



TOWN OF TROPHY CLUB

1 Trophy Wood Drive
Trophy Club, Texas 76262

MEETING AGENDA

ANIMAL SHELTER ADVISORY BOARD

October 2, 2024

6:30 PM

Council Chambers

CALL TO ORDER AND ANNOUNCE A QUORUM

PUBLIC COMMENT(S)

This is an opportunity for citizens to address the Board/Commission on any matter pursuant to Texas Government Code Sec. 551.007. The Board/Commission is not permitted to discuss or take action on any presentations made concerning matters that are not listed on the agenda. Presentations are limited to matters over which the Board/Commission has authority. Speakers have up to three (3) minutes or the time limit determined by the Presiding Officer. Each speaker must have submitted their request to speak by completing the Speaker's Form or may email tdixon@trophyclub.org

REGULAR ITEMS

1. Board Training (Brandon Wright, Town Manager, and Tammy Dixon, Town Secretary)
 1. Introduction
 2. General overview of the Animal Shelter Board's Roles and Responsibilities.
2. Consider approval of the June 12, 2024, Animal Shelter Advisory Board meeting minutes. (Brian Hall, Animal Control Officer)
3. Consider acceptance of the Texas Department of State Health Services Inspection Report. (Brian Hall, Animal Control Officer)
4. Receive update on impounds and pet registrations year-to-date. (Brian Hall, Animal Control Officer)
5. Review and consider a recommendation to the Town Council for an ordinance of the Town of Trophy Club amending Chapter 2 "Animal Control," Article 2.02 "Impoundment," Section 2.02.001 "Generally," Subsection (c) "Disposition of Unclaimed Animals" to provide for forfeiture; and amending Appendix A "Fee Schedule," Article A1.000 "General Provisions," Section A1.006 "Animal Control," Subsection (a) "Impound Fee," of the Code of Ordinances. (Patrick Arata, Chief of Police)

6. Discussion on the Pet Fest event to be held on October 5, 2024. (Brian Hall, Animal Control Officer)

ADJOURN

The Board/Commission may convene into executive session to discuss posted items as allowed by Texas Government Code Sections 551.071 through 551.076 and Section 551.087.

Notice is hereby given that a quorum of the Town of Trophy Club Town Council may be in attendance at this meeting. The Town Council will not deliberate or take any action.

CERTIFICATION

I do hereby certify that the Notice of Meeting was posted on the bulletin board at the Town Hall for the Town of Trophy Club, Texas, in a place convenient and readily accessible to the general public at all times on the following date and time: September 26, at 4:15 pm, and said Notice of Meeting was also posted concurrently on the Town's website in accordance with Texas Government Code Ch. 551 at least 72 hours prior to the scheduled time of said meeting.

 /s/ Brian Hall
Brian Hall, Animal Shelter Manager

If you plan to attend this public meeting and have a disability that requires special needs, please contact the Town Secretary's Office at 6822372900, 48 hours in advance, and reasonable accommodations will be made to assist you.



ANIMAL SHELTER ADVISORY BOARD COMMUNICATION

MEETING DATE: October 2, 2024

FROM: Brian Hall, Animal Control Officer

AGENDA ITEM: Consider approval of the June 12, 2024, Animal Shelter Advisory Board meeting minutes. (Brian Hall, Animal Control Officer)

BACKGROUND/SUMMARY: The Animal Shelter Advisory Board met on June 12, 2024.

BOARD REVIEW/CITIZEN FEEDBACK: N/A

FISCAL IMPACT: There is no financial impact associated with this agenda item.

LEGAL REVIEW: N/A

ATTACHMENTS:

1. Minutes June 12, 2024

ACTIONS/OPTIONS:

Staff recommends the board approve the June 12, 2024, Animal Shelter Advisory Board meeting minutes.

**MINUTES FROM REGULAR SESSION
ANIMAL SHELTER BOARD
FOR THE TOWN OF TROPHY CLUB LOCATION: 1
TROPHY WOOD DRIVE, TROPHY CLUB, TEXAS
Wednesday December 13, 2023 at 6:30 P.M.**

The Animal Shelter Board for the Town of Trophy Club, Texas, met in a Regular Session on June 12, 2024. The meeting was held within the boundaries of the Town and was open to the public.

