

COMMISSIONERS JOURNAL NO. 59 - DELAWARE COUNTY
MINUTES FROM REGULAR MEETING HELD SEPTEMBER 16, 2013

THE BOARD OF COMMISSIONERS OF DELAWARE COUNTY MET IN REGULAR SESSION ON THIS DATE WITH THE FOLLOWING MEMBERS PRESENT:

Present:
Ken O'Brien, President
Dennis Stapleton, Vice President
Gary Merrell, Commissioner

Pledge Of Allegiance
Webelos Den/ Part Of Pack 488
Liberty Tree/Indian Springs Elementary Schools – Olentangy School District

RESOLUTION NO. 13-939

IN THE MATTER OF APPROVING THE ELECTRONIC RECORD OF THE PROCEEDINGS FROM REGULAR MEETING HELD SEPTEMBER 12, 2013:

It was moved by Mr. Merrell, seconded by Mr. Stapleton to approve the following:

WHEREAS, the Board of Commissioners of Delaware County, Ohio (the "Board") met in regular session on September 12, 2013; and

WHEREAS, the Clerk of the Board has certified, pursuant to section 305.11 of the Ohio Revised Code, that the entire record of the proceedings at that meeting is completely and accurately captured in the electronic record of those proceedings;

NOW, THEREFORE, BE IT RESOLVED that the Board hereby approves the electronic record of proceedings at the previous meeting.

Vote on Motion Mr. Merrell Aye Mr. Stapleton Aye Mr. O'Brien Aye

PUBLIC COMMENT
-Barbara Brahm; OSU Extension Update

ELECTED OFFICIAL COMMENT

RESOLUTION NO. 13-940

IN THE MATTER OF APPROVING A RESOLUTION HONORING THE 29th LITTLE BROWN JUG WALL OF FAME RECIPIENT:

It was moved by Mr. Merrell, seconded by Mr. Stapleton to approve the following

Wall of Fame Honoree James W. Simpson

WHEREAS, a Little Brown Jug Wall of Fame recipient is chosen and inducted by a panel of international harness racing enthusiasts each year; and

WHEREAS, this year's Wall of Fame honoree is Mr. James (Jim) W. Simpson, President and Chief Executive Officer of Hanover Shoe Farm ; and

WHEREAS, Mr. Simpson followed in his father John's footsteps as a successful driver and trainer and trained many of the fillies who became noted producers in Hanover's broodmare band; and

WHEREAS, Mr. Simpson became the vice president of Hanover Shoe Farms in 1992 and has led the farm to produce a record 14 Little Brown Jug Champions, ten Hambletonian winners and has been the world's leading Standardbred breeder every year since records have been kept; and

WHEREAS, he has also been a director of the Hambletonian and Little Brown Jug Societies and achieved the pinnacle of recognition in the sport when he joined his father and brother in the Harness Racing Hall of Fame in 2011, and

WHEREAS, many of the more than 175,000 residents living in Delaware County support the Delaware County Fair and the Little Brown Jug Circuit and enjoy their days at the races;

NOW THEREFORE, be it resolved that the Delaware County Board of Commissioners honors and applauds Mr. James W. Simpson for his exemplary career in the field of horse racing with the presentation of this proclamation.

Vote on Motion Mr. Stapleton Aye Mr. Merrell Aye Mr. O'Brien Aye

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RESOLUTION NO. 13-941

IN THE MATTER OF APPROVING A RESOLUTION HONORING THE 29th LITTLE BROWN JUG 2013 JOSEPH NEVILLE AWARD WINNER:

It was moved by Mr. Merrell, seconded by Mr. Stapleton to approve the following

2013 Joseph Neville Award 16th Recipient Dale E. Walters, D.V.M.

WHEREAS, a Little Brown Jug Joseph Neville Award recipient is chosen and inducted by a panel of international harness racing enthusiasts each year; and

WHEREAS, this year's Joe Neville Award winner is awarded posthumously to Dr. Dale E. Walters, a long-time veterinarian and owner/breeder; and

WHEREAS, Dr. Walters was a 60-year resident of Delaware and a practicing veterinarian for more than 50 years and owner of Sugar Valley Farm, a long-time breeding facility in the Buckeye State; and

