear, cock, dog or other animal, or causes any such bull, bear, or other animal, not including any dog, to worry or injure each other; and any person who permits the same to be done on any premises under his charge or control; and any person who aids, abets, or is present at such fighting or worrying of such animal or creature, as a spectator, is guilty of a misdemeanor.

597c—OWNING, KEEPING OR TRAINING BIRD OR ANIMAL FOR FIGHTING: PRESENCE AT PLACE WHERE PREPARATIONS FOR FIGHTING ARE BEING MADE: ATTENDING EXHIBITION.

Whoever owns, possesses, keeps, or trains any bird or animal, with the intent that such bird or animal shall be engaged in an exhibition of fighting, or is present at any place, building, or tenement, where

preparations are being made for an exhibition of the fighting of birds or animals, with the intent to be present at such exhibition, or is present at such exhibition, is guilty of a misdemeanor. This section shall not apply to an exhibition of fighting of a dog with another dog.

597d—ARRESTS AND WARRANTS AT ANIMAL FIGHT OR PLACE OF PREPARATION.

Any sheriff, constable, police, or peace-officer, or officer qualified as provided in section six hundred and seven f of the Civil Code, may enter any place, building, or tenement, where there is an exhibition of the fighting of birds or animals, or where preparations are being made for such an exhibition, and, without a warrant, arrest all persons there present.

597e—IMPOUNDING DOMESTIC ANIMAL WITHOUT SUFFICIENT FOOD AND WATER: RIGHT TO ENTER AND SUPPLY FOOD AND WATER TO IMPOUNDED ANIMAL: EXEMPTION FROM ACTION FOR ENTRY: COLLECTION OF COST OF FOOD AND WATER: EXECUTION UPON ANIMAL.

Any person who impounds, or causes to be impounded in any pound, any domestic animal, must supply the same during such confinement with a sufficient quantity of good and wholesome food and water, and in default thereof, is guilty of a misdemeanor. In case any domestic animal is at any time impounded, as aforesaid, and continues to be without necessary food and water for more than twelve consecutive hours, it is lawful for any person, from time to time, as may be deemed necessary, to enter in to and upon any pound in which any such domestic animal is confined, and supply it with necessary food and water so long as it remains so confined. Such person is not liable to any action for such entry, and the reasonable cost of such food and water may be collected by him of the owner of such animal, and such animal is not exempt from levy and sale upon execution issued upon a judgment therefor.

597f—PERMITTING ANIMAL TO GO WITHOUT CARE: DUTIES OF PEACE OR HUMANE SOCIETY OFFICER TO CARE FOR SAME: KILLING OF SICK OR DISABLED ANIMAL ABANDONED BY OWNER: SEIZURE OF UNFIT OR CRUELLY TREATED ANIMAL: NOTICE TO OWNER: CARE OF ANIMAL: LIEN FOR EXPENSES.

Every owner, driver, or possessor of any animal, who shall permit the same to be in any building, enclosure, lane, street, square, or lot, of any city, city and county, or judicial district, without proper care and attention, shall, on conviction, be deemed guilty of a misdemeanor. And it shall be the duty of any peace officer, officer of the humane society, or officer of a pound or animal regulation department of a public agency, to take possession of the animal so abandoned or neglected and care for the same until it is redeemed by the owner or claimant, and the cost of caring for such animal shall be a lien on the same until the charges are paid. Every sick, disabled, infirm, or crippled animal, except a dog or cat, which shall be abandoned in any city, city and county, or judicial district, may, if after due search no owner can be found therefor, be killed by such officer; and it shall be the duty of all peace officers, an officer of such society, or officer of a pound or animal regulation department of a public agency to cause the same to be killed on information of such abandonment. Such officer may likewise take charge of any animal, including a dog or cat, that by reason of lameness, sickness, feebleness, or neglect, is unfit for the labor it is performing, or that in any other manner is being cruelly treated; and, if such animal is not then in the custody of its owner, such officer shall give notice thereof to such owner, if known, and may provide suitable care for such animal until it is deemed to be in a suitable condition to be delivered to such owner, and any necessary expenses which may be incurred

for taking care of and keeping the same shall be a lien thereon, to be paid before the same can be lawfully recovered. It shall be the duty of all officers of pounds or humane societies, and animal regulation departments of public agencies to convey, and for police and sheriff departments, to cause to be conveyed all injured cats and dogs found without their owners in a public place directly to a veterinarian known by such officer or agency to be a veterinarian that ordinarily treats dogs and cats for a determination of whether the animal shall be immediately and humanely destroyed or shall be hospitalized under proper care and given emergency treatment. Any such veterinarian who agrees to make such a determination, shall himself perform euthanasia on an animal if the owner does not redeem the animal within the locally prescribed waiting period or if he determines that such animal has incurred severe injuries or is incurably crippled. If any such veterinarian determines that the animal shall be hospitalized under proper care and given emergency treatment, the cost of any such services which are provided pending the owner's inquiry to such agency, department, or society shall be paid from the dog license fees, fines, and fees for impounding dogs in the city, county, or city and county in which the animal was licensed or if the animal is unlicensed the jurisdiction in which the animal was found, subject to the provision that this cost be repaid by the animal's owner. No such veterinarian shall be criminally or civilly liable for any decision which he makes or services which he provides pursuant to the provisions of this section. Notwithstanding any other provisions of this section, any officer of a pound or animal regulation department or humane society, or any officer of a police or sheriff's department may, with the approval of his immediate superior, humanely destroy any abandoned animal in the field in any case where the animal is too severely injured to move or where a veterinarian is not available and it would be more humane to dispose of such animal.

597g—POLING A HORSE: DEFINITION.

Poling a horse is a method of training horses to jump which consists of (1) forcing, persuading, or enticing a horse to jump in such manner that one or more of its legs will come in contact with an obstruction consisting of any kind of wire, or pole, stick, rope or other object with brads, nails, tacks or other sharp points imbedded therein or attached thereto or (2) raising, throwing or moving a pole, stick, wire, rope or other object, against one or more of the legs of a horse while it is jumping an obstruction so that the horse, in either case, is induced to raise such leg or legs higher in order to clear the obstruction. The poling of any horse is unlawful and any person violating the provisions of this section is guilty of a misdemeanor.

597h—ATTACHING LIVE ANIMAL TO MOVING MACHINE TO BE PURSUED BY DOGS.

It shall be unlawful for any person to tie or attach or fasten any live animal to any machine or device propelled by any power for the purpose of causing such animal to be pursued by a dog or dogs. Any person violating any of the provisions of this section shall be guilty of a misdemeanor.

597i—MANUFACTURE, SALE OR POSSESSION OF GAFFS, SLASHERS, ETC., FOR FIGHTING BIRDS: FORFEITURE UPON CONVICTION.

It shall be unlawful for anyone to manufacture, buy, sell, barter, exchange, or have in his possession any of the implements commonly known as gaffs or slashers, or any other sharp implement designed to be attached in place of the natural spur of a gamecock or other fighting bird. Anyone violating any of the provisions of this section shall be guilty of a misdemeanor and upon conviction thereof shall, in addition to any judgment of sentence imposed by the court, forfeit possession or ownership of such implements.

597j—OWNERSHIP OR POSSESSION OF FIGHTING COCK.

Any person who owns, possesses or keeps any cock

with the intent that such shall be used or engaged by himself or by his vendee or by any other person in any exhibition of fighting is guilty of a misdemeanor.

597k—USE OF BRISTLE-BUR, TACK-BUR ETC.: PENALTY.

Anyone who, having care, custody or control of any horse or other animal, uses what is known as the bristle bur, tack bur, or other like device, by whatsoever name known or designated, on such horse or other animal for any purpose whatsoever, is guilty of a misdemeanor and is punishable by a fine of not less than twenty-five dollars (\$25) nor more than two hundred fifty dollars (\$250), or by imprisonment in the county jail for not less than 10 days nor more than 175 days, or by both such fine and imprisonment.

597l—UNLAWFUL OMISSIONS OF PERSON OPERATING PET SHOP: PUNISHMENT.

It shall be unlawful for any person who operates a pet shop to fail to do all of the following: (1) Maintain the facilities used for the keeping of pet animals in a sanitary condition. (2) Provide proper heating and ventilation for the facilities used for the keeping of pet animals. (3) Provide adequate nutrition for, and humane care and treatment of, all pet animals under his care and control. (4) Take reasonable care to release for sale, trade, or adoption only those pet animals which are free of disease or injuries. (5) Provide adequate space appropriate to the size, weight and specie of pet animals. (b) As used in this section: (1) "Pet animals" means dogs, cats, monkeys, and other primates, rabbits, birds, guinea pigs, hamsters, mice, snakes, iguanas, turtles, and any other species of animal sold or retained for the purpose of being kept as a household pet. (2) "Pet shop" means every place or premises where pet animals are kept for the purpose of either wholesale or retail sale. "Pet shop" does not include any place or premises where pet animals are occasionally

sold. (c) Any person who violates any provision of this section is guilty of a misdemeanor and is punishable by a fine of not to exceed five hundred dollars (\$500), or by imprisonment in the county jail for not more than 90 days, or by both such fine and imprisonment.

597m—BLOODLESS BULLFIGHTS OR SIMILAR CONTEST OR EXHIBITIONS: EXCEPTIONS AS TO RELIGIOUS CELEBRATIONS OR FESTIVALS.

It shall be unlawful for any person to promote, advertise, stage, hold, manage, conduct, participate in, engage in, or carry on any bullfight exhibition, any bloodless bullfight contest or exhibition, or any similar contest or exhibition, whether for amusement or gain or otherwise; provided, that nothing herein shall be construed to prohibit rodeos or to prohibit measures necessary to the safety of participants at rodeos. This section shall not, however, be construed as prohibiting bloodless bullfights, contest, or exhibition held in connection with religious festivals. Any persons violating the provisions of this section is guilty of a misdemeanor.

597n—DOCKING TAILS OF HORSES: IMPORTATION USE OF DOCKED HORSES: EXCEPTION.

It shall be unlawful for any person or persons to dock the tail of any horse, within the State of California, or to procure the same to be done, or to import or bring into this State, any docked horse, or horses or to drive, work, use, race or deal in any unregistered docked horse, or horses, within the State of California except as provided in Section 597r of this code.

597p—SAME: REGISTRATION OF DOCKED HORSES: RECORD: FEE: ISSUANCE AND EXHIBITION OF CERTIFICATE: PRESUMPTION.

Within 30 days after the passage of this act, every owner, or user of any docked horse, within the State of California, shall register his or her docked horse, or horses by filing in the office of the

county clerk of the county in which such docked horse, or horses, may then be kept, a certificate, which certificate shall contain the name, or names of the owner, together with his or her post office address, a full description of the color, age, size and the use made of such docked horse, or horses; which certificate shall be signed by the owner, or his, or her agent. The county clerk shall number such certificate consecutively and record the name in a book, or register to be kept for that purpose only; and shall receive as a fee for recording of such certificate, the sum of fifty cents (\$0.50), and the clerk shall thereupon issue to such person so registering such horse or horses a certificate containing the facts recited in this section which upon demand shall be exhibited to any peace officer, and the same shall be conclusive evidence of a compliance with the provisions of Section 597n of this code.

597q—SAME: DRIVING, ETC., OF UNREGISTERED DOCKED HORSE AS PRIMA FACIE EVIDENCE OF DOCKING.

The driving, working, keeping, racing or using of any unregistered docked horse, or horses, after 60 days after the passage of this act, shall be deemed prima facie evidence of the fact that the party driving, working, keeping, racing or using such unregistered docked horse, or horses, docked the tail of such horse or horses.

597r—SAME: VIOLATION: EXCEPTIONS: FILING DESCRIPTION OF IMPORTED ANIMAL.

Any person or persons violating any of the provisions of this act, shall be deemed guilty of a misdemeanor; provided, however, that the provisions of Section 597n, 597p, and 597q, shall not be applied to persons owning or possessing any docked purebred stallions and mares imported from foreign countries for breeding or exhibition purposes only, as provided by an act of Congress entitled "An act regulating the importation of breeding animals" and approved March 3, 1903, and

to docked native-bred stallions and mares brought into this State and used for breeding or exhibition purposes only; and provided further, that a description of each such animal so brought into the State, together with the date of importation and name and address of importer, be filed with the county clerk of the county where such animal is kept within 30 days after the importation of such animal.

597s—ABANDONMENT OF DOG OR CAT.

Every person who willfully abandons any domestic dog or cat is guilty of a misdemeanor.

597t—EXERCISE AREA FOR RESTRICTED ANIMALS: ENTANGLEMENT OR INJURY BY LEASH, ROPES, ETC.: ACCESS TO SHELTER.

Every person who keeps an animal confined in an enclosed area shall provide it with an adequate exercise area. If the animal is restricted by a leash, rope, or chain, the leash, rope, or chain shall be affixed in such a manner that it will prevent the animal from becoming entangled or injured and permit the animal's access to adequate shelter, food, and water. Violation of this section constitutes a misdemeanor. This section shall not apply to an animal which is in transit, in a vehicle, or in the immediate control of a person.

597u—REQUIREMENTS IN KILLING DOG OR CAT BY USE OF CARBON MONOXIDE GAS.

No person, peace officer, officer of a humane society, or officer of a pound or animal regulation department of a public agency shall kill any dog or cat by the use of carbon monoxide gas unless all of the following are satisfied: (a) The carbon monoxide gas chamber is equipped with internal lighting and viewport providing direct visual surveillance of the collapse and death of any dog or cat within the chamber. (b) The gas generation process is adequate to achieve a carbon monoxide gas concentration throughout the chamber of at least 5 percent within 20 minutes after any dog or cat is placed in

the chamber. (c) If chemical generation through the use of sodium formate and sulfuric acid is used, the generated carbon monoxide gas has the irritating acid vapors filtered out by passing it through a 10 percent solution of sodium hydroxide prior to its entry into the carbon monoxide gas chamber. (d) If carbon monoxide gas generation is by combustion of gasoline in an engine, all of the following shall be satisfied: (1) The engine is maintained in good operating condition. (2) The engine is operated only at idling speed with the richest fuel-air mixture the choke permits. (3) Prior to entry into the chamber, the exhaust gas is cooled so that it does not exceed 125° Fahrenheit. (4) The chamber is equipped with accurate temperature gauges monitored by attendants to assure that internal temperature of the chamber does not exceed 110° Fahrenheit. (5) Prior to its entry into the lethal chamber the exhaust gas is first passed through an adequate water filtration process and subsequently through a cloth filtration process to remove irritants and carbon particles. (6) The noise level from the engine shall not exceed 70 dBA when measured within the chamber. (7) A flexible tubing or pipe at least 24 inches in length shall be placed between the chamber and the engine to minimize vibrations. (e) Any dog or cat not covered by Section 597v is placed in an individual container or compartment of the carbon monoxide chamber except dogs or cats from the same litter and their parents may be placed in the same container or compartment. (f) The carbon monoxide gas chamber and its compartments shall be cleaned thoroughly after every cycle of operation.

597v—METHOD FOR KILLING NEWBORN DOG OR CAT.

No person, peace officer, officer of a humane society, or officer of a pound or animal regulation department of a public agency shall kill any newborn dog or cat whose eyes have not yet opened by

any other method than by the use of chloroform vapor or gas or by inoculation of barbiturates.

597w—KILLING DOG OR CAT BY USE OF HIGH-ALTITUDE DECOMPRESSION CHAMBER.

No person, peace officer, officer of a humane society, or officer of a pound or animal regulation department of a public agency shall kill any dog or cat by the use of any high-altitude decompression chamber.

597x—PROCEDURE FOR KILLING DOG OR CAT BY USE OF NITROGEN GAS.

No person, peace officer, officer of a humane society, or officer of a pound or animal regulation department of a public agency shall kill any dog or cat by the use of nitrogen gas unless all of the following are satisfied: (a) The nitrogen gas cabinet shall be equipped with internal lighting and a viewport providing direct visual surveillance of the collapse and death of any cat or dog within the cabinet, unless the cabinet is equipped with a clear door. (b) The nitrogen gas cabinet and its compartments shall be thoroughly cleaned after every cycle of operation. (c) Every dog or cat shall be placed in an individual container or compartment of nitrogen gas cabinet, except dogs or cats from the same litter and their parents may be placed in the same container or compartment. (d) The oxygen concentration within the cabinet shall be reduced to 1.5% or less by displacing air within the cabinet with nitrogen. (e) The 1.5% reduction in oxygen concentration shall be reached within 60 seconds after the beginning of the cycle of operation and the animals shall be left within the cabinet at that concentration for a minimum of 10 minutes.

597y—VIOLATIONS DEEMED CRUELLY KILLING ANIMALS.

Any violation of Section 597u, 597v, 597w, or 597x shall be a misdemeanor.

597z—HUMANE OFFICER'S RIGHT TO ENTER FACILITY FOR INSPECTING.

A humane officer appointed under Section 607f of the Civil Code or the State Sealer may enter any facility utilizing a carbon monoxide gas chamber or nitrogen gas cabinet for the purpose of inspecting the operation of such facility to determine whether there is compliance with Sections 597u and 597x.

598—KILLING, ETC., BIRDS IN CEMETERIES.

Every person who, within any public cemetery or burying-ground kills, wounds, or traps any bird, or destroys any bird's nest other than swallows' nests, or removes any eggs or young birds from any nest, is guilty of a misdemeanor.

598a—KILLING DOG OR CAT FOR THE ANIMAL'S PELT: POSSESSION, SALE, ETC., OF PELT OR OF THE ANIMAL FOR PELT.

(a) Every person is guilty of a misdemeanor who kills any dog or cat with the sole intent of selling or giving away the pelt of such animal. (b) Every person is guilty of a misdemeanor who possesses, imports into this state, sells, buys, gives away or accepts any pelt of a dog or cat with the sole intent of selling or giving away the pelt of the dog or cat, or who possesses, imports into this state, sells, buys, gives away, or accepts any dog or cat, with the sole intent of killing or having killed such dog or cat for the purpose of selling or giving away the pelt of such animal.

599—OFFERING LIVE CHICKS, RABBITS, ETC., AS PRIZE INDUCEMENT: ARTIFICIAL COLORING: ADEQUATE MAINTENANCE: STREET OR HIGHWAY SALE.

Every person is guilty of a misdemeanor who: (a) Sells or gives away, any live chicks, rabbits, ducklings, or other fowl as a prize for, or as an inducement to enter, any contest, game or other competition or as an inducement to enter a place of amusement or place of business; or (b) Dyes or

otherwise artificially colors any live chicks, rabbits, ducklings or other fowl, or sells, offers for sale, or gives away any live chicks, rabbits, ducklings, or other fowl which has been dyed or artificially colored; or (c) Maintains or possesses any live chicks, rabbits, ducklings, or other fowl for the purpose of sale or display without adequate facilities for supplying food, water and temperature control needed to maintain the health of such fowl or rabbit; or (d) Sells, offers for sale, barter, or for commercial purposes gives away, any live chicks, rabbits, ducklings, other fowl on any street or highway. This section shall not be construed to prohibit established hatchery management procedures or the display, or sale of natural chicks, rabbits, ducklings, or other fowl in proper facilities by dealers, hatcheries, poultrymen, or stores regularly engaged in the business of selling the same.