STATE OF TEXAS §
COUNTY OF DENTON AND TARRANT §

BOARD MEMBERS PRESENT:

Susan Edstrom: Chair/ Municipal Officer Brian
Hall: Animal Shelter Operations
Bobby Tillman: Municipal Officer
Deanna Polner: Resident
London Wilson: Resident
Dr. Brook Bemis: Veterinarian

CALL TO ORDER AND ANNOUNCE A QUORUM

Susan Edstrom called the meeting to order and announced a quorum at 6:31 pm.

CITIZEN PRESENTATIONS

Citizens are allowed four (4) minutes to address the Board regarding an item over which the Board has policy or oversight authority as provided by Texas law, the ethics order, or other policy order. Each speaker must complete the Speaker's Form that includes the topic to be presented.

Regular Session

1. Consider approval of the December 13, 2023 ASAB Minutes.

A motion was made by Brian to approve the minutes; A second was made by Deanna; motion passed unanimously.

2. Discuss Section 2.02.001(f) (6) of the Town's Code of Ordinances pertaining to animal surrenders.

Board discussed the ordinance in its entirety and determined that no changes should be made.

ADJOURN

Meeting was adjourned at 6:35pm by Susan Edstrom

Brian_Hall
Board Member

Susan Edstrom
Chair



ANIMAL SHELTER ADVISORY BOARD COMMUNICATION

MEETING DATE: October 2, 2024

FROM: Brian Hall, Animal Control Officer

AGENDA ITEM: Consider acceptance of the Texas Department of State Health Services Inspection Report. (Brian Hall, Animal Control Officer)

BACKGROUND/SUMMARY: The Texas Department of State Health Services is responsible for inspecting shelter facilities in Texas to see if they meet the standards for housing and sanitation established in Texas Administrative Code, Chapter 169, Rabies Control and Eradication (rules of the Rabies Control Act, Chapter 826, Texas Health and Safety Code).

An inspection was performed on our Animal Control Facility on August 20, 2024.

BOARD REVIEW/CITIZEN FEEDBACK: N/A

FISCAL IMPACT: There is no financial impact associated with this agenda item.

LEGAL REVIEW: N/A

ATTACHMENTS:

1. Trophy Club Shelter Inspection Report

ACTIONS/OPTIONS:

Staff recommends the board accept the Texas Department of State Health Services Inspection Report.

Inspection for Rabies Quarantine Facilities and Impoundment/Shelter Facilities

Date 8-20-24 Name of Manager BRIAN HALL Registration No. 03-193
 Name of Establishment Trophy Club Animal Shelter Inspector Brooke Burnis
 Location of Establishment Trophy Club, TX Mailing Address 1 Trophy Wood Dr.
 City Trophy Club State TX Zip Code 76262
 Phone 682-237-2969 County _____

Note to Inspector: Put Yes, No, or N/A (Not Applicable) in the columns to the right of the question.