WHEREAS, Dr. Walters campaigned several outstanding horses, including Saccharum who earned more than \$805,000, was a two-time Ohio Sires State champion and was inducted into the Ohio Harness Racing Hall of Fame; and

WHEREAS, many of the more than 175,000 residents living in Delaware County support the Delaware County Fair and the Little Brown Jug Circuit and enjoy their days at the races;

NOW THEREFORE, be it resolved that the Delaware County Board of Commissioners honors and applauds the late Dr. Dale E. Walters for his exemplary career in the field of horse racing with the presentation of this proclamation to his family.

Vote on Motion Mr. O'Brien Aye Mr. Merrell Aye Mr. Stapleton Aye

RESOLUTION NO. 13-942

IN THE MATTER OF APPROVING PURCHASE ORDERS, THEN AND NOW CERTIFICATES, AND PAYMENT OF WARRANTS IN BATCH NUMBERS CMAPR0913:

It was moved by Mr. Merrell, seconded by Mr. Stapleton to approve Then And Now Certificates, payment of warrants in batch numbers CMAPR0913 and Purchase Orders as listed below:

PR Number	Vendor Name	Line Description	Line Account	Line Amount
ADMINISTRATIVE SERVICE – SERVICE AND CHARGES				
R1305489	PNC Bank	Worker's Comp	61311923-5300	\$8,636.48

Vote on Motion Mr. Merrell Aye Mr. O'Brien Aye Mr. Stapleton Aye

RESOLUTION NO. 13-943

IN THE MATTER OF APPROVING TRAVEL EXPENSE REQUESTS:

It was moved by Mr. Merrell, seconded by Mr. Stapleton to approve the following:

The Director of Child Support Enforcement Agency is requesting that Darci Sholler, Pat Church and Andrea DelCol attend a Paternity Establishment Training in Columbus, Ohio on December 13, 2013 at no cost.

The Director of Child Support Enforcement Agency is requesting that Darci Sholler, Pat Church and Andrea DelCol attend a Support Establishment Training class in Columbus, Ohio on December 19, 2013 at no cost.

The EMS Department is requesting that Joseph Farmer attend an International Trauma Conference in Vancouver B.C November 6-9, 2013; at the cost of \$345.00 (fund number 10011303).

Vote on Motion Mr. Stapleton Aye Mr. O'Brien Aye Mr. Merrell Aye

RESOLUTION NO. 13-944

IN THE MATTER OF ACCEPTING THE AWARD OF THE OHIO DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES FOR DELAWARE COUNTY JUVENILE COURT:

It was moved by Mr. Stapleton, seconded by Mr. Merrell to approve the following:

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WHEREAS, the Delaware County Juvenile Court has applied for and been awarded the Ohio Department of Health and Addiction services drug court grant; and

WHEREAS, the Grant will be used to pay for staffing with in the Juvenile Court and

WHEREAS, the Board of County Commissioners accepts this grant award and designates the Delaware County Juvenile Court Administrator David A Hejmanowski to execute the agreement;

WHEREAS, the Board desires uninterrupted compliance with the Grant reporting requirements by maintaining Court Administrator Hejmanowski as the designated official;

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of Delaware County, State of Ohio:

Section 1. The Board hereby accepts the award of the Grant as follows:

Grant # 99-2192-DCRT-T-14-0005
Source: Ohio Department of Mental Health and Addiction Services
Grant Period: 7-1-13 thru 06-30-14

Grant Amount:	\$51,716
Local Match:	<u>0</u>
 Total Project Amount:	 \$51,716

Section 2. The Board hereby authorizes Court Administrator Hejmanowski, as the designated official, to execute reports and administrative documents for the Grant.

Section 3. When reports or administrative documents require execution by the designated official, a copy of the report or documents will be on file at Juvenile Court office of fiscal and grants.