599aa—SEIZURE OF BIRDS AND ANIMALS USED IN VIOLATION OF LAW.

Any authorized officer making an arrest under Section 597.5 shall, and any authorized officer making an arrest under Section 597b or 599a may, lawfully take possession of all birds or animals and all paraphernalia, implements or other property or things used or employed, or about to be employed, in the violation of any of the provisions of this code relating to the fighting of birds or animals. He shall state to the person in charge thereof at the time of such taking his name and residence. Such officer, after taking possession of such birds, animals, paraphernalia, implements or other property or things, shall file with the magistrate before whom the complaint is made against any person so arrested an affidavit stating therein the name of the person charged in such complaint, a description of the property so taken and the time and place of the taking thereof together with the name of the person for whom the same was taken and the name of the person who claims to own such property, if

known, and that the affiant has reason to believe and does believe, stating the ground of such belief, that the property so taken was used or employed, or was about to be used or employed, in such violation of such provisions of this code. He shall thereupon deliver the property so taken to such magistrate, who shall, by order in writing, place the same in the custody of an officer or other proper person named and designated in such order, to be kept by him until the conviction or final discharge of such person complained against, and shall send a copy of such order without delay to the district attorney of the county. The officer or person so named and designated in such order shall immediately thereupon assume the custody of such property and shall retain the same, subject to the order of the court before which such person so complained against may be required to appear for trial. Upon the conviction of the person so charged, all property so seized shall be adjudged by the court to be forfeited and shall thereupon be destroyed or otherwise disposed of as the court may order. In the event of the acquittal or final discharge without conviction of the person so charged such court shall, on demand, direct the delivery of such property so held in custody to the owner thereof.

834—ARREST DEFINED: BY WHOM MADE.

An arrest is taking a person into custody, in a case and in the manner authorized by law. An arrest may be made by a peace officer or by a private person.

CIVIL PROCEDURES CODE

1174—RESTITUTION OF PROPERTY BY LANDLORD.

Disposition of Property. A plaintiff, having obtained a writ of restitution of the premises pursuant to an action for unlawful detainer, shall be

entitled to have the premises restored to him by officers charged with enforcement of such writs. The enforcing officer shall serve such writ promptly upon payment of reasonable cost of service. If the tenant does not vacate the premises within five days from the date of service of such writ, the enforcing officer shall remove the tenant from the premises and place the plaintiff in possession thereof. All goods, chattels or personal property of the tenant remaining on the premises at the time of its restitution to the plaintiff shall be stored by the plaintiff in a place of safekeeping for a period of 15 days and may be redeemed by the tenant upon payment of reasonable cost incurred by the plaintiff in providing such storage and the judgment rendered in favor of plaintiff, including costs. Plaintiff may, if he so elects, store such goods, chattels or personal property of the tenant on the premises, and the costs of storage in such case shall be the fair rental value of the premises for the term of storage. An inventory shall be made of all goods, chattels or personal property left on the premises prior to its removal and storage or storage on the premises. Such inventory shall either be made by the enforcing officer or shall be verified in writing by him. The enforcing officer shall be entitled to his costs in preparing or verifying such inventory. In the event the property so held is not removed within 15 days, such property shall be deemed abandoned and may be sold at a public sale by competitive bidding, to be held at the place where the property is stored, after notice of the time and place of such sale has been given at least five days before the date of such sale by publication once in a newspaper of general circulation published in the county in which the sale is to be held. Notice of the public sale may not be given more than five days prior to the expiration of the 15 days during which the property is to be held in storage. All money realized from the sale of such personal property shall be used to pay the costs of the plaintiff in storing and selling such property,

and any balance thereof shall be applied in payment of plaintiff's judgment, including costs. Any remaining balance shall be returned to the defendant.

CIVIL CODE

607f—HUMANE OFFICERS; APPOINTMENT; QUALIFICATIONS; RECORD; TERM; REVOCATION OF APPOINTMENT; AUTHORITY; ARRESTS; MISREPRESENTATION; OFFENSES.

Any such corporation incorporated for the purpose of the prevention of cruelty to animals may by resolution of its board of directors or trustees duly entered on its minutes appoint any number of its members, who shall be citizens of the State of California, as humane officers. Each appointment of a humane officer shall be by separate resolution. Such resolution shall state the full name and place of residence and the business or occupation of the person so appointed and the fact that he is a citizen of the State of California and shall also designate the number of the badge to be allotted to such officer.

The society shall recommend any such appointee to the judge of the superior court in and for the county or city and county in which the appointee resides, and shall deliver to the judge a copy of the resolution appointing such person, duly certified to be correct by the president and secretary of such corporation and attested by its seal, together with the fingerprints of such appointee taken on standard 8 x 8-inch cards.

The judge shall send a copy of the resolution, together with the fingerprints of the appointee, to the Department of Justice, which shall thereupon submit to the judge, in writing, a report of the record in its possession, if any, of the appointee. If the Department of Justice has no record of the appointee, it shall so report to the judge in writing. Upon receipt of the report the judge shall review the matter of the appointee's qualifications and fit

ness to act as a humane officer and, if he reaffirms such appointment, shall so state on a court order confirming the appointment. Said appointee shall thereupon file a certified copy of the reviewed court order in the office of the county clerk of said county or city and county and shall at the same time take and subscribe the oath of office prescribed for constables or other peace officers.

The county clerk shall thereupon immediately enter in a book to be kept in his office and designated "Record of Humane Officers" the name of such officer, the number of his badge, the name of the judge appointing him and the date of such filing. At the time of such filing the county clerk shall collect from such officer a fee of five dollars (\$5), which shall be in full for all services to be performed by the county clerk under the provisions of this section.

All such appointments of humane officers shall automatically expire within three years from the date on which the said certified copy of the court order was filed with the county clerk. Officers whose appointments are about to expire may only be reappointed in the same manner as hereinbefore provided for new appointments.

The corporation appointing such officer may revoke such appointment at any time by filing in the office of the county clerk in which the appointment of such officer is recorded a copy of such corporation in writing under the letterhead of such corporation and duly certified by its executive officer. Upon such filing the county clerk shall enter the fact of such revocation and the date of the filing thereof opposite the name of such officer in such record of humane officers.

Such humane officers after qualifying as above provided, shall have power at all places within the state lawfully to interfere to prevent the perpetration of any act of cruelty upon any dumb animal and may use such force as may be necessary to prevent the same and to that end may summon to

their aid any bystander. They may make arrests for the violation of any penal law of this state relating to or affecting animals in the same manner as a constable or other peace officer. Except as otherwise provided by this section, a humane officer shall serve only in the county in which he is appointed. A humane officer may serve in a county other than that in which he is appointed only if he first informs the sheriff of the county that he intends to serve in such county. A humane officer is authorized to carry weapons while engaged in his duties as a humane officer, upon satisfactory completion of training, as approved by the Commission on Peace Officer Standards and Training, in the use of weapons.

Every humane officer must when making such arrest exhibit and expose a suitable badge to be adopted by the corporation under this title of which he is a member which shall bear its name and a number. Any person resisting a humane officer in the performance of his duty as provided in this section, shall be guilty of a misdemeanor. Any person who has not been appointed and qualified as a humane officer as provided in this section, or whose appointment, having expired, has not been renewed as provided in this section, who shall represent himself to be or shall attempt to act as such officer shall be guilty of a misdemeanor.

The provisions of this section added by amendments at the 1971 Regular Session shall apply only to humane officers appointed or reappointed after the effective date of such amendments.

1834.5—ABANDONED ANIMALS; DISPOSITION; NOTICE

Notwithstanding any other provision of law, whenever any animal is delivered to any veterinarian, dog kennel, cat kennel, pet-grooming parlor, animal hospital, or any other animal care facility pursuant to any written or oral agreement entered into after the effective date of this section, and the

owner of such animal does not pick up the animal within 14 calendar days after the day the animal was due to be picked up, the animal shall be deemed to be abandoned. The person into whose custody the animal was placed for care shall first try for a period of not less than 10 days to find a new owner for the animal, and if unable to place the animal with a new owner, shall thereafter humanely destroy the animal so abandoned.

If an animal so abandoned was left with a veterinarian or with a facility which has a veterinarian, and a new owner cannot be found pursuant to this section, such veterinarian shall humanely destroy the animal.

There shall be a notice posted in a conspicuous place, or in conspicuous type in a written receipt given, to warn each person depositing an animal at such animal care facility of the provisions of this section.

1834.6 USE OF ABANDONED ANIMALS FOR SCIENTIFIC OR OTHER EXPERIMENTATION PROHIBITED

An abandoned animal, as described in Section 1834.5 shall not be used for scientific or any other type of experimentation, nor shall such an abandoned animal be turned over to a pound or animal regulation department of a public agency.

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ACUTE—having a sudden onset, sharp rise, and short course.

ANATOMY—the science of the structure of the animal body and the relation of its parts.

ANOREXIA—loss of appetite.

ANTIBIOTIC—a substance produced by a microorganism and able in dilute solution to inhibit or kill another microorganism.

ANTIBODY—any of the body globulins that combine specifically with antigens and neutralize toxins.

ANTIGEN—a substance which when introduced into the body stimulates the production of an antibody.

AUTOPSY—the post-mortem examination of the body.

BARROW—a male hog castrated before sexual maturity.

BILLY—a male goat; slang.

BIOPSY—living tissue for examination.

BITCH—a female dog.

BOAR—a male pig or raccoon.

BOVINE—of, relating to, or resembling the ox or cow.

BUCK—a male goat, rabbit or deer.

CALF—a young of the bovine family.

CALVING—to give birth to a calf.

CANINE—of, relating to dogs.

CAPRINE—of, or relating to goats.

CARNIVOROUS—flesh eating animals.

CASTRATION—to sexually alter so the animal may not reproduce.

CHRONIC—marked by long duration or frequent recurrence.

COLOSTRUM—milk secreted for a few days after parturition and characterized by high protein and immune body content.

COLT—young male horse.

CONTAGIOUS—communicable by contact.

COW—female bovine.
 CRYPTORCHID—a male with undescended testicles.
 DERMATITIS—inflammation of the skin
 DIAGNOSIS—the art or act of identifying a disease from its symptoms.
 DOE—female goat, rabbit or deer.
 ECTOTHERMIC—animals that elevate their body temperature above that of their surroundings, using an external heat source.
 EMBRYOLOGY—study of tissue and organ development.
 ENDOTHERMIC—animals that maintain body temperature by internal (metabolic) heat production.
 EQUINE—of, relating to, or resembling a horse.
 EWE—a female sheep.
 EXUDATE—a substance that oozes from tissue.
 FARROWING—to give birth to pigs.
 FECES—bodily waste discharged through the anus.
 FELINE—of, or relating to cats.
 FILLY—young female horse of less than four years.
 FOAL—the young of the horse family.
 GANGRENE—the death of a part of the body due to loss of blood supply, which may be caused by injury or disease.
 GELDING—a castrated horse.
 GESTATION—the period an animal carries a pregnancy.
 HEIFER—a young cow—one that has not had a calf.
 HERBIVORIOUS—subsisting upon grasses and herbs.
 HINNY—a hybrid between a stallion and a she-ass.
 HYSTERECTOMY—surgical removal of the uterus.
 IMMUNITY—the ability to resist infection.
 INFECTIOUS—capable of being easily diffused or spread.
 INSECTIVOROUS—subsisting chiefly on insects and grubs.
 JACK—a male donkey.
 JENNY—a female donkey.

KID—a young goat under one year of age.
 LACTATING—to secrete milk.
 LAMB—a sheep of either sex prior to one year of age.
 LAMBING—to give birth to a lamb.
 MAMMALIA—a division of vertebrate animals, including all that suckle their young.
 MARE—female horse.
 MOLT—to shed hair, feathers, shell, horns or outer layer periodically.
 MONORCHID—a male with one descended testicle.
 MORBIDITY—the relative incidence of a disease.
 MORPHOLOGY—the form or structure of an object.
 MORTALITY—the number lost or the rate which a disease is fatal. Death rate or relative frequency of death.
 MULE—a hybrid between a mare and a male-ass.
 NANNY—a female goat; slang.
 NECROSIS—local death of body tissue.
 NEUTER—to castrate or alter an animal.
 OMNIVOROUS—subsisting upon food of every kind.
 OVARIOHYSTERECTOMY—surgical removal of the uterus and ovaries.
 OVIPAROUS—producing eggs that develop and hatch outside the maternal body.
 OVINE—of, relating to sheep.
 OVOVIVIPAROUS—producing eggs that develop within the maternal body, the young being born live without placental attachment.
 PARASITE—an organism living in or on another organism.
 PARTURITION—the act or process of giving birth to offspring.
 PATHOGEN—a specific causative agent of disease.
 PATHOLOGY—the science of the essential nature of disease, especially the structural and functional changes caused by the disease.
 PHYSIOLOGY—the science of the functions of the living organism and its parts.

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BARKING DOG NOISE COMPLAINTS

1. All complaints must be submitted in writing, and shall include the name, address and telephone number of the complainant, the address of the dog owner and a brief description of the complaint.
2. Upon receipt of the complaint the Department shall send a written notice to the dog owner or custodian, advising of the alleged noise and requesting that immediate steps be taken to abate the excessive barking noise. A written notice shall also be sent to the complainant advising of the Department's action.
3. The Department will take no further action until a second complaint is received.
4. Upon receipt of a second complaint (not less than 7 days nor more than 120 days after the original complaint), the following shall be performed:
 - a. A field investigation shall be made and a Notice to Comply shall be issued to the dog owner or custodian, directing the same to abate the barking dog noise.
 1. The notice shall contain a provision that within 5 days of receipt thereof, the dog owner or custodian may request a meeting with a Department representative to discuss a possible resolution to the problem.
5. If after the Notice to Comply has been issued, the noise nuisance has not been abated, and the dog owner or custodian has not requested a meeting with the Department, the complainant may request a meeting.
6. Barking Dog Hearings—Request for Appearance letters shall be sent to the dog owner and the complainant, respectively, for attendance at the office hearing.
 - a. If the dog owner appears at the hearing and the complainant does not, the complaint is dropped.
 - b. If the complainant appears at the hearing and the dog owner does not, the complaint is to be forwarded to the City Attorney's Office.

- c. The hearing officer shall attempt to resolve the problem. If no resolution can be obtained the complaint is forwarded to the City Attorney's Office.

FIRST RIGHTS: STRAY CATS AND DOGS (ONLY)

Persons relinquishing stray dogs and/or cats for impound purposes to the Department shall be given the opportunity to adopt the animal under "First Rights."

Field Procedure—Impoundment

When an Animal Control Officer impounds a stray cat or dog from an adult individual who expresses interest in adopting the animal, the Animal Control Officer shall:

- a. Explain to the person the Department's Interested Party procedure.
- b. Explain further the normal adoption procedure as mandated by Section 53.11 L.A.M.C., as it relates to cats and dogs.
- c. Explain paragraph (b) of Section 53.13 L.A.M.C., which provides that a person who relinquishes a stray dog or cat to the Department may adopt such animal on the first day it becomes available for sale.
- d. After the aforementioned has been explained to the concerned individual, the officer shall explain the FIRST RIGHTS procedure as follows:
 1. The citizen releasing the stray cat/dog to the Department shall be afforded the opportunity to have FIRST RIGHTS to adopting this cat/dog. This FIRST RIGHTS shall allow the individual the privilege to adopt the cat/dog without having to bid for the animal in an auction. However, it shall be explained that he/she relinquishes the FIRST RIGHTS if a grace period of one hour elapses from the time of availability.
- e. If the relinquisher desires to take advantage of this opportunity, the officer shall place a check mark on the AR-30 Form in the appropriate box designated "FIRST RIGHTS REQUESTED."

- f. In all cases, the blue copy of the AR-30 shall be given to the person releasing the animal to the Department.
- g. The Impound Number, Impound Date and Available Date shall be circled and brought to the attention of the person relinquishing the cat/dog.

Observation Dogs or Cats—Exempt

Rabies suspects shall be exempt from the FIRST RIGHTS procedures. Concerned citizens shall be directed to the immediate supervisor for proper explanation.

PROCEDURES TO BE FOLLOWED IN THE DESTRUCTION OF ANIMALS BY FIREARMS

Equines and Livestock (Except sheep and goats)

With a rope appropriate for livestock, tie a non-slip or bowline knot around the animal's neck and secure legs, to ensure the animal is not able to run off. Secure the rope to some strong, immovable object.

If the animal is up, stand facing the animal's muzzle; if the animal is down, kneel facing the muzzle.

Place the palm of the left hand on the muzzle of the animal with the fingers gripping around the muzzle.

Extend and stiffen the left arm and stand away from the animal so that after the animal is shot, you'll be pushed safely away if the animal falls or runs forward.

Keep the animal as still as possible.

Draw an imaginary line from the animal's left ear diagonally to the animal's right eye, and from the animal's right ear to the left eye.

Accurately aim and fire a .38 caliber bullet directly at the point where the imaginary lines intersect so that the bullet travels through the brain and along the neck in equines and along the body in other livestock.

Do not leave until the animal is dead.

Goats and Sheep

Follow first two steps in equines and livestock.

Stand to the animal's left or right side if the animal is up. Lay the animal on either side if it is down.

Accurately aim behind one ear of the animal so that the bullet will travel from the left ear through the brain and right eye or from the right ear and left eye.

Use .22 caliber lead point or .38 caliber cartridge.

Do not leave until the animal is dead.

Dogs, Cats, Rabbits, Etc.

Secure the animal with a rope.

Stand in front of the animal's head.

Accurately aim and fire a .22 caliber lead point bullet slightly above and between the eyes of the animal so that the bullet travels through the brain and down the neck or body of the animal.

Impound the carcass.

Caliber .22 shot may be used on small, soft skull animals such as ground squirrels, poisonous reptiles, opossums and the like.

Rabies Suspects

Impound the animal **alive** if at all possible.

If destruction is necessary accurately fire a shot into the animal's heart.

The humane destruction of animals by firearms is absolutely limited to the following situations: when human life is being gravely imperiled and no other alternative exists; when an animal is causing damage to public property or endangering public safety; when an animal is obviously suffering the latter stages of an extremely painful disease which is normally fatal and the supervisor has given approval; when an animal is critically injured and assumed fatal; any poisonous reptiles causing danger to humans or domestic animals; an animal is ordered destroyed by the General Manager, District Supervisor or Department Veterinarian; when an owner of livestock in writing has requested the destruction of an old, diseased or injured animal; in an emergency situation when an animal is critically injured and the owner in writing, requests immediate destruction of the animal.

BEFORE DESTROYING ANY ANIMAL, BE SURE YOU ELIMINATE THE DANGER OF RICOCHET.