A. General - [Section 169.26(a)]			
<i>Structural Strength</i>		<i>Records (cont.)</i>	
1. Is the facility structurally sound and maintained in good repair in order to protect the animals from injury, contain them, and prevent transmission of diseases?	Yes	13. Do records document animal description, impoundment and disposition dates, and method of disposition?	Yes
<i>Water and Electric Power</i>		<i>Heating</i>	
2. Does the facility have reliable and adequate electricity to comply with other requirements?	Yes	14. Are animals protected from cold and inclement weather and direct effects of wind, rain, and snow?	Yes
3. Does the facility have potable water?	Yes	15. Is auxiliary heat or bedding provided if temperature is below 50°F?	Yes
<i>Storage</i>		<i>Cooling and Ventilation</i>	
4. Are food and bedding stored to protect them against infestation or contamination by vermin?	Yes	16. Are animals protected from any form of overheating and from direct rays of sun?	Yes
5. Is a refrigerator available for perishable foods?	Yes	17. Is there adequate ventilation to minimize drafts, odors, and moisture condensation, plus fresh air provided?	Yes
<i>Waste Disposal</i>		18. Is extra ventilation, such as fans or air conditioning, provided in indoor facilities if temperature is 85°F or above?	Yes
6. Are there provisions for the removal and disposal of animal and food wastes, bedding, dead animals, and debris?	Yes	<i>Lighting</i>	
7. Are disposal facilities operated in a manner that minimizes vermin infestations, odors, and disease hazards?	Yes	19. Is lighting adequate to permit routine inspection and cleaning?	Yes
8. Is there a suitable method for rapidly and safely removing water and other liquid wastes?	Yes	20. Are primary enclosures situated to protect the animals from excessive illumination (man-made or natural)?	Yes
<i>Washrooms and Sinks</i>		<i>Construction</i>	
9. Are there facilities (washrooms, basins, or sinks) for employees to wash their hands?	Yes	21. Is the facility constructed to protect the animals and not create a health risk or public nuisance?	Yes
<i>Management</i>		22. Are building surfaces constructed of nonabsorbent materials that can be readily sanitized?	Yes
10. For facilities located in a county with a population of 75,000 or over (only), in accordance with Chapter 823.003:		23. Is the floor made of durable, nonabsorbent material?	Yes
a. Are animals separated by species and by sex?	Yes	<i>Primary Enclosures</i>	
b. Are animals of relatively the same size sharing cages/pens?	Yes	24. Are primary enclosures maintained in good repair, impervious to moisture, and readily sanitized?	Yes
c. Are sick or injured animals segregated from healthy animals?	Yes	25. Do primary enclosures enable the animal to remain dry and clean and protect the animal's feet and legs from injury?	Yes
11. For facilities located in a county with a population of 75,000 or over (only), in accordance with Chapter 823.005:		26. Do the cages and kennels provide enough space for each animal to be in comfortable positions?	Yes
Has the governing body of the city or county in which the shelter is located established an advisory committee to assist in compliance with Chapter 823?	Yes	B. Feeding - [Section 169.26(b)]	
<i>Records</i>		27. Are dogs and cats fed at least once a day, except as directed by a veterinarian? Are other animals fed as described on packaging of a commercial, species-specific food or as directed by a veterinarian (see #32 for ferret requirements)?	Yes
12. Does the facility keep records on each animal?	Yes	28. Is food wholesome, palatable, free from contamination, of sufficient nutritive value, and accessible to animals?	Yes

Inspector Initials: BB Date: 8/20/24

Facility: Trophy Club Animal Shelter

Registration No: 03-193

Feeding (cont.)		Rabies Quarantine Facilities (Completed by DSHS Only) - [Section 169.27(a)]	
29. Are food pans kept clean and sanitary, and if disposable food pans are used, are they discarded after each feeding?	Yes	37. Is there documentation of twice-daily observations of quarantined animals?	NA
C. Watering - [Section 169.26(c)]		Rabies Quarantine Facilities (Completed by DSHS Only) - [Section 169.28(a)]	
30. Do animals have convenient access to fresh water and is it offered at least twice daily for at least an hour?	Yes	38. Does the facility have a written Standard Operating Procedure (SOP)?	NA
31. Are the water bowls clean and sanitary?	Yes	39. Is the SOP specific for the facility?	NA
32. Do domestic ferrets have 24-hour access to water in a drinking bottle and to food?	NA	40. Is the SOP posted or otherwise readily available to all employees?	NA
D. Sanitation - [Section 169.26(d)]		41. Is the SOP designed to ensure effective and safe quarantine procedures?	NA
33. Are excreta removed from primary enclosures often enough to prevent contamination of the animals (at least once a day)?	Yes	42. Do enclosures have solid walls to prevent physical contact between animals?	NA
34. Are primary enclosures maintained in a sanitary condition?	Yes	43. Do enclosures have tops to prevent escape?	NA
35. Are the building and premises kept clean?	Yes	44. Do quarantine runs, cages, or rooms have "Rabies Quarantine" signs posted?	NA
E. Pest Control - [Section 169.26(e)]		For Facilities Subject to Chapter 829 (Located in Non-exempt County) - (Sections 829.002 and 829.007)	
36. Is there a regular program in place for control of insects, ectoparasites, and other pests and is the facility free from visible signs of vermin?	Yes	45. This standard is for purposes of meeting requirements set forth in Chapter 829 only. Are all employees whose primary job is to enforce animal control laws in compliance with training requirements (Sec. 829.002)? If so, this inspection form serves as a certificate of compliance per Section 829.007.	Yes

This facility has approximately 0 cat cages and 6 dog cages/pens.

When the facility was inspected today, it was housing approximately 0 cats and 0 dogs.

Inspector Comments:

Check here if additional inspector comments are attached

Facility Rating: Satisfactory Unsatisfactory _____ Probation _____

If applicable, timeline for probationary period N/A

As the inspector, I certify that I have personally inspected this facility and that it conforms to the statements above.