Vote on Motion Mr. O'Brien Aye Mr. Merrell Aye Mr. Stapleton Aye

RESOLUTION NO 13-945

IN THE MATTER OF APPROVING SUPPLEMENTAL APPROPRIATIONS FOR THE PROSECUTOR’S OFFICE DELINQUENT TAX FUNDS:

It was moved by Mr. Stapleton, seconded by Mr. Merrell to approve the following:

Supplemental Appropriations

23512102-5001	DTAC/Compensation	\$ 73,200.00
23512102-5101	DTAC/Health Insurance	\$ 8,000.00
23512102-5102	DTAC/Workers Compensation	\$ 750.00
23512102-5120	DTAC/OPERS	\$ 10,250.00
23512102-5131	DTAC/Medicare	\$ 1,065.00

Vote on Motion Mr. Merrell Aye Mr. Stapleton Aye Mr. O'Brien Aye

RESOLUTION NO. 13-946

IN THE MATTER OF AUTHORIZING THE REBIDDING AND SETTING THE BID AND OPENING DATE FOR THE PROJECT KNOWN AS VILLAGE OF SHAWNEE HILLS SIDEWALK IMPROVEMENTS:

It was moved by Mr. Merrell, seconded by Mr. Stapleton to approve the following:

WHEREAS, the Delaware County Board of Commissioners (the “Board”) approved Community Development Block Grant (CDBG) activity funding, per Resolutions 12-1361(CDBG Grant Agreement B-F-12-1AT-1 with the Ohio Development Services Agency) and 12-605 (authorizing use of Revolving Loan Funds), for Ashley street improvements (Grant Activity 1), Ostrander sidewalk improvements (Grant Activity 2), Shawnee Hills sidewalk improvements (Grant Activity 3), Galena public rehabilitation (Grant Activity 4), county-wide home repair (Grant Activity 5), and fair housing (Grant Activity 6); and

WHEREAS, the Delaware County Economic Development Director and the Ohio Regional Development Corporation (“Grant Consultant”) have prepared all necessary bid documents for the project known as the Village of Shawnee Hills Sidewalk Improvements (Grant Activity 3); and

WHEREAS, as of the bid closing date, September 10, 2013, no bids were received; and

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WHEREAS, the Environmental Release of Funds acknowledgement from the Ohio Development Services Agency (ODSA) authorizing funding of Grant Activity 3 was approved by ODSA on June 3, 2013; and

WHEREAS, the Delaware County Economic Development Director and the Grant Consultant jointly recommend approving the bid documents and advertising for bids for the project.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners that:

Section 1: The re-bid documents for the project known as Village of Shawnee Hills Sidewalk Improvements are hereby approved.

Section 2: The Delaware County Economic Development Director and Grant Consultant are authorized to advertise for (published on September 21 and 28; and placed on the County's website) and receive bids on behalf of the Board in accordance with the following Notice to Contractors:

NOTICE TO CONTRACTORS

Sealed proposals for the Shawnee Hills Old Municipal Building Sidewalk Project will be received by the Delaware County Commissioners at 101 North Sandusky Street, Delaware, OH 43015 until 11:30 a.m., October 9, 2013 and then at 11:30 a.m. at said office opened and read aloud.

Plans, Specifications, and bid forms may be secured from Christopher Tebbe PE, Pomeroy & Associates Ltd, 599 Scherers Court, Worthington, OH 43085, 614-885-2498. A nonrefundable fee of \$25.00 dollars will be required for each set of plans and specifications, checks made payable to Pomeroy & Associates, Ltd.

The project includes: 443 LF of 4" thick concrete sidewalk (5' wide), 272 SY of subgrade compaction, 61 CY of 8" aggregate base, 24 CY of asphalt concrete, and the clearing, grubbing, grading, seeding and mulching necessary to construct a parking lot and sidewalks for the Village of Shawnee Hills Old Municipal Building Engineer's Estimate: \$23,655.50

Each bid must be accompanied by either a bid bond in an amount of 100% of the bid amount with a surety satisfactory to the aforesaid Delaware County or by certified check, cashiers- check, or letter of credit upon a solvent bank in the amount of not less than 10% of the bid amount in favor of the aforesaid Delaware County. Bid Bonds shall be accompanied by Proof of Authority of the official or agent signing the bond.