PHYSICAL ARREST PROCEDURE

The physical arrest of citizens by authorized Department personnel shall be limited to the following circumstances:

1. The physical arrest of the citizen is absolutely necessary to protect the Department employee. The Employee shall use only that force necessary to defend oneself and shall not become the aggressor.
2. A citizen who is observed to be in violation of an Animal Regulation enforced ordinance, and in the presence of a Los Angeles Police Officer, refuses to submit the necessary identification for completion of a citation or information required for a criminal complaint request through the City Attorney's Office shall be arrested by the authorized Department employee and transported to jail by the Los Angeles Police Department. In any case, the actual physical control of the arrested person shall be made by the Los Angeles Police Department.

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COMPLETING REPORTS

Animal Control Officers should be aware of the fact that investigations are a part of the Department's law enforcement duties and as such shall be conducted in a manner above reproach. All documents should be completed mindful of the fact that they may be used as legal evidence in court.

COURTESY

In conducting an investigation in the field, officers shall be courteous and respectful in all contacts with the public. Officers should speak clearly, coherently, and use the best possible choice of words to convey the intended message.

There can be no excuse for an officer to be uncivil or belligerent. Usually, reasoning will attain the desired effect. If this fails, record the accurate essence of the conversation on the applicable form and refer the matter to the supervisor. If the situation warrants, radio for police assistance. Failure to elicit the desired information is not sufficient cause to request police assistance.

PRIORITY OF INVESTIGATIONS

Field Interrogations, Searches and Seizures and Humane Investigations shall be conducted as outlined in the Department Manual of Procedures.

ENTRY UPON PRIVATE PROPERTY

An officer may enter that portion of private premises, enclosed or otherwise, which is open to visitors and tradesmen for the purpose of approaching the principal entry door to investigate any alleged violation of law which the officer has the duty to enforce.

NOTE: No exceptions unless exigent circumstances.

1. When the enclosed property is locked, officers shall not enter the property except with approval of the resident.
2. Enclosed property shall mean any property which is completely enclosed by fence or other structures.
3. An officer may enter upon any property when accompanied by a peace officer in obedience to a

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search or arrest warrant or when acting under the provision of Section 53.03, 53.10, or 53.50 L.A.M.C.

PHYSICAL SEARCHES OF PRIVATE PREMISES

Except as provided in Section 53.03, 53.10, and 53.50 L.A.M.C., searches of private premises shall be under the authority of search warrants and executed by a peace officer accompanied by Department personnel.

WARRANTLESS INVESTIGATIONS OF DWELLINGS

The rules of search and seizure exist to protect an individual's "reasonable expectation of privacy" from intrusion. These rules must be complied with unless an officer has a warrant, probable cause to arrest, an emergency, or some other good reason to intrude.

The practical importance of this rule is that when an individual has not shown a "reasonable expectation of privacy", the technical rules of search and seizure do not apply. In other words, officers need not be concerned about search warrants, probable cause, consent or emergency searches or the rest of the search and seizure rules except when a suspect has shown a "reasonable expectation of privacy".

INVESTIGATION RULES—REASONABLE EXPECTATION OF PRIVACY

a. Looking Into Windows

1. As a Department policy, investigating officers shall not look into windows except when warranted by the nature of the investigation.
2. There is nothing illegal, in itself, with looking into windows in the course of an investigation as long as the officer has a right to be where he is.
3. The officer must be standing where he has a right to be at the time he makes the observation.
4. No rule limits the types of aperture through which officers may look.
5. Flashlights may be used to illuminate a dark room or other dark area only when the investigation warrants such use.
6. If there is a sufficiently good reason, the courts will ignore the other rules.

b. Listening at Doors

1. As a Department policy, investigating officers shall not listen at doors, except when warranted by the nature of the investigation.
2. So long as an officer has a right to be where he is, there is nothing illegal about listening at doors.
3. Officers have a right to put their ears to doors, even though the conversation would not otherwise be audible.

c. Backyard Observations

1. The rules governing backyard searches are exactly the same as those governing looking into windows and listening at doors.

d. Garage Searches

1. As a general rule, a search warrant is required for an officer to conduct a search of a garage, except when acting under some recognized exception to the warrant requirement. Only peace officers (police officers) may execute search warrants.
2. If an officer looks into a garage from a place where he has a right to be, his observations are lawful. This includes public areas and normal access routes, and places he can reach with the consent of neighbors.
3. Searches of garages shall not be conducted except when warranted by the nature of the investigation.

e. Garbage Can Searches

1. Garbage cans which a householder has placed next to the street for pickup by the rubbish collector may not be searched without a search warrant.
2. Officers are free to look at whatever is at the top of cans which are not covered, so long as they do not rummage and so long as they are standing where they have a right to be.
3. If the refuse is just thrown in the street and not intended for rubbish collectors, officers may conduct a search.



City of Los Angeles
DEPARTMENT OF ANIMAL REGULATION

Case Number
Date August 1, 1982
District Address 215 West Ann Street
Phone 222-7138

NOTICE TO COMPLY

To Mary White, 13131 Sherman Way, North Hollywood

You are hereby directed to Cease and desist from operating a pet shop in the City of Los Angeles until such time as a permit to operate has been applied for and received from this Department. Failure to comply may result in further legal action pursuant to Sec. 53.50 L.A.M.C.

This notice shall be complied with in accordance with the laws, ordinances and rules applicable thereto, by Forthwith

Served by Field Operation
Received by Signature
By Payroll Signature, Badge #
Animal Control Officer

Form 84A-5M S41-2-75 (R)

DEPARTMENT OF ANIMAL REGULATION



City of Los Angeles
DEPARTMENT OF ANIMAL REGULATION

Case Number
Date August 1, 1982
District Address 215 West Ann Street
Phone 222-7138

NOTICE TO COMPLY

To John Smith, 13131 Sherman Way, North Hollywood

You are hereby directed to maintain your equine not less than 75' from any neighboring dwelling and not less than 35' from your dwelling, pursuant to Sec 53.59 L.A.M.C. Failure to comply may necessitate further legal action.

This notice shall be complied with in accordance with the laws, ordinances and rules applicable thereto, by Forthwith

Served by Field Operations
Received by Signature
By Payroll Signature, Badge #
Animal Control Officer

Form 84A-5M S41-2-75 (R)

DEPARTMENT OF ANIMAL REGULATION

INVESTIGATIONS PROCEDURES LAWS
CITATIONS WILL RULES ANIMAL IDEN. ANIMAL IMP.



City of Los Angeles
DEPARTMENT OF ANIMAL REGULATION

Case Number
 Date August 1, 1982
 District Address 215 West Ann Street
 Phone 222-7138

NOTICE TO COMPLY

To John Smith, 13131 Sherman Way, North Hollywood

You are hereby directed to apply for and obtain a permit to maintain a fox within the City of Los Angeles in compliance with Sec. 53.38 L.A.M.C. Failure to do so may necessitate further legal action.

This notice shall be complied with in accordance with the laws, ordinances and rules applicable thereto, by Forthwith

Served by Field Operations

DEPARTMENT OF ANIMAL REGULATION

Received by Signature

By Payroll Signature, BADGE #
 Animal Control Officer

Form 84A—5M Set—2-75 (R)



City of Los Angeles
DEPARTMENT OF ANIMAL REGULATION

Case Number
 Date August 1, 1982
 District Address 215 West Ann Street
 Phone 222-7138

NOTICE TO COMPLY

To Owner/Custodian 13131 Sherman Way, North Hollywood

You are hereby directed to restrict your dog in such a manner it will not become entangled or injured and permit the animal's access to shelter, food and water. Failure to comply may necessitate further legal action pursuant to Sec 597t P.C.

This notice shall be complied with in accordance with the laws, ordinances and rules applicable thereto, by Forthwith

Served by Field Operations

DEPARTMENT OF ANIMAL REGULATION

Received by Posted; Front door

By Payroll Signature, Badge #
 Animal Control Officer

Form 84A—5M Set—2-75 (R)



City of Los Angeles
DEPARTMENT OF ANIMAL REGULATION

Case Number
Date August 1, 1982
District Address 215 West Ann Street
Phone 222-7138

NOTICE TO COMPLY

To Owner/Custodian 13131 Sherman Way, North Hollywood
You are hereby directed to maintain your dogs on your premises in such a manner as to allow safe entry to all those lawfully entering herein, pursuant to Sec. 53.33 L.A.M.C. Failure to comply may result in further legal action.

This notice shall be complied with in accordance with the laws, ordinances and rules applicable thereto, by Forthwith

Served by Field Operations
Received by Posted, Front Door
By Payroll Signature, Badge #
Animal Control Officer

Form BAA-SM 5811-2-75 (R)



City of Los Angeles
DEPARTMENT OF ANIMAL REGULATION

Case Number
Date August 1, 1982
District Address 215 West Ann Street
Phone 222-7138

NOTICE TO COMPLY

To Owner/Occupant 13131 Sherman Way, North Hollywood
You are hereby directed to maintain no more than three (3) adult dogs on your premises pursuant to Sec. 53.50 L.A.M.C. Failure to comply may result in further legal action.

This notice shall be complied with in accordance with the laws, ordinances and rules applicable thereto, by Forthwith

Served by Field Operations
Received by Posted; Front Door
By Payroll Signature, Badge #
Animal Control Officer

Form BAA-SM 5811-2-75 (R)



City of Los Angeles
DEPARTMENT OF ANIMAL REGULATION

Case Number
Date August 1, 1982
District Address 215 West Ann Street
Phone 222-7138

NOTICE TO COMPLY

To Jane Doe, 13131 Sherman Way, North Hollywood
You are hereby directed to have your dog examined and/or treated by a veterinarian and submit the veterinarian's report in writing to a Department representative upon demand. Failure to comply may necessitate further legal action pursuant to Sec. 597 (b) P.C.

This notice shall be complied with in accordance with the laws, ordinances and rules applicable

thereto, by Forthwith
Served by Field Operations
DEPARTMENT OF ANIMAL REGULATION

Received by Signature
By Payroll Signature, Badge #
Animal Control Officer

Form 84A-5M 5/11-2-75 (R)



City of Los Angeles
DEPARTMENT OF ANIMAL REGULATION

Case Number
Date August 1, 1982
District Address 215 West Ann Street
Phone 222-7138

NOTICE TO COMPLY

To Owner/Custodian 13131 Sherman Way, North Hollywood
You are hereby directed to provide your dog with proper food, drink, and shelter as provided for in Sec. 597 (b) P.C. Failure to do so may necessitate further legal action.

This notice shall be complied with in accordance with the laws, ordinances and rules applicable thereto, by Forthwith

Served by Field Operations
DEPARTMENT OF ANIMAL REGULATION

Received by, Posted; Front door
By Payroll Signature, Badge #
Animal Control Officer

Form 84A-5M 5/11-2-75 (R)



City of Los Angeles
DEPARTMENT OF ANIMAL REGULATION

Case Number _____ District Address 215 West Ann Street
Date August 1, 1982 10:00 a.m. Phone 222-7138

NOTICE TO COMPLY

To Owner, Occupant, 13131 Sherman Way, North Hollywood
You are hereby directed to contact this office within 24 hours, relative to the possible abandonment of dogs on the above premises. Failure to comply may necessitate impoundment pursuant to Sections 597f P.C. 53.10. L.A.M.C.

This notice shall be complied with in accordance with the laws, ordinances and rules applicable thereto, by August 2, 1982 10:00 A.M.

Served by Field Operations
Received by Posted; Front door/Side gate By Payroll Signature Badge #
Animal Control Officer

Form B4A—5M SH1—2-75 (R)



City of Los Angeles
DEPARTMENT OF ANIMAL REGULATION

Case Number _____ District Address 215 West Ann Street
Date August 1, 1982 Phone 222-7138

NOTICE TO COMPLY

To John Doe, 13131 Sherman Way, North Hollywood
You are hereby directed to remove your mountain lion from the City of Los Angeles until such time you have applied for and obtained a permit to do so from this Department. Failure to comply may result in further legal action pursuant to Sec. 53.38 L.A.M.C.

This notice shall be complied with in accordance with the laws, ordinances and rules applicable thereto, by Forthwith
Served by Field Operations
Received by Signature
By Payroll Signature, Badge #
Animal Control Officer

Form B4A—5M SH1—2-75 (R)



City of Los Angeles
DEPARTMENT OF ANIMAL REGULATION

Case Number

Date

District
Address 13131 Sherman Way

Phone 764-7061

NOTICE TO COMPLY

To

You are hereby directed to abate alleged excessive dog barking noise on these premises, ref. Sec. 53.63 L.A.M.C. Non-compliance will result in legal action. You may within five (5) days request a meeting to be arranged to discuss resolutions to the problem.

This notice shall be complied with in accordance with the laws, ordinances and rules applicable thereto, by Forthwith

Served by field operations

DEPARTMENT OF ANIMAL REGULATION

Received by

By

Form 844-5M SK1-275 (R)

Jenkins
10144113

CITATION MANUAL

INTRODUCTION

The Citation Manual outlines the policies, procedures and specific Los Angeles Municipal Code Sections relative to the issuance of citations. Its purpose is to assure uniform practices and procedures by Department employees.

Employees must realize their responsibilities and duties concerning the issuance and processing of citations, and familiarize themselves with the contents of this manual. Failure to follow the procedures outlined in the manual will be in violation of Department Service Rules.

ISSUANCE OF CITATION MANUAL

Citation Manuals are the property of the Department of Animal Regulation. Only those employees who are classified as public officers are authorized to be issued a Citation Manual. No other employees or persons are to be shown or issued a Citation Manual except under the authorization of the General Manager or Executive Officer.

Each district shall maintain a current file of the name, date and signature of each employee issued a Citation Manual. The employees receiving the manual shall be responsible for the care of the manual and must immediately report the loss of the manual to his/her supervisor.

Upon terminating service from this Department, the employee must turn in the manual prior to receiving his/her last paycheck.

LEGAL AUTHORITY (SUMMARIZED)

816 P.C. Arresting Officer Defined

Authorizes officers employed by governmental animal control departments to arrest with a warrant pursuant to their duties.

836.5 P.C. Arrest by Animal Control Officers and Animal License Inspectors

Provides Animal Control Officers and Animal License

Inspectors the authority to arrest a person without a warrant when:

- a. He observes a person commit a misdemeanor offense in his presence.

853.5

853.6 P.C. Citations for Misdemeanors

Provides for the issuance of citations by public officers in lieu of physical arrest unless person demands to see magistrate.

11.06 L.A.M.C. Citation in lieu of Arrest

Provides local authority for the issuance of citations for Municipal Code violations.

53.02 (a) L.A.M.C. Department Members as Police Officers

Authorizes employees, except clerks, stenographers and Kennel Workers to make arrests without warrants whenever the employee has reasonable cause to believe the person to be arrested committed a misdemeanor in his presence which misdemeanor is a violation of this article or of any ordinance of the City of Los Angeles or Penal law of the State, relative to the care, treatment or impoundment of dumb animals.

53.02 (c) L.A.M.C. Firearms

Authorizes Animal Control Officers to carry loaded firearms on their persons or in City vehicles while in any public place when acting in the course and scope of their employment.

849 (a) P.C. Person Arrested Without Warrant to be Taken Before Magistrate

Requires the taking of arrested persons before a magistrate without unnecessary delay.

DEFINITIONS

For the purpose of the citation system, the following definitions shall be used:

a. Supervisor

A supervisor shall be any employee who is responsible for reviewing the individual citations and follow-through procedures.

b. Officer

An Officer shall be any Animal Control Officer, Senior Animal Control Officer, District Supervisor I, District Supervisor II, Executive Officer, General Manager, Animal License Inspector and Senior Animal License Inspector of the Department of Animal Regulation.

c. Citation—Related Forms

The following forms shall be used in the discharge of the Citation System:

1. AR-132 Citation
2. AR-133 Citation Correction Request
3. AR-134 Citation Cancellation Request
4. AR-135 Citation Book Record
5. AR-136 Court Citing Days Card
6. AR-145 Citation Envelope

d. Violation

A violation shall be any act committed contrary to any provision of the Los Angeles Municipal Code or State law regulating the care, custody, control, and prevention of cruelty to all animals within the City of Los Angeles.

e. Personal Service Citation

A personal service citation is a citation wherein the citing officer:

- a. witnesses a violation of the Los Angeles Municipal Code.
- b. issues a citation to the violator in lieu of making a physical arrest.

f. Who May Be Issued a Citation

A citation may be issued to any person over the age of 18 who also meets the requirements as set forth in Section 26 P.C.

ISSUANCE OF CITATION—GENERAL POLICY

Each citing Officer shall follow the Department policy for the issuance of citations for violations of the Los Angeles Municipal Code as established herein:

L.A.M.C.
INVESTIGATIONS
CITATIONS

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53.06 Animals at Large

A citation may be issued to any person owning, or having possession, charge, custody or control of any animal(s) except cats not in heat or season when the officer observes such animal or animals at large upon:

1. a public street or sidewalk.
2. the bed of the Los Angeles River.
3. unenclosed lots or lands which lots or lands, are not owned, leased or controlled by the owner of said animal(s).

Violation of this section is an infraction.

Sample Composition:

Observed a female sorrel horse running at large on public property. Horse has white markings on head and legs, and a Bar K brand on left hip. Subject claimed ownership of horse.

53.06.2 Restraint of Dogs

A citation may be issued to any person having charge, care, custody or control of any dog(s) when the officer observes the dog(s):

1. at large and not on the owner's property.
2. when off the owner's property and controlled by a leash or chain exceeding six feet.
3. when off the owner's property on leash, but not under the control of a competent person.

Violation of this section is an infraction.

Sample Composition:

1. Observed a male Toy Poodle dog, white in color, at large on public property. Chased dog to above address. Subject claimed ownership of said dog.
2. Observed a female Boxer dog, brindle in color, at large on a public street, causing a traffic hazard. Subject claimed ownership of said dog.

53.07 Animals on Unenclosed Premises

A citation may be issued when an officer observes any animal being kept on any unenclosed lots or land in any manner so that said animal may go beyond the boundary of said lot or land.

Prior to the issuance of citation, the officer must establish:

1. that the unenclosed lot or land is owned, leased, or controlled by the person to whom the citation is to be issued.
2. that the animal on the unenclosed lot or land is not restrained from going beyond the boundary of the unenclosed lot or land.

Sample Composition:

1. Observed two Angus Bulls, black in color, on an unenclosed lot. Both bulls were unrestrained and had freedom to go beyond the boundary of the lot. Subject admitted ownership of bulls and lot.
2. Observed one Quarter Horse mare, grey in color, on an unenclosed lot. Said horse was unrestrained and had freedom to go beyond the boundary of the lot. Subject admitted ownership of horse and land. Subject previously issued written notices on September 8 and 14, 1980.

53.15.1 Harboring Unlicensed Equine

A citation may be issued when:

1. the officer observes any person harboring or keeping any horse, pony, donkey, burro or mule, twelve months or older, after such person has been officially notified to secure an equine license by mail, official notice, or personal contact.
2. the officer observes any person harboring or keeping any equine over the age of twelve months who refuses to comply with this code section.

Citation envelopes for the purpose of mailing bail shall not be issued to the violator.