Inspector Brooke Bemis

Date 8/20/24

Manager Brooke Bemis

Date 8-20-24

Regional Veterinarian Brooke Bemis

Date 8/20/24





**ANIMAL SHELTER ADVISORY BOARD
COMMUNICATION**

MEETING DATE: October 2, 2024

FROM: Brian Hall, Animal Control Officer

AGENDA ITEM: Receive update on impounds and pet registrations year-to-date. (Brian Hall, Animal Control Officer)

BACKGROUND/SUMMARY: Shelter Impounds and Pet Registrations Year-to-date:

Total Impounds	14
Total Reclaim by Owner	10
Total Adopted	1
Total Sent to Rescue	3
Total Pet Registrations	10

BOARD REVIEW/CITIZEN FEEDBACK: N/A

FISCAL IMPACT: There is no financial impact associated with this agenda item.

LEGAL REVIEW: N/A

ATTACHMENTS:

None

ACTIONS/OPTIONS:

For discussion only.



ANIMAL SHELTER ADVISORY BOARD COMMUNICATION

MEETING DATE: October 2, 2024

FROM: Patrick Arata, Chief of Police

AGENDA ITEM: Review and consider a recommendation to the Town Council for an ordinance of the Town of Trophy Club amending Chapter 2 "Animal Control," Article 2.02 "Impoundment," Section 2.02.001 "Generally," Subsection (c) "Disposition of Unclaimed Animals" to provide for forfeiture; and amending Appendix A "Fee Schedule," Article A1.000 "General Provisions," Section A1.006 "Animal Control," Subsection (a) "Impound Fee," of the Code of Ordinances. (Patrick Arata, Chief of Police)

BACKGROUND/SUMMARY: The Town Council recently reviewed proposed amendments to Chapter 2, "Animal Control," Article 2.02, "Impoundment," Section 2.02.001 "Generally," Subsection (c) "Disposition of Unclaimed Animals" and updates to the fee schedule for animal impoundment within the Code of Ordinances. The proposed ordinance introduced revisions to the impoundment fee structure and included options for the disposition of unclaimed animals, such as adoption, transfer to rescue organizations, and euthanasia in specific cases.

During the Town Council meeting, concerns were raised about the decision-making process for euthanizing animals, highlighting the need for more oversight and clear procedures. Consequently, the Council deferred action on the ordinance until a formal policy on the disposition of unclaimed animals was developed by staff and reviewed by the Animal Shelter Advisory Board.

The Board's input and recommendations will ensure that the policy reflects the community's values and provides proper guidance for the humane handling of unclaimed animals.

BOARD REVIEW/CITIZEN FEEDBACK: N/A

FISCAL IMPACT: There is no financial impact associated with this agenda item.

LEGAL REVIEW: Town Attorney, Dean Roggia, has reviewed the ordinance as to form and legality.

ATTACHMENTS:

1. Ordinance
2. Trophy Club Police Department Euthanasia Policy
3. Human Society of North Texas SOP for Euthanasia

ACTIONS/OPTIONS:

Staff recommends that the Animal Shelter Adviosry Board recommend approval to the Town Council an ordinance of the Town of Trophy Club amending Chapter 2 “Animal Control,” Article 2.02 “Impoundment,” Section 2.02.001 “Generally,” Subsection (c) “Disposition of Unclaimed Animals” to provide for forfeiture; and amending Appendix A “Fee Schedule,” Article A1.000 “General Provisions,” Section A1.006 “Animal Control,” Subsection (a) “Impound Fee,” of the Code of Ordinances.