Exceptions:

A citation shall not be issued:

1. to persons who bring an equine into the City for a period of less than 30 days.
2. to any owner of any equine under permit to the Department for a boarding stable, riding academy,

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livery stable, pony ring, pony ride, horse or mule market.

Sample Composition:

1. Observed an Arabian gelding, bay in color, on premises without a current Los Angeles City Equine license. Subject has not obtained an equine license, after receiving two written notices to comply from this Department.

53.21 Dog Tags—Wearing of and Registry

A citation may be issued to any person owning or having custody or control of any dog when the officer observes the dog not wearing a current Los Angeles City license tag.

Exceptions:

A citation shall not be issued when:

1. dog does not have a current Los Angeles City license (refer to 53.28 L.A.M.C.)
2. the dog is indoors or in an enclosed yard or pen

Sample Composition:

Observed a male mixed breed Labrador Retriever dog, black in color, on subject's unenclosed lot. Dog was not wearing a current Los Angeles City dog license tag. Subject claimed ownership of said dog.

53.24 Failure or Refusal to Exhibit Certificate

A citation may be issued to any person who fails or refuses to exhibit a current license receipt and/or a vaccination certificate when:

1. the officer observes said person owning, keeping or harboring a dog or dogs four months of age or older.

Citation envelopes for the purpose of mailing bail shall not be issued to the violator.

Sample Composition:

Observed an adult male, black and tan German Shepherd dog on subject's property. Subject claimed ownership of said dog. Subject failed to exhibit rabies vaccination certificate.

53.28 Harboring Unlicensed Dog

A citation may be issued to any person when:

1. the officer observes any person harboring or keeping any dog over the age of four months after such person has been officially notified to secure a dog license by mail, official notice, or personal contact.
2. the officer observes any person harboring or keeping any dog over the age of four months on the first personal contact who refuses to comply on the first personal contact.

Citation envelopes for the purpose of mailing bail shall not be issued to the violator.

Sample Composition:

1. Observed an adult female mixed breed Beagle dog, brown and white in color, on premises without a current Los Angeles City dog license. Subject received two written notices to comply from this Department.

53.29 Female Dog—Straying During Season

A citation may be issued to any person having ownership or charge, care, custody or control of any female dog when the officer observes:

1. a female dog in heat or season at large.
2. a female dog in heat and not kept in an adequate enclosure.

Sample Composition:

1. Observed a female German Shorthaired Pointer dog, liver and white in color, at large on public property and exhibiting evidence of being in season. Chased dog to subject's address. Subject claimed ownership of said dog.
2. Observed a female Weimaraner dog, silver-grey in color, in the subject's unenclosed front yard. Dog was exhibiting signs of being in season. Subject claimed ownership of said dog.

53.33 Vicious Animals on Private Premises

A citation may be issued to any person owning or having custody or control of any dog or any other

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animal known to be vicious, other than a sentry dog, and who permits such animal to endanger the life or limb of anyone lawfully entering the premises of said person and:

1. an officer observes a dangerous animal on the premises of violator.
2. the animal is kept on the premises in a manner so as to endanger lawful entry.
3. a Notice to Comply, Form AR84A, has been previously issued.

Exception:

A citation may be issued to the violator without a prior written warning when an animal attacks or seriously endangers the life or limb of an Animal Control Officer entering the premises, or attacks another person while in the presence of an Animal Control Officer.

Note: This section does not apply to Unlawful Entries—i.e. trespass

Sample Composition:

Observed a male Great Dane dog, black in color, aggressively approach and endanger a mail carrier while entering the subject's premises to deliver mail. Subject claimed ownership of said dog.

53.34 Vicious Animals at Large

A citation may be issued to any person owning or having charge, custody, control or possession of any dangerous animal when the officer observes:

1. the dangerous animal(s) at large in, along or upon any public street or sidewalk and endangering the safety of any person(s), or,
2. the dangerous animal(s) is unrestrained on private property and endangering the safety of persons.

Sample Composition:

Observed a male mixed breed Staffordshire Terrier dog, brown and white in color, aggressively approach and endanger a child on public property. Subject claimed ownership of said dog.

53.35 Animals, Transportation of

A citation may be issued to any person transporting any animal on a motor vehicle when the officer observes:

1. the animal(s) being transported unsafely on the outside portion of a motor vehicle and not protected by framework or other devices and,
2. the vehicle is in motion.

Note: The California Vehicle Code does not provide for Animal Control Officers pulling over and/or detaining moving vehicles.

Sample Composition:

Observed a female Saint Bernard dog, brown and white in color, being transported on a flat bed truck. Dog was not caged or tethered properly to prevent it from being thrown from the vehicle during operation. Subject claimed custody of said dog.

53.38 Keeping Wild Animals Without Permit

A citation may be issued to any person who has, keeps, or maintains any wild, exotic, dangerous or non-domestic animal when the officer observes and establishes:

1. the wild, exotic, dangerous or non-domestic animal.
2. the person who has, keeps or maintains the animal does not have a wild animal permit.
3. the person has failed to apply for renewal of their permit within 30 days of expiration of permit.

Exceptions:

1. If the violator immediately applies for a wild animal permit as required by Section 53.38 and 53.50 L.A.M.C. and the keeping of the animal does not constitute a menace to public safety or violate any law of this City, a citation shall not be issued.
2. If the keeping of the animal constitutes a menace to the public safety and/or violates a law of this City a notice Form AR84A shall be issued directing the animal owner or custodian to remove the animal from the City or relocate the animal to a permitted establishment approved by the Department

until such time as a wild animal permit is applied for and obtained.

Sample Composition:

Observed a male Capuchin Monkey on the subject's premises. Subject has not applied for and does not have a permit to keep said wild animal. Subject claimed ownership of said monkey.

Note: While a violation of this section is citable, present Department policy mandates a City Attorney's filing (request for complaint or hearing) in lieu of a citation.

53.42 Animals Sold As Novelties

A citation may be issued to any person who the officer observes selling, offering for sale, bartering, displaying or giving away any:

1. Animal(s) on public streets, sidewalks or other public place.
2. Baby chicks, rabbits, ducklings, or other fowl under four weeks of age being sold, offered for sale, bartered or given away in quantities of less than six.
3. Rabbits, baby chicks, ducklings or other fowl unless such person provides proper brooder facilities for care of same during the time they are in possession of such person.
4. Artificially colored rabbits, baby chicks, ducklings or other fowl.

Exceptions:

1. Citations shall not be issued to stores displaying or selling rabbits, natural chicks or other fowl for food purposes.
2. Citations shall not be issued to licensed pet shops, kennels, aviaries or hatcheries.

Sample Composition:

Observed subject displaying and soliciting the sale of two (2) rabbits on public property. Subject admitted intentions to sell said rabbits.

53.49 Dog Defecation to be Removed by Owners

A citation may be issued to any person having custody of any dog when the officer observes:

1. the dog defecate off the owner's property and,
2. the owner or custodian fails to immediately remove and dispose of the feces in a sanitary manner.

Exception:

This section shall not apply to blind persons accompanied by guide dogs.

Sample Composition:

1. Observed a male mixed breed Dachshund dog, brown in color, defecate on public property. Dog was on leash and subject claimed ownership of said dog. Owner failed to remove feces.

Violation of this section is an infraction.

53.50 Maintaining a Dog Kennel, etc. — No Permit

A citation may be issued to any person operating or maintaining an animal establishment when the officer observes:

1. an establishment requiring a permit, and
2. no permit or application for permit is on record for the establishment, and
3. a "Notice to Comply", Form AR84A, has been previously issued to the violator, or
4. the person has failed to apply for the renewal of the his permit within 30 days of expiration of previous permit.

Sample Composition:

1. Observed subject operating a pet shop without a permit. Subject issued a prior written notice to obtain a pet shop permit on October 25, 1980. Subject failed to comply.
2. Observed subject maintaining five dogs at above stated address. Subject issued prior written notice October 25, 1980. Subject failed to comply.

Note: While violation of this section is citable, present Department policy mandates a City Attorney's filing (request for complaint or hearing) in lieu of a citation.

53.55a Dogs on Beaches

A citation may be issued to any person owning or

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having charge, care or control of any dog when the officer observes:

1. the dog upon any public beach.

Exception:

A citation shall not be issued to any blind person using a guide dog on the beach.

Violation of this section is an infraction.

Sample Composition:

1. Observed a male Vizsla dog, rusty-gold in color, unrestrained on a public beach. Subject claimed ownership of said dog.
2. Observed a female Collie dog, sable and white in color, on Venice Beach, approximately 50 yards south of lifeguard station number 410. Subject claimed ownership of said dog.

53.57 Unlawful Possession—Certificates

A citation may be issued to any person except licensed veterinarians, when the officer observes said person having in their possession:

1. any uncompleted vaccination certificate
2. any stolen or counterfeit vaccination certificate

Sample Composition:

Subject presented a vaccination certificate for the purpose of obtaining a dog license. Description on certificate did not match dog being licensed. Subject admitted certificate was for a dog he/she no longer owns.

53.59 Animals, Separation From Dwellings

A citation may be issued to any person keeping domestic animals or fowl when the officer observes and establishes:

1. any animal being maintained in violation of distance requirements and,
2. a prior written "Notice to Comply", Form 84A, has been previously issued.

Sample Composition:

Observed subject maintaining two horses 53 feet from neighboring dwelling at 8827 Amestoy Avenue, and 22 feet from the subject's dwelling. Subject issued a

written notice to comply on October 25, 1980. Subject claimed ownership of said horses.

Note: While violation of this section is citable, present Department policy mandates a City Attorney's filing (request for complaint or hearing) in lieu of a citation.

53.60 Carrier and Homing Pigeons—Permit

A citation may be issued to any person who liberates for exercise or race, carrier or homing pigeons, when the officer observes and establishes:

1. carrier or homing pigeons being liberated for exercise or race, and,
2. no record of a permit being applied for and,
3. a "Notice to Comply", Form AR84A, has been previously issued, or
4. the person has failed to apply for renewal of their permit within 30 days of expiration of previous permit.

Note: To avoid confusion of the applicable L.A.M.C. Sections (53.59 and 53.60) relative to pigeons, the officer must understand:

1. Section 53.59 L.A.M.C. establishes and regulates the minimum distance pigeons and doves must be kept from dwellings. The pigeons and doves must be confined at all times.
2. Section 53.60 L.A.M.C. requires a permit for the liberation and exercise of pigeons and establishes the minimum distance pigeons may be liberated from any dwellings.

Note: While violation of this section is citable, present Department policy mandates a City Attorney's filing (request for complaint or hearing) in lieu of a citation.

Sample Composition:

Observed subject liberate approximately 20 pigeons from subject's loft. A written notice to apply for a permit was issued on October 25, 1980. Subject failed to comply.

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VETERINARY

GENERAL INFO

CITATIONS—SUPERVISORY RESPONSIBILITIES

Supervisors who are assigned the responsibility for issuance of citation books shall establish control over the issuance and the return of such books, and shall cause a supervisory check to be made of completed citations.

RECORD OF CITATION BOOKS

Each supervisor shall maintain an adequate supply of citation books for use in the district or division. Each citation book will be numbered and each supervisor will maintain a record of books assigned to the district or division.

Each supervisor shall maintain a record of citation books on Form AR-135, "Citation Book Record." The record shall consist of a card file maintained for absolute control of all citation books issued to individual officers. Each "Citation Book Record" shall contain the following information:

1. Citation book number
2. Name of receiving officer, printed or typed
3. Signature of receiving officer
4. Date book issued
5. Date book returned
6. Signature of issuing supervisor
7. Signature of receiving supervisor
8. Remarks—if any

The file cards shall be maintained in a specific file entitled, "Citation Book File." The file shall be maintained by the office supervisor (district or division) and shall not be accessible for general inspection either by Department personnel or the general public except by explicit direction of the District or Division Head.

Upon return of a citation book, the officer who has signed for the book shall submit the used book to his/her supervisor and obtain a new book. The supervisor receiving the completed citation book shall sign the citation file card, insert the date of receipt, and staple the card to the outside cover of the citation

book. The supervisor shall carefully review the citation book for unused citations, omissions, errors or misuse. The citation books shall be filed numerically by citation book number at the appropriate district or division office, in accordance with requirements contained in the Departmental Records Control Manual.

ISSUANCE OF CITATION BOOK

Each supervisor shall be responsible for the issuance of citation books to personnel under their jurisdiction. All officers will draw their citation books from their assigned district or division, in which they will perform their duties. If it is necessary to work in another district or division, the officer shall return the assigned citation book to the issuing district or division. The officer will be issued a new citation book from the responsible supervisor in the new district. Citation books shall be returned to the supervisor at the district from which the book was issued. Citation books shall not be transferred from one district or division to another.

Each supervisor shall cause a record, Form AR-135 "Citation Book Record" to be maintained, covering the issuance and the return of citation books in the respective district or division (unless otherwise authorized by the General Manager or District Supervisor II).

CITATION RECORD

When an officer is transferred from one district or division to another, all citation books in his/her possession shall be returned to the supervisor of the district or division from which the books were obtained. The supervisor shall record on Form AR-135 "Citation Book Record," the date or return of the books and the number of the unused citations. The books shall then be available for reissuance.

RECEIVING CITATION BOOK

Upon receiving a citation book, the officer shall print in ink, name and badge number on the front cover of the book. No notation of any kind shall be made on any citation prior to issuance.

CITATIONS—SUPERVISORY RESPONSIBILITIES

Supervisors who are assigned the responsibility for issuance of citation books shall establish control over the issuance and the return of such books, and shall cause a supervisory check to be made of completed citations.

RECORD OF CITATION BOOKS

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7. Signature of receiving supervisor
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ANIMAL IMP.

ANIMAL IDEN.

WILDLIFE

VETERINARY

GENERAL INFO

1

INVESTIGATIONS

CITATIONS

COMPLETING CITATION

When completing a citation, the officer shall:

1. Use a ball-point pen
2. Place an aluminum plate, or similar hard surfaced material under the last copy of the citation before starting to complete it.
3. The original (yellow) copy of the citation shall contain no information which does not appear on the violator's copy (blue) and the book copy of the citation.

DATE OF VIOLATION ENTERED ON CITATION

The month written in full, or the accepted abbreviation of the month, day, and the year. Examples:

Jan. 1, 1980	July 1, 1980
Feb. 1, 1980	Aug. 1, 1980
Mar. 1, 1980	Sept. 1, 1980
Apr. 1, 1980	Oct. 1, 1980
May 1, 1980	Nov. 1, 1980
June 1, 1980	Dec. 1, 1980

TIME OF VIOLATION ENTERED ON CITATION

The time shall be noted on all citations. It shall indicate the time the citation was issued. Officers shall use the accepted method such as 9:00 a.m. or 9:00 p.m.

ADDRESS OF VIOLATOR ON CITATION

The following information shall be printed on the citation:

1. The full name and home address of violator.
2. The business address of the violator, if available.
3. The city in which the violator lives and works.

PERSONAL IDENTIFICATION OF VIOLATOR

The following descriptive information shall be printed on each citation:

1. Sex
2. Color of hair
3. Color of eyes
4. Height
5. Weight
6. Birthdate
7. Driver's license number, class and state, if available

VIOLATIONS ENTERED ON CITATION

Code section numbers only, shall be used on a citation. When several violations are entered on the citation, the most serious violation shall be entered first. The officer shall print clearly the correct section number(s) on the designated line. The officer shall draw a straight line through the unused spaces.

Citations shall be issued for violations of the Los Angeles Municipal Code only. Witnessed violations of the California Penal Code, Health and Safety Code, or other codes related to the care, control, humane treatment of animals shall be submitted to the City Attorney on the prescribed fact sheet (request for complaint form).

LOCATION OF OFFENSE ON CITATION

The location of the witnessed violation shall be printed on the citation. The exact location of the violation shall be printed with additional pertinent information printed under "Description of Violation(s)". Each citation shall contain all facts necessary to establish a prima facie case for each of the sections cited.

DESCRIPTION OF INVOLVED ANIMAL(S)

Each officer shall cause careful, accurate description of the involved animal(s) to be printed on each citation listed in the "Description of Violation(s)".

SIGNATURE OF CITING OFFICER ON CITATION

The citing officer shall sign a citation in the same manner as his/her name appears on the Department payroll. When two or more officers are involved with a single citation, only one officer shall sign the citation.

BADGE NUMBER ON CITATION

The officer signing the citation shall print, in numerals his/her badge number on the citation. The badge number shall not be spelled out.

COMPLETING CITATION

When completing a citation, the officer shall:

1. Use a ball-point pen
2. Place an aluminum plate, or similar hard surfaced material under the last copy of the citation before starting to complete it.
3. The original (yellow) copy of the citation shall contain no information which does not appear on the violator's copy (blue) and the book copy of the citation.

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The month written in full, or the accepted abbreviation of the month, day, and the year. Examples:

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The officer signing the citation shall print, in numerals his/her badge number on the citation. The badge number shall not be spelled out.

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**DIVISION AND DISTRICT
ENTERED ON CITATION**

The officer shall print his/her division and district assignment on each citation such as: Field Operations, East Valley; Field Operations, West Los Angeles; or License Enforcement, Eleventh Avenue. No abbreviations shall be used on the citation unless authorized.

VACATION PERIODS ENTERED ON CITATION

The citing officer's vacation periods shall, when known, be entered on a completed citation when his/her vacation will occur within four months after the date of issuance of the citation. Enter on bottom of yellow and white copies. Example:

Vacation August 1, 1980 – August 21, 1980

**PLACE OF APPEARANCE
INDICATED ON CITATION**

The place of appearance on a citation shall be determined by the location of occurrence and shall be indicated on the citation by placing an "X" in the proper space and by printing the exact name, address and division number of the court.

APPEARANCE DATE ENTERED ON CITATION

The appearance date on a citation shall be placed in the proper space provided on the citation.

CITATION ENVELOPE

Violators cited to appear in Los Angeles Municipal Court shall be given Form AR-145 "Citation Envelope" for the purpose of mailing the citation with payment to the Municipal Court. The amount of bail and penalty assessment is included on the form. No citation envelope shall be issued to violators of Section 53.15.1, 53.24, 53.28, 53.29, 53.33, 53.34, 53.35, 53.38, 53.50, 53.59 or 53.60 L.A.M.C.

COURT CITING DAYS CARD

Each supervisor shall maintain an adequate supply of form AR-136 "Court Citing Days Card". The cards shall be requested in November each year. Each officer shall have a current card, available for use with the citations, at all times.

**INFORMATION TO VIOLATOR—
REFUSAL TO SIGN CITATION**

When a violator refuses to sign a citation, the citing officer shall refer the violator to the printed information on the face of the citation, directly above the space provided for their signature. The violator shall be informed that the signing of the citation does not constitute an admission of guilt, but that it is merely a signed promise to appear in answer to the charge.

VIOLATOR REFUSES TO SIGN CITATION

If a violator refuses to sign a citation and the procedure outlined in Section 954 has been followed, the officer shall not under any circumstances, become involved in an argument with the citizen. In the event the officer has obtained sufficient identification from the violator prior to the refusal to sign, the officer shall complete a Form 46A "Case Report". All pertinent information shall be noted in detail. The report shall be submitted to the responsible supervisor. If the matter, in the opinion of the supervisor, requires further action, the supervisor shall file a request for complaint with the City Attorney's Office.

In the event the officer has not obtained sufficient identification from the violator prior to the refusal to sign, the violator shall be arrested and booked. Assistance from the Los Angeles Police Department must be requested to transport the violator to jail.

VIOLATOR'S APPEARANCE IN COURT

The tenth court day from the day of issuance shall be used as the date for appearance. The date of issuance shall not be counted as the first court day.

Note: If a person cited to court requests more time in which to appear, the violator shall be advised that such requests must be made by him, or his representative, to the court indicated on the citation.

JUVENILE VIOLATOR

Juvenile violators shall not be cited. When a juvenile is found to be in violation of an ordinance, a Form AR-69 "Investigation Report" or Form AR-46A "Case

Report" shall be completed. All pertinent information shall be noted in detail. The report shall be submitted to, and reviewed by the responsible supervisor. If the matter, in the opinion of the responsible supervisor requires further action, the supervisor shall refer the matter to either the Juvenile Division of the Los Angeles Police Department or the District Attorney.

OWNER OF INVOLVED ANIMAL(S) RESIDES OUTSIDE LOS ANGELES CITY LIMITS

When an officer witnesses a violation within the Los Angeles City limits and the animal is chased, followed or resides in any area outside the jurisdiction, a citation may be issued in accordance with the circumstances of the violation committed within the City limits.

The violator shall be cited to appear at the nearest Municipal Court jurisdiction in the City of Los Angeles to where the violation occurred in the City of Los Angeles; and the officer shall file an application for complaint with the prosecutor having jurisdiction of the location of occurrence.

INSTRUCTIONS NOT TO BE GIVEN TO VIOLATOR

Officer shall not:

1. Suggest the violator telephone the court.
2. Suggest that the citation could be withdrawn or voided by any member of the Department.
3. Attempt to outline the policy of the court or other involved agency or department.

BOOKING VIOLATOR CHARGED WITH MORE THAN ONE OFFENSE

When a person who refuses to sign a citation is charged with more than one offense, he shall be charged on the more serious offense. The elements of all other offenses charged shall be included in the arrest report.

DISPOSITION OF CITATION

The disposition of the three copies of each citation shall be as follows:

1. Original (yellow) copy shall be submitted to the supervisor.
2. Duplicate (blue) copy shall be given to the violator.
3. Triplicate (white) copy shall remain in the citation book.

VOIDING CITATION

When the citing officer notes an error or omission on the citation at the time of issuance, the citation will be voided and another will be issued.

The citation shall be voided in the following manner:

1. The word "Void" shall be written across all three copies, and shall remain in the citation book.
2. A record of voided citations shall be recorded in the "Remarks" section of the form AR-135 "Citation Book Record."

No erasures or changes are permitted on any citation.

CORRECTION OF CITATION

When the citing officer notes an error or omission on the citation, after he/she has given the violator the duplicate (blue) copy and the officer or the violator has left the scene of the violation, the officer will complete Form AR-133 "Citation Correction Request" as follows:

1. Complete Form AR-133.
2. Attach Form AR-133 to the original (yellow) copy of the citation and forward to the supervisor on duty.
3. Do not attempt to change, correct, or alter any citation, except as provided herein.

Upon completion of any citation, the original (yellow) copy shall be immediately removed from the citation book. The yellow citation removed from the book shall be cared for in such a manner as to prevent being torn, folded or otherwise mutilated.

CANCELING CITATION

A request for cancellation of a citation shall be made only when it is absolutely necessary. Examples:

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1. Imperfect Citation Book—A defect occurs in printing, binding or handling which affects the legibility, legality or processing of the citation.
2. Lost Citation—If a citation is lost or otherwise not available, the officer shall complete Form AR-134 "Citation Cancellation Request."
3. Error in Judgement or Identity by the Citing Officer—An error in judgment or identity by the citing officer results in the belief that the citation was not justified.
4. Department Rules Violated—The citing officer's supervisor determines that the citation was issued in violation of Department rules.
5. Legal Immunity—The law provides that the violator is legally immune.

Persons Who May Request Cancellation of Citation

The person who may request a cancellation of a citation may be:

1. A responsible supervisor after speaking with the citing officer.
2. The citing officer, but only after he/she received verbal permission and the initials of his/her supervisor on Form AR-134 "Citation Cancellation Request."

Procedure for Cancellation of Citation

The Form AR-134 "Citation Cancellation Request", shall be completed in triplicate. The supervisor originating or approving a "Citation Cancellation Request" shall cause:

1. The original and second copies of the cancellation form, together with the yellow copy of the citation to be cancelled, to be forwarded to the Municipal Court where the defendant has been cited to appear.
2. The third copy to be attached to the book copy citation.
3. The citing officer to obtain the violator's copy of the citation from the violator and attach it to the book copy citation, if possible.

VOIDING OF CITATION WHEN VIOLATOR BOOKED

When a violator refuses to sign a citation, and is arrested and booked as a result of his/her refusal to sign, the citation shall be voided.

LOST CITATION BOOK

When a citation book is lost, a Form AR-134 "Citation Cancellation Request" shall be made canceling the unused citations. The request shall include the numbers of the first and last citation in the book and shall specify numbers of the first and last citation in the book and shall specify numbers of the citations which have not been issued. When a lost citation book is found after a "Citation Cancellation Request" has been completed, it shall be stored and shall not be further used by the Department.

RETURNING COMPLETED CITATION

The citing officer shall submit the original (yellow) copy of all completed citations to the supervisor then on duty:

1. at the end of each work shift, or
2. no later than the beginning of his/her work shift, the following day, or
3. by other arrangements with the concerned supervisor if the employee will be absent the following day and it is impractical to return to the district office at the end of the shift.

CITATION CHECKING BY SUPERVISOR

Each officer issuing a citation shall submit the original copy of the citation to his/her supervisor. The supervisor or a supervisory officer designated by the District Supervisor or Division Head shall check the following items on the citation:

1. Completeness—Each blank space on a citation shall be filled in. If the item is not applicable to the violation charged, a dash shall be placed in the space.
2. Legibility—Citations must be legible. All information should be printed in block letters except the signatures of the officer and the citation recipient.

Each citation shall be completed in ink; no pencils are to be used.

3. Tampering—There shall be no erasures of changes on the citation.
4. Errors—Inasmuch as an error or omission in certain items may invalidate the citation, a positive check shall be made of the:
 - a. date of offense
 - b. correct section cited
 - c. correct location of offense
 - d. coherent description of violation(s)
 - e. signatures of violator and officer
 - f. valid court appearance date, bail or juvenile check
 - g. correct Municipal Court address

ERROR OR OMISSION NOTED ON CITATION BY RESPONSIBLE SUPERVISOR

A supervisor who observes an error or omission on a citation shall withhold the citation and obtain a Form AR-133 "Citation Correction Request" from the citing officer. The completed "Citation Correction Request" shall be placed on top of the original citation, stapled at the lower left corner, and forwarded to the Municipal Court Clerk, Los Angeles Judicial District, via City messenger service.

TAMPERING OBSERVED ON CITATION

A supervisor who observes any indication of tampering on a citation submitted for review shall withhold the citation and obtain a Form AR-133 "Citation Correction Request" from the citing officer, setting forth the facts in the case. Form AR-133 shall be attached to the original citation and submitted to the responsible supervisor for consideration and action.

INITIALS ON CITATION

The supervisor or other supervisory officer who reviews the citation shall place his/her printed initials in the lower right corner of the citation.

FORWARDING CITATION TO MUNICIPAL COURT

- a. After checking and initialing the citations, the responsible supervisor shall forward the original (yellow) copy of the citations, through the regular City messenger service, to the appropriate court:
 1. Municipal Court, 6230 Sylmar Avenue, Van Nuys
Attention: Court Clerk
 2. Municipal Court, 429 Bauchet St., Los Angeles
Attention: Court Clerk
 3. Municipal Court, 505 S. Centre St., San Pedro
Attention: Court Clerk
 4. Municipal Court, 1633 Purdue Avenue, West Los Angeles
Attention: Court Clerk
- b. Multi-use internal correspondence envelopes shall be used for transmitting all citations and related items.
- c. Prior to sending a citation to the Municipal Court, the supervisor shall cause a search to be made of the district's files for any information such as:
 1. prior recorded violations witnessed by the Department.
 2. recorded complaints made to the Department by citizens.

ERRORS NOTED BY COURT CLERK

When an uncorrected error is discovered by an employee of the Court, Los Angeles Judicial District, in a citation issued by an officer, it should be reported to the responsible supervisor in whose district the error was made. The supervisor shall determine the cause for the error and shall take necessary steps to prevent recurrences.

PHYSICAL ARREST OF VIOLATOR

In the case a violator refuses to sign a citation and is physically arrested, the arresting officer must follow these procedures:

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- a. Inform the violator of your intention to arrest him.
- b. The cause of the arrest.
- c. Your authority to make the arrest.

Admonition of Rights

Read The Following:

You have the right to remain silent, and that if you give up the right to remain silent, anything you say can and will be used against you in a court of law, and you have the right to speak with an attorney and to have the attorney present during questioning, and that if you so desire and can not afford one, an attorney will be appointed for you without charge before questioning.

Assistance/Los Angeles Police Department

Assistance must be requested from the Los Angeles Police Department to provide transportation of the arrestee to jail and to assist in the apprehension of the violator if necessary.

Employees shall not become involved in any argument or engage in physical combat with the arrestee.

Employees shall not make any attempt to hold or physically restrain the arrestee. If the arrestee confines himself in the house or flees, wait for L.A.P.D. to provide assistance.

Employees shall not use firearms to detain the arrestee.

Employees shall have radio control notify the appropriate supervisor of the involved Officer's district.

Booking Arrestee

After the arrest has been effected, the arresting officer shall accompany the L.A.P.D. officer(s) to jail. Remember you made the arrest, the L.A.P.D. officer(s) only assisted you.

Upon arrival at the jail, contact the Booking Officer for instructions on booking the arrestee.

Arrest and Personal Property Reports

The Booking Officer will provide an Arrest Report and a Personal Property Report. These reports are to be

completed and returned to the Booking Officer for review. Do not leave the booking office until you have been relieved by the Booking Officer.

Physical Assault by Violator

If the violator physically attacks or seriously threatens the issuing officer, the officer shall:

1. Protect himself/herself from physical injury.
2. Immediately leave the scene.
3. Request L.A.P.D. assistance.
4. Arrest the violator when L.A.P.D. arrives, or if the physical arrest of the violator may appear to cause a riotous situation, the officer shall abandon the arrest and submit a report to the supervisor.

The supervisor shall request a warrant for the arrest of the violator or file a complaint with the City Attorney.

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IMPOUNDMENT OF DOGS FROM PRIVATE PROPERTY

Enclosed Private Property

When an officer observes a dog in violation of Section 53.06.2 L.A.M.C., and the dog is subsequently pursued or followed upon enclosed private premises, the officer shall:

1. Contact the resident and advise the person that a dog has entered upon said premises.
2. Inform the resident of the leash law and the intent to impound the dog.
3. If the resident claims ownership, charge, care, custody or control of the dog, the officer shall;
 - a. Admonish the resident of the provisions of the leash law (issue AR-319) or:
 - b. Issue a citation.
 - c. In all cases enforce the dog license provisions.
4. If the resident disclaims ownership, charge, care, custody or control of the dog, the officer shall;
 - a. Request permission to impound the dog.
 - b. The Animal Relinquishment Form AR-30 shall indicate the specific address from which the dog was impounded.
 - c. The signature of the resident is desired, but not mandatory. If the resident refuses to sign the AR-30, indicate the dog as caught.
 - d. When the resident refuses permission, the officer shall advise the resident of Section 53.01 L.A.M.C.
5. If the resident is not home or available, conduct an investigation of adjacent houses or buildings to determine the ownership of the dog.
 - a. If ownership cannot be determined by investigation, the dog shall be removed and impounded from the enclosed area. The AR-30 shall indicate the specific address from which the dog was impounded.

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- b. If ownership is determined and the owner is not at the residence, do not impound the dog from the enclosed area unless the dog constitutes a threat to the public health and safety.
- c. Indicate the results of the investigation on the reverse side of the office copy of the AR-30, including the names and addresses of persons contacted.
- d. If the dog is impounded, leave a written notice at the owner's residence advising that:
 - 1. The occupant's dog has been impounded and the district, location, and telephone number of the shelter where the dog can be redeemed.
 - 2. The dog owner's name, if known, and the address shall be recorded on the AR-30.
 - 3. An Animal Impound Notice, AR-79A shall be mailed to the dog owner's residence as soon as practical after the impoundment.
- 6. If the dog is not impounded, an AR-69A shall be completed and submitted to the supervisor, noting the circumstances of the investigation.

UNENCLOSED PRIVATE PROPERTY

When an officer observes a dog in violation of Section 53.06.2 L.A.M.C., and the dog is subsequently pursued or followed upon unenclosed private premises, the officer shall:

- 1. Follow the procedures outlined for enclosed private property, except that when the resident is not home, the dog may be impounded.

TRACEABLE FORMS OF IDENTIFICATION

- License Tags
- Rabies Tags
- Identification Tags
- *Traceable on equine, may not be traceable on other animals.
- Brands
- *Tatoos
- Barrels inside of collars

Animal Control Officers shall indicate all forms of identification available on an animal on the AR-30.

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INFORMATION NEEDED FOR OBS ANIMALS

Bite victim: Name, address, City, State, Zip Code, Telephone number, age, body location bitten, bite date, provoked, unprovoked.

Animal owner: Name, address, City, State, Zip Code, telephone number, identification.

INFORMATION NEEDED FOR PERSONAL PROPERTY ANIMALS

- 1. Name, address, City, State, Zip Code, telephone number of owner.
- 2. Cause of impoundment (booking number and charge if applicable).
- 3. Location where owner was taken.
- 4. Name, address, City, State, Zip Code, telephone number of next of kin and/or person having power of attorney.

ANIMALS WHICH DO NOT INITIALLY GET AVAILABLE DATES

- OBS animals
- Bovines
- Personal Property
- Evidence
- Owner requests destruction
- Animals wearing traceable identification
- Non-domesticated wild animals
- Animals prohibited from sale/ownership

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**LIST OF BREEDS AS CLASSIFIED BY
THE AMERICAN KENNEL CLUB**

SPORTING DOGS

Wirehaired Pointing Griffon	Spaniel, Brittany
Pointer, German Shorthaired	Spaniel, Clumber
Pointer, German Wirehaired	Spaniel, Cocker
Retriever, Chesapeake Bay	Spaniel, English Cocker
Retriever, Curly-Coated	Spaniel, English Springer
Retriever, Flat-Coated	Spaniel, Field
Retriever, Golden	Spaniel, Irish Water
Retriever, Labrador	Spaniel, Sussex
Setter, English	Spaniel, Welsh Springer
Setter, Gordon	Vizsla
Setter, Irish	Weimaraner
Spaniel, American Water	

HOUNDS

Afghan Hound	Greyhound
Basenji	Harrier
Basset Hound	Irish Wolfhound
Beagle	Norwegian Elkhound
Bloodhound	Otter Hound
Borzoi	Rhodesian Ridgeback
Black and Tan Coonhound	Saluki
Dachshund	Scottish Deerhound
Foxhound, American	Whippet
Foxhound, English	

WORKING DOGS

Alaskan Malamute	Komondor
Belgian Malinois	Kuvasz
Belgian Sheepdog	Mastiff
Belgian Tervuren	Newfoundland
Bernese Mountain Dog	Old English Sheepdog
Bouvier des Flandres	Puli
Boxer	Rottweiler
Briard	Samoyed
Bullmastiff	Schnauzer, Standard
Collie	Shetland Sheepdog
Doberman Pinscher	Siberian Husky
German Shepherd	Saint Bernard
Giant Schnauzer	Welsh Corgi, Cardigan
Great Dane	Welsh Corgi, Pembroke
Great Pyrenees	

ANIMAL IMP.

INVESTIGATIONS

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ANIMAL IDEN.

WILDLIFE

VETERINARY

GENERAL INFO

LIST OF BREEDS AS CLASSIFIED BY
THE AMERICAN KENNEL CLUB (Continued)

TERRIERS

Airedale Terrier	Manchester Terrier
Australian Terrier	Norwich Terrier
Bedlington Terrier	Schauzer, Miniature
Border Terrier	Scottish Terrier
Bull Terrier	Sealyham Terrier
Cairn Terrier	Skye Terrier
Dandie Dinmont Terrier	Staffordshire Terrier
Fox Terrier	Welsh Terrier
Irish Terrier	West Highland
Kerry Blue Terrier	White Terrier
Lakeland Terrier	

TOYS

Affenpinscher	Pekingese
Chihuahua	Pinscher, Miniature
English Toy Spaniel	Pomeranian
Griffon, Brussels	Pug
Italian Greyhound	Silky Terrier
Japanese Spaniel	Shih Tzu
Maltese	Yorkshire Terrier
Papillon	

NON-SPORTING DOGS

Boston Terrier	Lhasa Apso
Bulldog	Poodle, Toy
Chow Chow	Poodle, Miniature
Dalmatian	Poodle, Standard
French Bulldog	Schipperke
Keeshond	

Johnston
101-102111

ANIMAL IMP.

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WILDLIFE

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GENERAL INFO.

LIVESTOCK IDENTIFICATION

BEEF CATTLE

Hereford—red body, white face, white underline, white at base of tail, white on neck; both sexes may be polled or horned.

Angus—solid black or brick red; short neck, dish faced; prominent poll; both sexes polled.

Shorthorn—red, white or roan in color; cattle that are designated as red often have white on the underline; both sexes may be either polled or horned.

Charolais—white or cream in color, long bodied; may be either horned or polled.

Brahman—characterized by: 1.) a very large hump over the top of the shoulder and neck; 2.) horns which usually curve upward and are sometimes tilted to the rear; 3.) large drooping ears; 4.) the throatlatch and dewlap which have considerable excess skin and 5.) their steel gray color.

DAIRY CATTLE

Holstein-Friesian—largest of the dairy breeds. Black with white color pattern or white with black color pattern; may be horned or polled.

Jersey—refined cows; red or fawn in color with darker brown around eyes, ears, muzzle, and on front of front legs; may be horned or polled.

Guernsey—medium sized; fawn and white in color; muzzle buff or flesh colored and the switch would be white.

Brown Swiss—light to dark brown to a silvery cast, with a lighter shade down the back, around the poll and muzzle; hoofs and switch black; tongue and nose almost black.

Ayrshire—red, mahogany or brown with white; (spots smaller than found on Holsteins) small breed of dairy cattle.

HOGS

Poland China—black with white markings confined chiefly to the face legs, and tail; flop ears.

Duroc—solid red; variations in shade from golden to deep brick; medium-sized flop ears.

Spotted—spotted black and white, either color combination; large flop ears.

Hampshire—black with a white belt completely encircling the body and includes both front legs and feet.

Chester White—pure white; flop ears of medium size.