**TOWN OF TROPHY CLUB, TEXAS
ORDINANCE NO. 2024-xx**

AN ORDINANCE OF THE TOWN OF TROPHY CLUB, TEXAS, REVISING CHAPTER 2 “ANIMAL CONTROL” OF THE CODE OF ORDINANCES, TOWN OF TROPHY CLUB, TEXAS, BY AMENDING CHAPTER 2 “ANIMAL CONTROL,” ARTICLE 2.02 “IMPOUNDMENT,” SECTION 2.02.001 “GENERALLY,” SUBSECTION (C) “DISPOSITION OF UNCLAIMED ANIMALS” TO PROVIDE FOR FORFEITURE; AND BY AMENDING APPENDIX A “FEE SCHEDULE,” ARTICLE A1.000 “GENERAL PROVISIONS,” SECTION A1.006 “ANIMAL CONTROL,” SUBSECTION (A) “IMPOUND FEE,” OF THE CODE OF ORDINANCES, TOWN OF TROPHY CLUB, TEXAS; PROVIDING THAT THIS ORDINANCE SHALL BE CUMULATIVE OF ALL ORDINANCES; PROVIDING A SEVERABILITY CLAUSE; PROVIDING A PENALTY NOT TO EXCEED THE SUM OF TWO THOUSAND DOLLARS (\$2,000.00) FOR EACH OFFENSE AND A SEPARATE OFFENSE SHALL BE DEEMED COMMITTED EACH DAY DURING OR ON WHICH A VIOLATION OCCURS OR CONTINUES; PROVIDING A SAVINGS CLAUSE; PROVIDING FOR PUBLICATION; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Town of Trophy Club, Texas (the “Town”) is a home rule municipality acting under its charter adopted by the electorate pursuant to Article XI, Section 5 of the Texas Constitution and Chapter 9 of the Local Government Code; and

WHEREAS, the Town Council of the Town of Trophy Club (“the Town Council”), under Chapter 826 of the Texas Health and Safety Code, has the legal authority and power to adopt and amend ordinances that regulate animals and impoundment fees within the Town’s incorporated limits; and

WHEREAS, the Town Council has previously adopted regulations governing the impoundment of animals and impoundment fees in the Town; and

WHEREAS, the Town of Trophy Club Animal Shelter Advisory Board (the “Board”) has recommended certain revisions to the Chapter 2 “Animal Control” regarding the disposition of unclaimed animals and to Appendix A, Fee Schedule, regarding Impound Fees of the Code of Ordinances, Town of Trophy Club, Texas; and

WHEREAS, the Board’s recommendations were presented in an open and properly noticed meeting of the Town Council on June 10th, 2024; and

WHEREAS, the Town Council finds and determines that the Board’s recommended revisions to Chapter 2 and to Appendix A are reasonable and necessary for the protection of the public’s health, safety, and welfare.

NOW, THEREFORE, BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF TROPHY CLUB, TEXAS, THAT:

**SECTION 1.
INCORPORATION OF PREMISES**

The above and foregoing premises are true and correct and are incorporated herein and made a part hereof for all purposes.

SECTION 2.

The Code of Ordinances, Town of Trophy Club, Texas, Chapter 2 “Animal Control,” Article 2.02 “Impoundment,” Section 2.02.001 “Generally,” subsection (c) is hereby amended to read as follows:

“(c) Disposition of unclaimed animals. At the end of such three (3) day holding period, if the animal has not been claimed and the fees associated with the impoundment have not been paid to the Town, the animal is deemed the property of the Town and the animal may be: (1) made available for adoption by the Town; (2) transferred at no cost to a non-profit 501(c)(3) corporation whose primary objectives or purposes are related to animal rescue; (3) in cases of injury or health, upon assessment and recommendation of a veterinarian, the Town may euthanize the animal; (4) in cases of repeated vicious, aggressive, or dangerous behavior, upon observation, assessment, and recommendation of the local rabies control authority, the Town may euthanize the animal; or (5) in cases where the Town has in good faith pursued adoption and transfer of the animal to a non-profit 501(c)(3), as prescribed herein, without the animal being successfully adopted or transferred, the Town may euthanize the animal.”

SECTION 3.

The Code of Ordinances, Town of Trophy Club, Texas, Appendix A, “Fee Schedule,” Article A1.000 “General Provisions,” Section A1.006 “Animal Control,” Subsection (a) is hereby amended to read as follows:

“(a) The owner of an impounded domestic animal not under quarantine will pay the following fees in order to redeem such animal; provided, however, the fees shall be waived for the first impoundment of an animal fostered by a residential foster owner upon presentation of documentation that the animal has been placed in the foster care of the foster owner by a humane society:

(1)	First impoundment within one year	\$25.00
	Second impoundment within one year	\$35.00
	Third impoundment within one year	\$45.00
	Fourth impoundment within one year	\$55.00
	Each additional impoundment within one year of first impoundment	\$65.00

- (2) The term “year” as used in this subsection shall refer to any consecutive twelve (12) month period.
- (3) A boarding charge of \$8.00 per day will be added to the above amount before redemption of the animal.
- (4) Any person claiming any animal that has not been vaccinated for rabies as required by the Texas Administrative Code, title 25, part 1, chapter 169 shall pay the appropriate impoundment fee, plus \$10.00 per day for boarding. Upon release of the animal, the owner has ten (10) days to provide the animal control officer written proof signed by a licensed veterinarian that the animal has been vaccinated for rabies. If the animal control officer has not received written proof of the vaccination for rabies, the owner is in violation of Chapter 2 “Animal Control” and subject to the penalties prescribed in Section 2.01.002.”