Berrshire—black with six white points, white on feet, nose and tail; white spots on body not uncommon; erect ears, short nose, somewhat dishd face.

Yorkshire—pure white with relatively small erect ears.

American Landrace—pure white; large ears falling forward.

SHEEP

Merino—fine wool; dense fleece; polled ewes; rams either polled or horned; white skin; wool covering the face and all the way down on the legs.

Rambouillet—fine wool, dense fleece; polled ewes, most rams have large spiral horns but may be polled; white skin, wool covering face and all the way down on the legs, but generally not as much wool as the Merino.

Cheviot—white skin, face and legs are bare of wool but covered with short white hairs; nostrils, lips and hoofs black; both sexes hornless; short legged and blocky in appearance.

Dorset—white skin, face and legs nearly free from wool; nostrils and lips pink; hoofs white; both sexes either horned or polled.

Hampshire—face, ears and legs deep brown-black; both sexes polled; some wool on face and legs.

Southdown—small breed; face, ears and legs light or mouse brown or light grey; both sexes polled; wool all the way down on legs, some wool on the face; very small ears.

Suffolk—very black face, ears and legs which are all free from wool; bell shaped ears; both sexes polled.

NOTE: Sheep are born with long tails which are usually docked early in the lambs life.

GOATS

Angora—both sexes horned, which come back and away from the head. Long, heavy, drooping ears. Mohair, as the hair covering is called, should be long, dense and white.

DAIRY GOATS

Toggenburg—light brown-dark chocolate in color, with white ears, white stripes down the face from above the eye to the muzzle; white on the inner side of the legs and entirely white from knees and hocks down; white on the rump area and on the wattles. Ears erect and point forward.

Saanen—basically similar to the Toggenburg in conformation, but slightly larger, however the Saanen is white or cream colored with ears pointing upward and forward.

Nubian—long pendulous ears that hang close to the head, and a very Roman nose are the Nubians most prominent features. Any solid or party-colored coat is permitted but black, red and tan are the most common, in combination with white.

French Alpine—size and production have been stressed rather than a color pattern which may range from pure white to shades of fawn, grey, brown, black or red or combinations thereof. The beards of males are quite pronounced. Ears of medium size, fine texture and erect.

American LaMancha—any color permissible, distinctive characteristic is the very short almost non-existent ears.

Pigmy—various colors, small in stature; generally fairly long coarse hair; buck horned, does polled.

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HORSES

Arabian—fine coat, solid color except for white marking on the head and legs; head comparatively small; profile straight or preferably slight concave below eyes; comparatively short distance between eye and muzzle; deep jaw; small muzzle, large nostrils. Croup relatively horizontal, natural high tail carriage; short back, and a well arched neck.

Appaloosa—skin is mottled, an irregular spotting of black and white, especially noticeable about the nostrils. The hoofs are striped vertically black and white. The coat pattern varies with most individuals being white over the loin and hips with dark round or egg shaped spots. Some Appaloosas carry the spotting all over the body. Irrespective of color the sparseness of both mane and tail are noticeable on most and is referred to as "rat-tail."

Thoroughbred—any solid color with white marking on the head and legs; a large horse with a relatively large head, long neck, long back and hip. A very powerful horse with an excitable temperament.

Standardbred—any solid color with white markings on the head and legs; longer of leg than most other types of horses; clean about the head and throatlatch and have a medium length neck. Back and coupling short and the croup should be long and comparatively level.

American Saddle Horse or American Saddlebred—Any solid color with white markings on the head and legs; the neck is long with considerable arch and length from the shoulder; a very refined head; relatively long back with short and strong coupling. Long in the hip area with a fairly flat croup.

Quarter Horse—any solid color with white marking on the head and legs; heavily muscled, with considerable muscling in the chest area, hip, and gaskin. A fairly short neck, short strong back with short coupling.

Morgan—any solid color with white markings on the head and legs; small refined head; well arched neck and long sloping shoulder; short back strong coupled, and fairly level croup.

Hackney Pony—largest of the pony breeds. A very refined pony with bay being the most common color. Refined head, well arched neck and well muscled.

Welsh Pony—a medium sized pony. Rather thicker in the neck area than the hackney, and generally not as refined in appearance.

Shetland Pony—smallest of the popular ponies. Refined in the bone structure, small head, short backed and strong coupled.

Pony of America—46" - 54" with Appaloosa color and characteristics.

HORSE BODY COLORS

Bay—a mixture of red and yellow. It includes many shades, from light yellowish tan (light bay) to a dark, rich shade that is almost brown (dark bay). A bay has a black mane, tail, and black on the legs.

Black—completely black, including the muzzle and flanks. If in doubt whether the horse is dark brown or black, note the color of the fine hairs on the muzzle and the hair on the flanks; tan or brown hairs at these points indicate the horse is not a true black, but a seal brown.

Brown—almost black but can be distinguished by the fine tan or brown hairs on the muzzle or flanks.

Chestnut (sorrel)—basically red. Shades vary from light washy yellow (light chestnut) to a dark liver color (dark chestnut). Between these come the brilliant red-gold and copper shades. Normally, the mane and tail are the same shade as the body, however, when they are lighter, the coloring is called flaxen mane and tail. (This color is never accompanied by black mane and tail.)

WILDLIFE

VETERINARY

GENERAL INFO.

Dun (buckskin)—a yellowish color of variable shading from pale yellow to a dirty canvas color. A dun horse has a black stripe down the back and usually black on the legs.

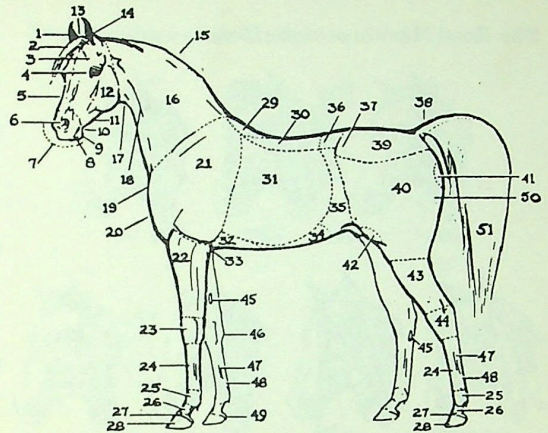
Grey—a mixture of white and black hairs. Sometimes difficult to distinguish from a black horse at birth; they get lighter with age.

Palomino—a golden color. Palomino horses have a light-colored mane and tail of white, silver, or ivory.

Pinto (calico or Paint)—characterized by irregular colored and white areas in either piebald or skewbald patterns. Piebald horses are black and white, and skewbald horses are white and any other color except black.

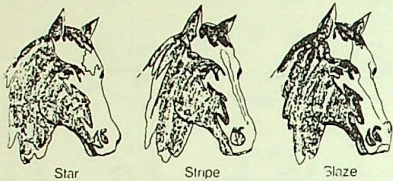
Roan—a mixture of white hairs with one or more base colors. White with bay is red roan; white with chestnut is strawberry roan; and white with black is blue roan.

White—a true white horse is born white and remains white throughout life. White horses have snow-white hair, pink skin, and brown eyes (rarely blue).



- | | | |
|---------------------|-----------------------|-------------------------|
| 1. Ear | 18. Jugular groove | 35. Flank |
| 2. Forelock | 19. Point of shoulder | 36. Loin |
| 3. Temple | 20. Chest | 37. Point of hip |
| 4. Eye | 21. Shoulder | 38. Dock |
| 5. Nose | 22. Forearm | 39. Croup |
| 6. Nostril | 23. Knee | 40. Thigh, haunch |
| 7. Muzzle | 24. Cannon | 41. Point of buttock |
| 8. Lips | 25. Fetlock joint | 42. Stifle |
| 9. Chin | 26. Pastern | 43. Gaskin |
| 10. Chin groove | 27. Coronet | 44. Hock |
| 11. Branches of jaw | 28. Hoof | 45. Chestnut |
| 12. Cheek | 29. Withers | 46. Trapezium |
| 13. Occipital crest | 30. Back | 47. Suspensory ligament |
| 14. Poll | 31. Ribs | 48. Tendon |
| 15. Crest | 32. Brisket | 49. Heel |
| 16. Neck | 33. Elbow | 50. Buttock |
| 17. Throatlatch | 34. Belly | 51. Tail |

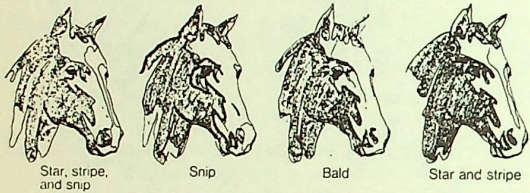
The Head Markings of the Horse



Star

Stripe

Blaze

Star, stripe,
and snip

Snip

Bald

Star and stripe

Star—any white mark on the forehead located above a line running from eye to eye.

Stripe—a narrow white marking that extends from about the line of the eyes to the nostrils.

Blaze—a broad, white marking covering almost all the forehead but not including the eyes or nostrils;

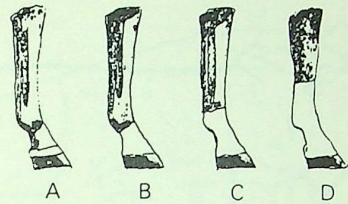
Snip—a white mark between the nostrils or on the lips.

Star Stripe, and Snip—includes all three of these marks.

Bald—white face, including the eyes and nostrils, or a partially white face.

Star and stripe—includes both a star and a stripe.

Leg Markings of the Horse

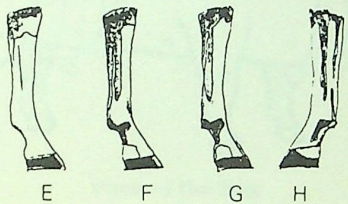


A

B

C

D



E

F

G

H

A—Coronet—a white stripe covering the coronet band;

B—Pastern—white extends from the coronet to and including the pastern.

C—Ankle—white extends from the coronet to and including the fetlock

D—Half Stocking—white extends from the coronet to the middle of the cannon.

E—Stocking—white extends from the coronet to the knee, and when the white includes the knee the mark is called a full stocking

F—White heels—both heels are white.

G—White outside heel, outside heel only is white.

H—White inside heel, inside heel only is white.

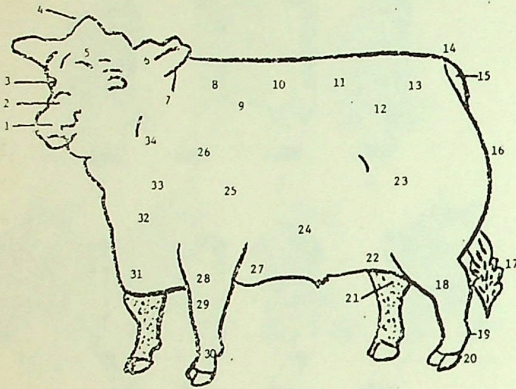
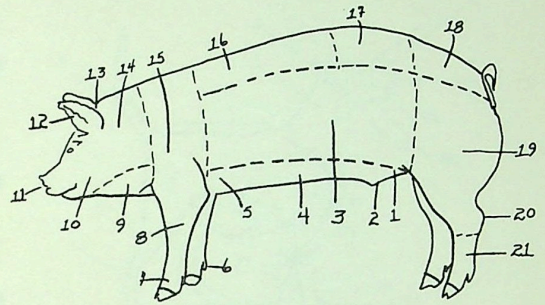


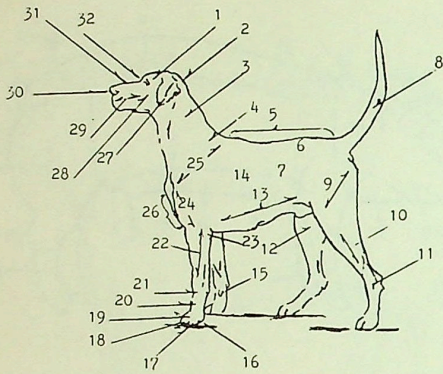
Diagram Showing the Parts of a Beef Animal

- | | |
|---------------------|---|
| 1. Muzzle | 19. Dew claw |
| 2. Face | 20. Foot |
| 3. Eye | 21. Cod or Purse in steer
Scrotum in bull Udder in cow |
| 4. Poll | 22. Hind flank |
| 5. Forehead | 23. Thigh |
| 6. Ear | 24. Paunch |
| 7. Crest | 25. Ribs |
| 8. Top of shoulders | 26. Shoulder |
| 9. Crops | 27. Fore flank |
| 10. Back | 28. Arm |
| 11. Loin | 29. Knee |
| 12. Hip or hock | 30. Shank |
| 13. Rump | 31. Brisket |
| 14. Tail-head | 32. Shoulder point |
| 15. Tail | 33. Shoulder vein |
| 16. Twist | 34. Neck |
| 17. Switch | |
| 18. Hock | |



Parts of the Hog

- | | | |
|---------------|------------|--------------|
| 1. Rear Flank | 8. Forearm | 15. Shoulder |
| 2. Sheath | 9. Jowl | 16. Back |
| 3. Side | 10. Cheek | 17. Loin |
| 4. Belly | 11. Snout | 18. Rump |
| 5. Fore Flank | 12. Ear | 19. Ham |
| 6. Dewclaw | 13. Poll | 20. Hock |
| 7. Pastern | 14. Neck | 21. Shank |



Parts of the Dog

- | | |
|--|---------------------|
| 1 Skull | 17 Toe |
| 2 Occiput | 18 Claw |
| 3 Neck | 19 Foot |
| 4 Withers (where height
measurement is taken) | 20 Pastern |
| 5 Back | 21 Knee joint |
| 6 Loins | 22 Forearm |
| 7 Flank | 23 Elbow |
| 8 Tail or Stern | 24 Upper Arm |
| 9 Upper Thigh | 25 Shoulder |
| 10 Second Thigh | 26 Chest or Brisket |
| 11 Hock | 27 Ear or Leather |
| 12 Stifle | 28 Cheek |
| 13 Abdomen | 29 Muzzle |
| 14 Ribs | 30 Nose |
| 15 Dewclaw | 31 Nasal Bone |
| 16 Pad | 32 Stop |

J. B. King

ANIMAL IMP.

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WILDLIFE

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HANDLING WILD ANIMALS

Wild animals in general are not normally aggressive, but caution must be used at all times when capturing a wild animal at large, or when removing one from a trap. When cornered or protecting its young, wild animals tend to become more unpredictable and aggressive.

HANDLING TRAPPED ANIMALS

A special animal control device should be used whenever a wild animal, feral dog or cat is removed from a trap.

The following procedure should be adhered to and will reduce the possibility of the animal escaping.

- a. Stand the trap on the end with a door facing upward.
- b. Open the door only enough to insert the special animal control device into the trap.
- c. Maneuver the loop of the animal control device around the neck or body of the animal and tighten it securely.
- d. Should the animal rush to the top of the cage, hold the door firmly closed until it returns to the bottom and then repeat steps b and c.
- e. Transfer the animal to a carrying cage or to the collection vehicle. If the animal is to be placed in a collection vehicle, the trap and the animal therein is to be brought to the vehicle to the transfer from the trap to the vehicle so the transfer from the trap to the vehicle can be made quickly and without undue stress to the animal.

The special animal control device is never to be used to render an animal unconscious and care must be taken when placing it around an animal's neck. It must be secure enough to hold the animal but should not obstruct the animal's breathing unnecessarily.

Raccoons should be held around the body with the special animal control device whenever possible, because they tend to have thick, muscular necks and may pull free if they are held around the neck. After being caught, the raccoon is not to be dragged at the end of the special animal control device but should be held aloft so it can grasp the pole while being transferred to a cage or collection vehicle.

VETERINARY

GENERAL INFO.

BATS

GENUS: Chiroptera

DIET: Insects

DESCRIPTION: Bats are the only true flying mammals. The hand is formed into a wing with a double membrane of skin covering (and stretching between) the hand and finger bones and extending to the forearms, side of body and hind leg.

HANDLING BATS: When handling bats it is important to realize that the incidence of rabies in bats is higher than any other mammal. Rabid bats can transmit the disease over a great area rapidly because they fly and some species are migratory.

- a. Gloves must be worn whenever capturing or handling bats and extreme caution is to be maintained.
 1. Most species of bats have relatively small teeth that cannot penetrate leather gloves.
- b. Most calls pertaining to bats involve a sick or injured bat on the ground, or a sleeping bat, which simplifies their capture.
- c. A container such as a jar, metal can, shoe box or even a paper bag can be held with the open end near the bat. The bat can then be quickly pushed into the container with an object such as the cover of the container.
- d. If the bat is to be handled, it should be held by its extended wings to prevent it from biting.
- e. After being transported to the shelter, the bat is to be chloroformed as soon as possible and prepared for the County Health Department.

SKUNK (STRIPED)

GENUS AND SPECIES: Mephitis Mephitis

GESTATION: 63 days

NUMBER OF YOUNG: 3-10 live birth

ADULT WEIGHT: 6-14 pounds

DIET: rodents, birds, reptiles, fruit, vegetables

DESCRIPTION: The striped skunk is about the size of a house cat. It can be recognized by its black body, narrow white stripe up the middle of the forehead and

broad white area on nape, which usually divides into a "V" at the shoulders. The resulting two white lines may continue back to the base of a bushy tail, which may or may not have a white tip. Skunks discharge a nauseous, irritating, yellowish fluid from well developed scent glands located near the anus.

TRAPPING: The department skunk trap is a wooden box with a sliding plexiglass door. The dimensions are 24" long, 11" high, 10" wide. Guide supports for the sliding door are 17" high and the plexiglass door is 8½" by 10½". The bait, which can be bacon, chicken, fish or other meat, is affixed to the hook on the inside of the trap.

The trap is to be set at night only and in an area where the skunk is known to frequent. The recipient of the trap is to check the trap early every morning and notify the Department when a skunk or other animal has been trapped.

EUTHANASIA

Skunk Trap:

1. Determine that the animal in the trap is a skunk. To do this, gently tilt the trap upward and look down into the trap through the glass door.
2. Place the trap back to horizontal position.
3. Close the trap in horizontal position.
4. Wet the sponge with water and squeeze out excess.
5. Pour four (4) ounces of chloroform evenly over sponge, taking care that no chloroform is spilled into a lawn or plants.
6. Lift the plexiglass door enough to allow the sponge to be pushed into the trap.
7. When the skunk is rendered unconscious, remove the skunk and sponge from the trap and place both in a plastic bag.
8. Secure the bag with a string or rubberband and transport carcass to the District Shelter. Be sure to remove the sponge from the plastic bag before disposing of the bag and skunk.
9. Wash the sponge with water after each use.

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Wire Trap: Wire traps are never deliberately set for skunks but occasionally a skunk will be caught in a wire trap that has been set for a raccoon or opossum.

The following procedure shall be adhered to when euthanizing skunks in Department wire traps:

1. Approach the trapped skunk from an upwind direction whenever possible.
2. The eight feet by eight feet sheet of clear plastic is held as a shield in front of the officer as the approach to the trap is made slowly and carefully so the skunk does not become excited and discharge its scent.
3. The plastic sheet is then draped over the trap with both sides and one end of the sheet tucked under the trap.
4. Pour four (4) ounces of chloroform evenly over a sponge and insert the sponge into open end of the trap.
5. Tuck the sheet under the open end and check the trap to make certain that the plastic sheet completely encloses the trap, making it as airtight as possible.
6. Observe the skunk through the clear plastic sheet until the skunk is rendered unconscious. This will occur between twenty (20) to sixty (60) minutes after procedure has been implemented, depending upon weather conditions and type of terrain the trap is resting on.
7. Place the skunk and sponge in a plastic bag and transport both to the shelter.
8. Wash the sponge after each use. Be sure to remove the sponge from the plastic bag before disposing the bag and skunk.

SKUNK (SPOTTED)

GENUS AND SPECIES: *Spilogale Putorius*
GESTATION: 63 days
NUMBER OF YOUNG: 3-10 pounds
DIET: Small animals, rodents, birds and reptiles

DESCRIPTION: Head and body 13-23 inches, tail 4-9 inches, weight 1-3 pounds. The spotted skunk is black, with a white spot on the forehead, one under each ear, and with broken white stripes along neck, back and sides.

TRAPPING: See striped skunk

EUTHANASIA: See striped skunk

COYOTE

GENUS AND SPECIES: *Canis Latrans*

GESTATION: 60-90 days

NUMBER OF YOUNG: 5-10

ADULT WEIGHT: 20-50 pounds

DIET: Animal or vegetable, rodents, rabbits, cats, dogs, poultry, sheep, goats, snakes, etc.

DESCRIPTION: Head and body 32-37 inches; tail 11-16 inches; weight 20-50 pounds. the coyote looks like a medium sized dog; it is grey or reddish grey, with rusty legs, feet and ears; throat and belly are whitish. Nose is more pointed and tail is bushier than normal in dogs; tail is held down between hind legs when running.

TRAPPING: The Number Three Victor Steel Trap, modified to this Department's specifications; Offset jaws, 3/4 inch wide metal plate on jaws of trap, covered with 1/4 inch foam rubber, selfadhesive weatherstripping, is the only authorized steel trap utilized by the Department for the trapping of coyotes.

RACCOON

GENUS AND SPECIES: *Procyon Lotor*

GESTATION 60-73 days

NUMBER OF YOUNG: 1-7

ADULT WEIGHT: 12-35 pounds

DIET: Small animals, fruit, vegetables, insects

DESCRIPTION: Head and body 18-28 inches, tail 8-12 inches, weight 12-35 pounds. The raccoon has a grey and black pepper and salt-colored coat. It may be recognized by the black mask over the eyes and alternating rings of yellowish white and black on the tail.

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TRAPPING: Raccoons may be trapped with a double door wire trap, supplied by the Department, dimensions 15x15x42, or the single door wire trap, dimensions 20x26x48.

The bait, which should be cookies, eggs, marshmallows, bread or saltine crackers, is placed at the rear of the trap with some bait in small portions leading a trail from the open end of the trap to the rear. The trap is to be set at night only and in an area where the raccoon is known to frequent. The recipient of the trap is to check the trap every morning and notify the Department when a raccoon or other animal has been trapped.

OPOSSUM

GENUS AND SPECIES: *Didelphis Marsupialis*
GESTATION: 12-13 days
NUMBER OF YOUNG: 8-18 (stay attached to nipples 60-70 days)
ADULT WEIGHT: 9-13 pounds
DIET: Rodents, insects, vegetables and fruits

DESCRIPTION: Head and body 15-20 inches, tail 9-20 inches, weight 9-13 pounds. The opossum is about the size of a house cat. The body is heavier, legs shorter, nose pointed, face white, paper thin black ears, often tipped with white, tail is ratlike, round, prehensile and is whitish except at the base which is black. Females have a pouch on the abdomen where the young are carried.

TRAPPING: Opossums are one of the easiest animals to trap as they enter a trap more readily than most wild animals. Opossums may be trapped with a raccoon trap, or a cat trap. The bait can be commercial cat or dog food, raw chicken, bacon, eggs, fruit or vegetables. The trap is to be set at night only and in an area where the opossum is known to frequent. The recipient of the trap is to check the trap every morning and notify the Department when an opossum or other animal has been trapped.

RED FOX

GENUS AND SPECIES: *Vupes Fulva*
GESTATION: 49-56 days
NUMBER OF YOUNG: 4-10
ADULT WEIGHT: 10-15 pounds
DIET: Small animals, grass, fruits, eggs and insects

DESCRIPTION: Head and body 22-25 inches, tail 14-16 inches, weight 10-15 pounds. The red fox normally has a reddish-yellow coat which is darkest on the back, legs and feet are black, throat and underside are white, tail is always white tipped. There are many color variations: cross phase, with a dark area over shoulders and down middle of the back, black or silver phase, black with white-tipped body hairs, intermediates between the above color phases.

GREY FOX

GENUS AND SPECIES: *Urocyon Cinereoargenteus*
GESTATION: 63 days
NUMBER OF YOUNG: 2-7
ADULT WEIGHT: 7-13 pounds
DIET: Small animals, insects and plants

DESCRIPTION: Head and body 21-29 inches long, tail 11-16 inches, weight 7-13 pounds. The grey fox has a pepper and salt-colored coat with buffy underfur, long bushy tail with a medium black stripe down its total length tipped with black. The sides of the neck, back and ears, legs and feet are rusty-yellow.

MULE DEER

GENUS AND SPECIES: *Odocoileus Hemionus*
GESTATION: 196-210 days
NUMBER OF YOUNG: 1-2
ADULT WEIGHT: 100-400 pounds
DIET: Grass, weeds, shrubs, twigs, mushrooms, nuts and lichens

DESCRIPTION: Height at shoulders 3-3½ feet, weight 100-400 pounds. The mule deer is generally reddish in color in the summer and brownish gray in winter with a white rump and a black tipped tail.

VETERINARY
GENERAL INFO.

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WILDLIFE

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MOUNTAIN LION

GENUS AND SPECIES: Felis Concolor
GESTATION: 90-96 days
NUMBER OF YOUNG: 1-6
ADULT WEIGHT: 150-200 pounds
DIET: Mammals, birds, fish, reptiles

DESCRIPTION: Head and body 42-45 inches, tail 30-36 inches, height at shoulders 26-31 inches, weight 150-200 pounds. The Mountain Lion is a large, tawny grayish-colored cat, with dark brown on tip of long tail and on backs of ears and side of nose.

BOB CAT

GENUS AND SPECIES: Lynx Rufus
GESTATION: 60 days
NUMBER OF YOUNG: 1-4
ADULT WEIGHT: 15-35 pounds
DIET: Mammals, birds, etc.

DESCRIPTION: Head and body 25-30 inches; tail 5 inches. The bobcat has a tawny, somewhat reddish, mottled coat and a short tail that is black only on top at the tip. Ear tufts are short and inconspicuous.

GROUND SQUIRREL

GENUS AND SPECIES: Citellus Beechyl
GESTATION: 28-31 days
NUMBER OF YOUNG: 6-10
ADULT WEIGHT: 9-12 oz
DIET: Plants, grass shoots, buds and berries seeds, nuts

DESCRIPTION: 8-31 inches long of which 1/2 to 2/3 is tail, three kinds of coloring: uniformly yellowish gray, yellowish gray with lightly spotted back in light buff or yellowish-white, and brownish-gray with dark stripes. The ground squirrel compared with the tree squirrel has small rounded ears, shorter legs and bigger feet. The tail is bushy but not as bushy as the tree squirrel.

TREE SQUIRREL

GENUS AND SPECIES: Sciurus Vulgaris
GESTATION: 38-44 days
NUMBER OF YOUNG: 1-5
ADULT WEIGHT: 9-12 oz
DIET: Nuts, seeds, fruit, buds, tree shoots

DESCRIPTION: The usual colors of the upper parts are gray, grayish-brown, blackish-brown, and various shades of red. The underparts vary from white through buff and yellow to orange. The tail is well furred and about the same length of the body. Make their nests in trees or limbs.

CALIFORNIA SEA LION

GENUS AND SPECIES: Zalophus Californianus
GESTATION: 342-365 days
NUMBER OF YOUNG: 1-2
DIET: Squid, octopus, herring, rock fish, crustaceans

DESCRIPTION: Have external ears and eyes are prominent. Appears to be black in color when wet but when dry, true brown colors appear that may range from shades of light buff to dark olive brown. Can move rapidly on land and spend the greater portion of their time on land. California Sea Lions are able to move their foreflippers with great freedom and can turn their hind limbs forward thus enabling them to assume an erect posture.

HARBOR SEAL

GENUS AND SPECIES: Phoca Vitulina
GESTATION: 280 days
NUMBER OF YOUNG: 1-2
DIET: Coastal fish and shell fish

DESCRIPTION: Have no external ears and the eyes are prominent. The hind limbs do not bend forward to support the body when out of water. The ground color varies widely through silver, gray or whitish-gray to dark grayish-brown or almost black; the color is usually darkest on the back, which has slightly dark spots, blotches, or rings.

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ELEPHANT SEAL

GENUS AND SPECIES: *Mirounga Augustirostris*

GESTATION: 270-350 days

NUMBER OF YOUNG: 1

DIET: Various fish

DESCRIPTION: Have no external ears and the eyes are prominent. The fore flippers, which are placed far forward, are smaller than the hind flippers. The hind flippers cannot turn forward and they therefore wiggle and hunch along in order to travel on land. Fur in adults is stiff and lacks appreciable amounts of underfur and may be completely nude.

SNAKES

NON-VENOMOUS

There are at least seventeen species of harmless snakes that are indigenous to the Los Angeles area. The most commonly encountered snakes are the Gopher Snake, California Kingsnake, California Mountain Kingsnake, common Garden Snake, Red Racer and the Western Blind Snake.

These snakes are beneficial to man because they prey upon rodents, insects, and even venomous snakes. They should not be killed except for humane reasons. Occasionally, a citizen will attempt to kill a harmless snake and only succeed in injuring it. In a situation such as this, the snake should be humanely destroyed. This can be accomplished by severing the snake's head or by shooting the snake in the head with .22 cal. Bird-shot or .38 Cal. Shot-shell.

Although some of the larger snakes may be aggressive and attempt to bite, they are very easy to capture. Gloves should be worn when handling snakes as they do have teeth and can inflict a superficial wound which could become infected.

Officers should have a cloth bag or burlap bag to place the snake in after capture, as snakes can escape from the compartments of a collection vehicle. Harmless snakes can be readily caught by distracting their attention with one hand and quickly grabbing the snake just behind the head with the other hand. Another

method that can be used and eliminates the possibility of an officer being bitten is the following:

The officer should insert his hand and forearm into a cloth bag. Using the bag as a gloved hand, the officer can grab the snake by the neck or even midway down the body without being bitten. After the snake is caught, the bag is inverted over the snake and tied securely.

Harmless indigenous snakes should be relocated and released in areas away from human habitation and where food and water is available.

a. Identification of harmless snakes:

1. Generally a more slender, streamlined body than rattlesnakes.
2. Tails are very pointed in most species and lack rattles.
3. The head is generally oval and with no great difference in width at the base of the head and neck.
4. Absence of pits between nostril and eyes.
5. Pupils of eyes are round, with the exception of the Night Snake and the Lyre Snake. These two species are rear-fanged and mildly venomous.

BOA CONSTRICTORS, PYTHONS, AND ANACONDAS

Some species of these large snakes can attain a length of 30 feet or more with a body weight of 200 pounds or more. They are not venomous but kill their prey by biting and then looping strong coils around the body of the animal. Every time the animal exhales, the snake constricts its coils and eventually the animal suffocates. A large specimen can inflict serious lacerations with its numerous needle-sharp teeth.

When capturing large constrictors, a special animal control device should be used. The loop of the special animal control device should be placed around the neck just behind the head.

The snake will sometimes coil around the end of the special animal control device and can be carried to the collection vehicle. The snake should never be allowed

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to dangle from the special animal control device and its body should be held off the ground while transferring to the collection vehicle or cage to prevent possible injuries to the snake.

Two officers may be necessary to safely handle a constrictor that is over 10 or 12 feet long.

RATTLESNAKES

The Southern Pacific Rattlesnake (*Crotalus Viridis Herrerri*) and the Red Diamond Rattlesnake (*Crotalus Ruber*) are the only rattlesnakes that are indigenous to the Los Angeles area.

- a. The Southern Pacific Rattlesnake has a blotched pattern on the back which varies from light brown to almost black with light colored edges. A white stripe extends from the eye to behind the mouth. Tail rings are usually poorly defined with the last dark ring nearly twice as wide as the others. This snake attains a length of up to five feet.
- b. The Red Diamond Rattlesnake is tan, pink, or reddish in color with darker dorsal diamonds that are sometimes poorly defined. Tail rings of sharply contrasting black and white help to identify it. This snake attains a length of up to five and a half feet. This snake is rarely encountered in the Los Angeles area.

Rattlesnakes are venomous, heavy-bodied, with a narrow neck, broad triangular head, keeled scales and a tail with rattles. All rattlesnakes have the above characteristics, although they may vary greatly in size and coloration.

Venom is injected through large hollow movable fangs located at the front of the upper jaw. In biting, the fangs are swung forward from their folded position of rest and the victim is stabbed and poisoned in a rapid thrust. A rattlesnake does not have to coil before it strikes.

Rattlesnakes prey mainly on rodents, small rabbits, small birds and lizards. Rattlesnakes are primarily nocturnal but may be abroad at any time. On a hot day a rattlesnake would be found in a cooler place such as

the shade of a bush or in a garage, and on a cool day a rattlesnake might be found sunning itself or in other areas where the temperature is higher than the air temperature.

Rattlesnakes do not always rattle before striking, (young rattlesnakes cannot produce a rattling sound until they have grown one or two rattle segments), and caution must be exercised when searching for one.

Up to twelve young rattlesnakes are born alive, usually in August or September and upon birth are fully equipped with fangs, venom and a button at end of the tail. The young rattlesnakes generally leave the immediate vicinity of their birth in search of food.

Rattlesnakes can be humanely destroyed by severing its head with a hoe or shovel or by shooting the snake in the head with a .22 Cal. birdshot or a .38 Cal. shot shell. The rattlesnake's head shall be transported to the district shelter for proper disposal.

Residents living in areas where rattlesnakes are known to frequent can reduce the chances of rattlesnakes being attracted to their property by the following means:

- a. Control rodents that the rattlesnakes feed upon. Snakes live in areas where a food supply is readily available.
- b. Keep the property clear of tall grass, weeds, brush piles, and wood piles.
- c. Openings under the houses should be screened.

Residents should also be advised to be careful when gardening or picking up objects such as boards, firewood or rocks.

In the event a person or pet is bitten by a rattlesnake, the following measures should be taken:

- a. Keep the bite victim quiet and as calm as possible.
- b. Immediately call a doctor or hospital for treatment.
- c. First aid treatment for snakebite should not be implemented unless the victim is in a remote area many hours away from professional help.

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FIRST-AID TO ANIMALS

Introduction

It is important that Department Employees have a basic knowledge of first-aid to sick and injured animals. It is not the purpose to make veterinarians of Department Personnel but to train personnel in a few fundamentals of first-aid. A knowledge of first-aid is advantageous for personal safety, insuring comfort to the animals, and creating better public relations.

GENERAL PROCEDURE

An animal that has been injured is apt to bite. The use of muzzles, blankets, bags and other protective measures, together with firm but gentle handling often conveys to the animal that personnel are in control but compassionate.

Bring the injured animal immediately to the Shelter or if a veterinarian or Animal Health Technician is not available take the animal to the nearest veterinary hospital for emergency treatment in accordance with Penal Code Section 597f. Deviation should be done only upon the direction of the immediate supervisor. If the animal is taken to a veterinary hospital, an A.F.E.—Authority For Expenditure, Form AR 117 shall be submitted.

INJURIES, SYMPTOMS, TREATMENT

a. **SHOCK**—Is a condition due to depression of that part of the brain which governs the beat of the heart and the tone of the blood vessels. Shock usually accompanies injury, and the degree of shock is usually in relation to the degree of injury. Often times it is necessary to treat an injured animal for shock before dealing with the injury.

1. **SYMPTOMS**—An animal may appear to be unconscious or semiconscious. Its mucous membranes will be cold and pale, pulse feeble and rapid, and body temperature below normal.
2. **TREATMENT**—An animal that appears to be in shock should be kept as quiet as possible. Apply warmth to the body by wrapping in a coat

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or blanket. The animal should be positioned with its head slightly lower than the body.

b. **HEMORRHAGE**—Heavy or uncontrolled bleeding from a cut, bruise, or compound fracture.

1. **SYMPTOMS**—Thirst to replace lost body fluids; gasping, increased breathing, failing vision, unsteady gait when attempting to walk. Shock almost always accompanies hemorrhage. Severe bleeding must receive immediate attention no matter what other injuries are present.

2. **TREATMENT**—When the bleeding is severe and external, apply a pressure bandage over the site. If this is unsuccessful in controlling the bleeding, a tourniquet may be needed. The tourniquet should be applied several inches above the site with only enough pressure to stop the bleeding. The tourniquet should be released slowly about every 15 minutes and then reapplied until the bleeding can be controlled with a pressure bandage.

c. **FRACTURES**—A break or division in the continuity of a bone. When the skin is torn over the fracture site and the tissues and/or the bone is exposed, the fracture is said to be compound. When the skin remains intact the fracture is said to be simple.

1. **SYMPTOMS**—Pain and swelling at the fracture site. If the fracture is in a leg the animal will generally be unwilling to use the leg for support. With vertebral fractures the animal may be paralyzed.

2. **TREATMENT**—Immobilize if an extremity; keep the animal as quiet as possible; transport with the injured side up to the shelter.

d. **WOUNDS**—Any injury accompanied by a break in the continuity of an internal or external surface.

1. **SYMPTOMS**—Bleeding. Shock usually accompanies severe wounds.

2. **TREATMENT**—Reduce shock if indicated. Cold compresses and pressure bandages should be applied to control bleeding and reduce swelling.

Do not remove any blood clots which may have formed.

e. **HEATSTROKE**—Animals confined in close quarters with inadequate ventilation in hot weather are most commonly affected.

1. **SYMPTOMS**—Weakness, exaggerated and loud panting, rapid pulse, muscular tremors, vomiting, and the animal may have a staring expression of the eyes.

2. **TREATMENT**—Immerse the animal in cool water or apply cold water liberally with a hose. After the body temperature returns to normal the animal should be confined to a cool, quiet area.

POISONING

When there is a sudden onset of illness in a previously healthy animal, poisoning is sometimes suspected. It is usually difficult to prove, however, unless the animal's exposure to the poison was observed or otherwise known. If a suspected poison case is presented, it is essential to get the animal medical attention as soon as possible.

a. **STRYCHNINE**—A white powder or crystal used for rodent control. An animal may be poisoned with strychnine by ingesting a rodent which has been killed by strychnine.