SECTION 4. CUMULATIVE

This Ordinance shall be cumulative of all other provisions of ordinances of the Town, except where the provisions of this Ordinance are in direct conflict with the provisions of such ordinances, in which event, the conflicting provisions of such ordinances are hereby repealed.

SECTION 5. SEVERABILITY

It is hereby declared to be the intention of the Town Council that the phrases, clauses, sentences, paragraphs, and sections of this Ordinance are severable, and if any phrase, clause, sentence, paragraph, or section of this Ordinance shall be declared unconstitutional by the valid judgment or decree of any court of competent jurisdiction, such unconstitutionality shall not affect any of the remaining phrases, clauses, sentences, paragraphs, and sections of this Ordinance, since the same would have been enacted by the Town Council without the incorporation in this Ordinance of any such unconstitutional phrase, clause, sentence, paragraph or section.

SECTION 6. PENALTY

It shall be unlawful for any person to violate any provision of this Ordinance, and any person violating or failing to comply with any provision hereof shall be fined, upon conviction, in an amount not less than One Dollar (\$1.00) nor more than Two Thousand Dollars (\$2,000.00), and a separate offense shall be deemed committed each day during or on which a violation occurs or continues.

**SECTION 7.
SAVINGS**

All rights and remedies of the Town are expressly saved as to any and all violations of the ordinances of the Town that have accrued at the time of the effective date of this Ordinance; and, as to such accrued violations and all pending litigation, both civil and criminal, whether pending in court or not, under such ordinances, same shall not be affected by this Ordinance, but may be prosecuted until final disposition by the courts.

**SECTION 8.
PUBLICATION**

The Town Secretary of the Town of Trophy Club is hereby directed to publish the caption and penalty clause of this Ordinance as required by Section 3.16 of the Town’s Charter.

**SECTION 9.
EFFECTIVE DATE**

This Ordinance shall become effective from and after its date of adoption and publication as provided by law, and it is so ordained.

PASSED AND APPROVED ON THIS _____ DAY OF _____, 2024.

Jeannette Tiffany, Mayor

ATTEST:

Tammy Dixon, Town Secretary

APPROVED AS TO FORM:

Dean Roggia, Town Attorney

517 Animal Control Officer: Euthanasia of Dogs

517.1 Purpose:

To establish a clear and humane procedure for the euthanasia of dogs under the care of the Trophy Club Police Department's Animal Control unit, ensuring all decisions are made with proper authority and ethical considerations.

517.2 Scope:

This procedure applies to all personnel within the Trophy Club Police Department's Animal Control unit who are involved in the handling, care, and decision-making processes related to the euthanasia of dogs.

517.3 Procedure:

1. Initial Assessment:

- Animal Control personnel must conduct a thorough assessment of the dog's health, behavior, and overall well-being.
- Documentation of the dog's condition, including any injuries, illnesses, or behavioral issues, must be completed and attached to the dog's file.

2. Consultation with Veterinary Professional:

- If the dog's health condition suggests that euthanasia might be considered, a licensed veterinarian must be consulted.
- The veterinarian will provide a written recommendation, including a detailed explanation of the dog's condition and the reasoning behind the recommendation.

3. Consultation with Dog Advocate:

- Before any decision is made, Animal Control personnel must contact a designated dog advocate for consultation.
- The dog advocate will review the veterinarian's recommendation, assess the situation, and provide their opinion on whether euthanasia is justified or if alternative solutions are available.

4. Authorization from Chief of Police:

- No dog may be euthanized without the express written consent of the Chief of Police.
- The Chief of Police will review all documentation, including the veterinarian's recommendation and the dog advocate's input, before making a final decision.
- The decision must be documented, and the documentation should be stored in the dog's file.