1. **SYMPTOMS**—Rapid breathing, restlessness and whining at the onset. These symptoms progress rapidly to constant panting, muscular tremors and extreme response to sensory stimulus, particularly to touch and sound. Death results from respiratory paralysis.

2. **TREATMENT**—If treatment is rapid at the onset of symptoms, evacuation of the stomach with a saline solution may be successful. It is important to minimize stimulation of the animal. Transport the animal as quickly as possible to obtain medical attention.

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b. **ARSENIC**—A substance commonly used to kill snails, also used as a weed killer and a rodenticide. Animals may be poisoned by ingesting grass or leaves which have been treated.

1. **SYMPTOMS**—profuse watery diarrhea, dehydration, weakness, weak pulse, abdominal distention.

2. **TREATMENT**—Transport the animal as quickly as possible.

c. **RED SQUILL**—Used as rodenticide. Animals may be poisoned by ingestion of a rodent killed by the substance.

1. **SYMPTOMS**—Vomiting, depression, weakness, partial paralysis, cardiac arrhythmia.

2. **TREATMENT**—Complete isolation to prevent exertion, induce vomiting.

d. **ANTU**—Used to control rodents.

1. **SYMPTOMS**—Symptoms vary with the amount of food present in the animals stomach at the time of ingesting the poison. Animals with an empty stomach vomit readily and seldom get poisoned. Animals with a full or partially filled stomach usually ingest fatal quantities before the animal vomits. When ingestion occurs, weakness rapidly develops, pulse is rapid but faint and body temperature declines.

2. **TREATMENT**—Induce vomiting, oxygen therapy.

e. **METALDEHYDE**—A chemical used to kill snails. The substance is attractive to dogs and cats as it has a sweet taste. Boxes of snail bait should be kept out of the reach of pets and they should also be kept away from areas where snail bait has been used.

1. **SYMPTOMS**—Similar to symptoms of strychnine poisoning. The animal will walk stiff-legged almost as if walking on eggs. Temperature increases rapidly, and the abdomen will become distended.

2. **TREATMENT**—Transport animal as quickly as possible to obtain medical attention.

COMMON DISEASES OF DOGS AND CATS

Though diagnosis of disease is the veterinarian's responsibility, animal control officers should recognize the common signs of illness in animals. The following descriptions of some of the common diseases in dogs and cats are incomplete. They are intended to provide the officer with some basic information to assist the veterinarian or animal health technician.

a. **DISTEMPER**—A highly contagious disease caused by a virus. It occurs most commonly in dogs under one year of age, it may occur in nonvaccinated dogs.

1. **SYMPTOMS**—Fever, cough, nasal discharge, depressed appetite and diarrhea. Secondary stages may include localized muscle twitching and convulsions.

b. **HEPATITIS**—An infectious disease caused by a virus and transmitted through the urine of infected dogs.

1. **SYMPTOMS**—Listlessness, fever, vomiting, loss of appetite, excessive thirst and discharge from the eyes and nose. In some cases the cornea(s) of one or both eyes may become cloudy due to edema.

c. **LEPTOSPIROSIS**—An acute infectious disease of both animal and man, transmitted through the urine of an infected animal.

1. **SYMPTOMS**—Depression, fever, and loss of appetite appear suddenly. The visible mucous membranes are usually deeply congested and may contain small hemorrhages.

d. **PARAINFLUENZA**—(Kennel Cough)—usually a mild self-limiting disease, involving the trachea and bronchi of dogs of any age. A viral infection which spreads rapidly among animals which are closely confined.

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1. **SYMPTOMS**—A harsh dry cough which is aggravated by activity or excitement. Occasionally there may be a slight fever and the animal will be somewhat depressed.

e. CANINE PARVOVIRAL ENTERITIS (PARVO)

Caused by a virus with an acute onset. Although dogs of all ages have been affected, puppies appear to be most susceptible.

1. SYMPTOMS

Dehydration, inactivity, diarrhea that is liquid with blood, abdominal pain and vomiting. Body temperature is normal or subnormal in older dogs and as high as 106° fahrenheit in pups. These symptoms in a kennel may be difficult to distinguish from canine distemper.

f. **RABIES**—A viral infection of the central nervous system. All warm-blooded animals are susceptible, however, it is a natural disease of dogs, cats, skunks, bats and wild carnivores. The virus is transmitted usually through the bite of an infected animal, however it may be transmitted through the urine or feces into an open sore.

Rabies may take a number of forms. In dogs the first symptom may be a change in behavior. The dog may become restless and excitable. Animals may stop eating and drinking and may seek solitude. Death from rabies is a result of progressive paralysis.

PARALYTIC FORM—This form is characterized by early paralysis of the throat and jaw muscles, usually with profuse salivation and inability to swallow. Animals in this form are rarely vicious and rarely attempt, or are able, to bite. The paralysis rapidly progresses to all parts of the body, ending in coma and death.

FURIOUS FORM—This form represents the classical "mad-dog syndrome" in which the animal becomes irrational and viciously aggressive. The

facial expression is one of alertness and anxiety, with pupils dilated. Animals with this form lose all caution and fear of natural enemies. Dogs with this form may roam the streets biting other animals, people and any moving object.

It should be noted that all of the symptoms may not appear in every animal infected.

g. **FELINE PANLEUKOPENIA**—Also called cat typhoid, feline distemper or feline infectious enteritis. A highly contagious viral disease characterized by sudden onset, high fever, anorexia, depression, dehydration and high mortality.

h. **FELINE PNEUMONITIS**—Also known as cat sniffles or cat cold. A highly infectious, weakening disease of long duration. Characterized by coughing and sneezing, discharge from the eyes and nose, and a slight rise in temperature. The mortality rate is low but the recovery is slow and recovery does not infer immunity.

i. **FELINE VIRAL RHINOTRACHEITIS**—A highly contagious viral disease transmitted rapidly among cats in a confined area. Characterized by fever, conjunctivitis, nasal discharge and sneezing. Mortality in kittens is high but in older, more resistant cats, mortality is low.

INTESTINAL PARASITES OF DOGS AND CATS

The most common types of worms found in dogs are tapeworms, roundworms, and hookworms. They actually live off the live blood and the food of the animal. Thus, their presence results in loss of weight, weakness and generally poor condition. They cause anemia and secrete dangerous toxins.

House pets under strict confinement seldom develop worms while animals running at large or in a kennel may need periodic repeated dewormings. With proper attention to sanitation, control of fleas, lice and nutrition, one or two treatments may be all that is necessary. Worm remedies

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(anthelmintics) all are toxic to the parasites they remove, but far below any level of toxicity that could harm the animal. Worms may or may not be seen in the stool after deworming, depending on whether the drug stupefies or kills the worms. The worm requires fleas of dogs and cats or biting lice of dogs as intermediate hosts, therefore, a person may become infected with a worm by accidentally swallowing such a flea or louse since fleas and lice eat the eggs that produce the tapeworm. The Hydatid Cyst tapeworm of dogs and cats, Echinococcus Cranuloses, may develop cysts in the liver and other organs of man if the eggs are eaten.

The broad fish tapeworm, Diphyllbothrium Latum, is a parasite of dogs, cats and man. Humans may acquire it by eating the raw or smoked meat of certain fresh water fish that act as intermediate hosts.

SKIN PARASITES

Dogs develop two forms of mange—namely, demodectic (follicular mange) and sarcoptia mange. Cats develop notoedric mange (head mange). We also see an otodectic mange occurring in the ears of the dog, cat, fox, rabbit, and ferret. These conditions are all caused by small mites. The conditions are all transmitted by direct contact or by mechanical means.

Ringworm (red itch) occurs in all small animals but is most common in the dog and cat. It is caused by a fungus and is also transmissible to man. The lesions may be found on any part of the skin, but usually appear on head and legs. Ringworm is characterized by small, well defined circular areas. By increasing in size and number they merge to form irregular, large patches. Small nodules are sometimes seen due to swollen hair follicles. Most of the hair is broken off.

NORMAL TEMPERATURE OF ANIMALS

Normal temperatures are:

Dogs—101.5 to 102.5
 Old dogs may be 100
 Cats—101.5 to 102.5
 Old cats may be 100
 Kittens may be 102.5

Horse	—100
Cow	—101
Sheep	—104
Goat	—104
Pig	—103
Rabbit	—102
Chicken	—106

PULSE AND RESPIRATION OF DOGS

A dog's normal pulse rate is 90 to 120 beats per minute. Normal respiration is 15 to 25 breaths per minute.

GESTATION PERIODS

Dog	58 to 63 days—usually 60 days
Cat	58 to 63 days—usually 58 days
Horse (heavy)	333 to 345 days
Horse (light)	330 to 337 days
Sheep (mutton)	144 to 147 days
Sheep (wool)	148 to 151 days
Cow	280 days
Goat	151 days
Pig	112 to 115 days
Rabbit	30 to 32 days
Skunk	62 days
Gray Squirrel	44 days
Raccoon	63 days

MATING SEASON

A female dog normally comes into season the first time between 7 and 9 months of age but occasionally as early as 6 months and as late as 10 months. She comes into season twice a year and remains that way

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three weeks each time. A female dog never stops coming into season but it may be erratic in older dogs, as much as several years apart. Most dogs, male and female reach maturity by 9 months of age and can reproduce. Large breeds of dogs may not reach their full growth until as late as 18 months of age but smaller breeds by 9 months of age.

Spaying will stop a female dog from coming into season and bearing young. The best time to spay is around 5 to 6 months.

Puppies usually open their eyes at 10 to 14 days of age. They are weaned between the ages of 4 and 6 weeks. They start losing their baby or milk teeth at about 12 to 14 weeks of age and by 7 months, they have their permanent teeth. Puppy teeth are sharp, while adult teeth are rounded on the ends.

A female cat normally comes into season the first time between 7 and 9 months of age, but occasionally as early as 6 months and as late as 10 months. They are usually in season 3 to 10 days and may be in season again 9 to 10 days after whelping, therefore can have several litters in one year. The best time to spay is 5 to 6 months of age. The best time to neuter a male cat is between 8 and 9 months of age. The female cat matures at 7 to 9 months and the male at 8 to 9 months of age.

Kittens usually open their eyes at 10 to 14 days and are weaned by 4 to 6 weeks of age.

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VEHICLE SAFETY AND MAINTENANCE

1. It is the officer's responsibility to see that the vehicle is free from visible defects. The officer will not be held responsible when such defects are reported prior to that officer's operation of such vehicle.
2. Vehicles should not be operated with inadequate brakes, faulty steering, horn or lights, except to proceed to a place for repairs.
3. At the time the vehicle is refueled, the operator shall check the water, the oil and the automatic transmission fluid to ensure proper and safe operation.
4. Tires must be inflated and maintained at the correct pressure.
5. Vehicles shall not be operated in a manner that may endanger persons or property. Safe operating speeds shall not be exceeded.
6. Vehicles shall not be left running unattended. Unattended vehicles in the field shall be locked.
7. Vehicles parked on a downgrade shall have the front wheels turned into the curb and the emergency brake on; on an upgrade, the wheels turned back into the curb.
8. In case of an accident the officer shall notify his/her immediate supervisor and the Los Angeles Police Department.

PRIORITY OF FIELD INVESTIGATIONS

Emergency Calls—Handle Without Delay

1. Injured animal
2. Dangerous or suspicious animal endangering the health or safety of the community
3. Sick stray animal
4. Animal in distress (trapped animals)
5. Humane investigations
6. Stray animal at large on school or playgrounds
7. Domestic animal at large

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8. Female in season confined, many dogs at large
9. Female in season at large, many dogs at large
10. Many dogs at large
11. Owner's unwanted confined animals which are sick or injured

Non-Emergency Calls

1. Pick-up confined stray animal
2. Leash law enforcement
3. Nuisance animal investigations
4. Permit investigations
5. Pick-up of owner's confined animals

Exceptions

District Supervisors or their authorized representatives may authorize variations of priority when circumstances require. Questions of policy and procedure shall be referred to the General Manager.

ZONING REQUIREMENTS

- Alligator Farm—M2, M3
- Animal Stockyard—M3
- Apiary—A1, A2, if kept completely within the structure, MR1, MR2, M2, M3
- Aquarium Store—C1.5, C2, C4, C5, CM, MR1, MR2, M1, M2, M3
- Aviary—A1, A2, MR1, MR2, M1, M3
- Bird Store—C2, C4, C5, CM, M1, M2, M3
- Boarding Stable—Conditional Use in RA, M2, M3
- Cat Kennel—Completely Enclosed in M1; M2, M3
- Cattle Keeping—A1, A2, RA, M2, M3
- Circus—C2, C5, CM, M1, M2, M3, Conditional Use in A1
- Dairy—M2, M3, Conditional in A1
- Dog Kennel—Completely Enclosed in M1; M2, M3
- Goat Keeping—A1, A2, RA, M2, M3
- Hog Keeping—A1; A2 no more than 5 per 5 acres
- Horse Keeping—A1, A2, RA*, RE+, R1+, M2, M3
- Horse and Mule Market—M2, M3
- Livery Stable—M2, M3, Conditional Use in RA*, MR or M1
- Ostrich Farm—M2, M3

- Pet Shop—C2, C5, CM, M1, M2, M3
- Pony Riding Ring—C2, C5, CM, M1, M2, M3
- Poultry Keeping—A1, A2, RA, RE, RS, R1, MR1, M2
- Rabbit Keeping—A1, A2, RA, RE, RS, R1, MR1, M2
- Reptile Raising—M2, M3
- Riding Academy—M2, M3, Conditional Use in RA*, MR or M1
- Rodeo—M2, M3
- Sheep keeping—A1, A2, RA, M2, M3
- Stock Yard—M3

Wild Animals—None of the following in "R" zones
Bear, Buffalo, Civet, Coyote, Eagle, Eland, Elephant, Giraffe, Gnu, Gorilla, Hyena, Hippopotamus, Jaguar, Leopard, Lion, Lynx, Moose, Orangutan, Poisonous Reptile, Puma, Rhinoceros, Sea Lion, Tiger, Vulture, Walrus, Wart-Hog, Wolf or Yak—these animals must be maintained in M2 or M3 zones

Note: Wild animals which are domesticated as household pets may be allowed to be kept within the dwelling of their owners

Zoo—M2, M3

*Horse shall be permitted only on lots having an area of 17,500 square feet or more, and not more than one horse shall be kept for each 4,000 square feet of lot area.
+ 20,000 square feet minimum area

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ANN STREET 222-7138 485-5765

215 W. Ann Street
Los Angeles 90012

SPAY AND NEUTER CLINIC 222-2669 485-5767
Volunteers 222-7149

ELEVENTH AVENUE 731-8281 485-5761

3612 Eleventh Ave.
Los Angeles 90018

SPAY AND NEUTER CLINIC 734-0470 485-5753
Volunteers 732-0118

HARBOR 831-9211 548-7694
735 Battery St.
San Pedro 90731 ext. 394

SPAY AND NEUTER CLINIC 831-9211 548-7694
ext. 394

WEST LOS ANGELES 820-2691 182-487

11950 Missouri Ave.
West Los Angeles 90025

Volunteers 820-2533

EAST VALLEY (818) 764-7061 989-8445

13131 Sherman Way
North Hollywood 91605

SPAY AND NEUTER CLINIC (818) 764-4411
Volunteers (818) 989-8447 764-3773

WEST VALLEY (818) 882-8800 989-8481

20655 Plummer St.
Chatsworth 91311

Volunteers (818) 998-0381

ANIMAL MANAGEMENT
INFORMATION SYSTEM 485-5763

200 N. Main Street, Rm. 1650
Los Angeles 90012

RABIES CLINIC INFORMATION 485-5755

ADMINISTRATION
200 North Main Street, Room 1650
Los Angeles, CA 90012

General Manager 485-5771
Administrative Services 485-2271

COUNTY ANIMAL SHELTER

Shelter No. 1 922-8887

11258 S. Garfield Ave.
Downey

Shelter No. 2 327-1171

216 W. Victoria
Gardena

Shelter No. 3 962-3574

4275 N. Elton Ave.
Baldwin Park

Shelter No. 4 (805) 942-8489

5210 West Ave. I
Lancaster

Shelter No. 5 (805) 257-3100

31044 N. Charlie Canyon Rd.
Castaic

Shelter No. 6 (818) 991-0071

29525 Agoura Road
Agoura

LOS ANGELES S.P.C.A.

Shelter No. 1 731-2491
5026 W. Jefferson 732-0113
Los Angeles

Shelter No. 2 676-1149
12910 Yukon Ave. 676-1140
Hawthorne

**SOUTH EAST ANIMAL
CONTROL AUTHORITY**

9777 Seaca Street 869-4556
Downey

AVALON 510-0021

209 Metropole
Avalon

AZUSA 334-2943

937 West 1st St.
Azusa

BURBANK (818) 847-8719

2W. Burbank Blvd.
Burbank

LONG BEACH 595-5449

3001 E. Willow St.
Long Beach

ANIMAL IMP.
ANIMAL IDEN.
WILDLIFE
VETERINARY
GENERAL INFO.

POLICE COMPLAINT BOARDS

VAN NUYS 989-8351
CENTRAL 485-2681

HIGHWAY PATROL

MAIN OFFICE 736-3001
COMMUNICATIONS 736-2991

FIRE MONITOR 485-6188
FIRE DEPARTMENT
PARAMEDICS 485-6185

CALIFORNIA FISH
AND GAME 590-5777

DEAD ANIMAL PICK UP

East of Woodley 989-8522
West of Woodley 989-8627
West Los Angeles 478-0731 ext. 393
Ann Street 485-4906
Eleventh Avenue 485-4911
Harbor 831-9211 ext. 355
Weekends 485-4909
Freeways 620-3270

BEEES ON PUBLIC PROPERTY 485-5675

LOS ANGELES ZOO 666-4650

LOS ANGELES COUNTY
RODENT CONTROL 829-2911

LOS ANGELES COUNTY
HEALTH DEPARTMENT
RABIES CONTROL

Central 974-8203
South West 750-3507
West Los Angeles 829-2911 ext. 221
Van Nuys 901-3906
San Fernando 365-6341
Burbank 500-3501
North Hollywood 766-3981
Canoga Park 340-3570

MONROVIA (818) 359-9179
140 E. Lime St.
Monrovia

SANTA MONICA 395-9179
1640 9th St.
Santa Monica

GLENDALE HUMANE SOCIETY (818) 242-1128
717 W. Ivy St.
Glendale

PASADENA HUMANE SOCIETY (818) 792-7151
361 S. Raymond Ave.
Pasadena

PET HARBOR HUMANE EDUCATION LEAGUE
328 W. Redondo Beach Blvd. 324-2325
Gardena

POMONA VALLEY HUMANE SOCIETY
500 Humane Way (714) 623-9777
Pomona

SAN GABRIEL HUMANE SOCIETY (818) 286-1159
851 E. Grand Ave. 443-1861
San Gabriel

PET ASSISTANCE FOUNDATION 937-5204

MERCY CRUSADE (818) 782-1485
16118 Cantlay St.
Van Nuys

NOTES

GENERAL INFO.

VETERINARY

WILDLIFE

ANIMAL IDEN.

ANIMAL IMP.