5. Euthanasia Procedure:

- If euthanasia is authorized, it must be performed by the local Rabies Control Authority or a licensed veterinarian.
- The procedure must be carried out humanely and in accordance with state and federal laws.
- A final report on euthanasia, including the method used and any relevant observations, must be completed and filed.

6. Post-Euthanasia Documentation:

- After the procedure, all relevant documentation, including the euthanasia report, must be updated in the dog's file.
- The file must be retained according to the department's record-keeping policies.

517.4 Review and Oversight:

- The Animal Control unit will review all euthanasia cases annually to ensure compliance with this procedure and to identify any areas for improvement.
- The results of these reviews will be reported to the Chief of Police.

SOP: Euthanasia Authorization and Reasoning



Identification Number

EUAAR

Effective Date

2/23/2022

Purpose

This document is designed to provide a standardized protocol and procedure euthanasia protocols and procedures within the shelter as well as approved reasoning.

Revision History

- Created 2/23/2022
 - Brandi Pooley, CVT

Persons Affected

- Shelter Medical Team
- Select Rehabilitation Team
- All HSNT Licensed Veterinarians
- Euthanasia certified team members

Policy

When animals are identified as having an untreatable illness, life threatening injury or trauma, or an extreme unresolvable behavioral issue, the Shelter Veterinarian or Director of Shelter Medicine, along with input from the President, Vice President, and Directoral team members, may opt to perform humane euthanasia. Every humane euthanasia must be accompanied by a documented and approved reason and recorded following the procedures contained in this document.

Definitions

- **Humane Euthanasia:** A painless way to end a life of a patient to end it's suffering from life threatening injury or trauma, incurable disease, or an unresolvable behavioral issue by injection of an overdose of barbituates
- IV - Intravenous
- IC - intracardiac

Responsibilities

- Euthanasia certified staff will be responsible for showing the utmost compassion and respect for patient's who will be humanely euthanized throughout the entire procedure as well as compassion and care for the patient's body following humane euthanasia.
- Euthanasia certified staff will be responsible for working with the Shelter Veterinarian or Director of Shelter Medicine to discuss any animal that meets the criteria for humane euthanasia.
- Euthanasia certified staff, along with a veterinarian must determine the appropriate reason for humane euthanasia and document/record it appropriately.
- Euthanasia certified staff and Veterinarian(s) are responsible for completing humane euthanasia respectfully

- Euthanasia certified staff are responsible for respectful handling of patient's bodies following humane euthanasia and processing them via Paws-E-track

Supplies Needed

- Needles and syringes of appropriate size based on the size of the animal
- Euthanasia solution (1mL per 10 lb)
- Sedation
- Cadaver bag
- Cadaver bag tag and tie
- Muzzle if needed

Reasons for Humane Euthanasia

- Medical severe - a patient that has a life threatening illness or injury that is unable to be treated
- Behavior - an animal that has shown extreme aggression and every opportunity for rehabilitation has failed

Procedures

- For behavior/aggressive animals, oral sedation may need to be given orally several hours prior to humane euthanasia - discuss this with a veterinarian
- Identify the animal that is a candidate for humane euthanasia alongside the Shelter Veterinarian or the Director of Shelter Medicine
- Once the decision has been made for humane euthanasia, a veterinarian or TWO euthanasia certified team members (WITH VETERINARY APPROVAL) must sign the animal's kennel card along with a date, exact time, and reason for humane euthanasia
- Obtain a correct weight on the animal to be humanely euthanized
- Calculate and draw up the euthanasia solution
 - 1mL per 10 lb
- Calculate and draw up or obtain the appropriate sedation protocol as determined by the Shelter Veterinarian or Director of Shelter Medicine
- With assistance, bring the animal to the designated humane euthanasia area
- Administer the appropriate sedation
- Once the animal succumbs to the effects of the sedation, administer the euthanasia solution IV or IC
- Allow the euthanasia solution to take effect
- When the animal succumbs to the euthanasia solution, confirm death by auscultating the heart for a minimum of 1 minute.
 - There should be no heartbeat
- Once death is confirmed, place the animal in the cadaver bag
- Log onto Paws-E-Track online and submit the animal's information for communal cremation and print the identification tag (See corresponding SOP)
- Affix the tag to the cadaver bag containing the animal
- Respectfully place the animal into the designated holding freezer
- File the animal's euthanasia authorized kennel card in the appropriate file
- Log all controlled substances/euthanasia solution in the designated logs (see corresponding SOP)