Bids shall be sealed and marked as Bid for Shawnee Hills Old Municipal Building Sidewalk Project and mailed or delivered to:

Delaware County Commissioners
101 North Sandusky St
Delaware, OH 43015

A pre-bid meeting will be held on October 3, 2013 at 11:30 am at the Delaware County Commissioners Conference Room, 101 N. Sandusky St, Delaware, OH. Potential bidders are encouraged but not required to attend.

Publish Sept 21, 2013 & Sept 28, 2013

The County reserves the right to waive any informality or to reject any or all bids. Attention of bidders is called to all of the requirements contained in this bid packet, particularly to the Federal Labor Standards Provisions and Davis-Bacon Wages, various insurance requirements, various equal opportunity provisions, and the requirement for a payment bond and performance bond for 100% of the contract price. No bidder may withdraw his bid within thirty (30) days after the actual date of the opening thereof.

Section 3. This resolution shall take effect and be in force immediately after its passage.

Vote on Motion Mr. Stapleton Aye Mr. Merrell Aye Mr. O'Brien Aye

RESOLUTION NO. 13-947

IN THE MATTER OF ADOPTING THE DELAWARE COUNTY DOG WARDEN DOG SHELTER POLICY & PROCEDURE MANUAL:

It was moved by Mr. Merrell, seconded by Mr. Stapleton to approve the following:

Whereas, The Assistant County Administrator/ Director Of Administrative Services Recommends Adoption Of The Delaware County Dog Warden Dog Shelter Policy & Procedure Manual;

Therefore Be It Resolved, The Board Of Delaware County Commissioners Adopt The Delaware County Dog Warden Dog Shelter Policy & Procedure Manual:

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DOG SHELTER
POLICY & PROCEDURE
MANUAL

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1. Ohio Revised Code Chapter 955

The Delaware County Dog Shelter (DCDS) relies on the laws of Chapter 955 of the Ohio Revised Code (ORC). The following is taken from ORC Section 955.12 that governs dog wardens.

A. Section 955.12 Dog Wardens

Except as provided in section 955.121 of the Revised Code, a board of county commissioners shall appoint or employ a county dog warden and deputies in such number, for such periods of time, and at such compensation as the board considers necessary to enforce sections 955.01 to 955.27, 955.29 to 955.38, and 955.50 to 955.53 of the Revised Code.

The warden and deputies shall give bond in a sum not less than five hundred dollars and not more than two thousand dollars, as set by the board, conditioned for the faithful performance of their duties. The bond or bonds may, in the discretion of the board, be individual or blanket bonds. The bonds shall be filed with the county auditor of their respective counties.

The warden and deputies shall make a record of all dogs owned, kept, and harbored in their respective counties. They shall patrol their respective counties and seize and impound on sight all dogs found running at large and all dogs more than three months of age found not wearing a valid registration tag, except any dog that wears a valid registration tag and is: on the premises of its owner, keeper, or harborer, under the reasonable control of its owner or some other person, hunting with its owner or its handler at a field trial, kept constantly confined in a dog kennel registered under this chapter or one licensed under Chapter 956. of the Revised Code, or acquired by, and confined on the premises of, an institution or organization of the type described in section 955.16 of the Revised Code. A dog that wears a valid registration tag may be seized on the premises of its owner, keeper, or harborer and impounded only in the event of a natural disaster.

If a dog warden has reason to believe that a dog is being treated inhumanely on the premises of its owner, keeper, or harborer, the warden shall apply to the court of common pleas for the county in which the premises are located for an order to enter the premises, and if necessary, seize the dog. If the court finds probable cause to believe that the dog is being treated inhumanely, it shall issue such an order.

The warden and deputies shall also investigate all claims for damages to animals reported to them under section 955.29 of the Revised Code and assist claimants to fill out the claim form therefor. They shall make weekly reports, in writing, to the board in their respective counties of all dogs seized, impounded, redeemed, and destroyed and of all claims for damage to animals inflicted by dogs.

The wardens and deputies shall have the same police powers as are conferred upon sheriffs and police officers in the performance of their duties as prescribed by sections 955.01 to 955.27, 955.29 to 955.38, and 955.50 to 955.53 of the Revised Code. They shall also have power to summon the assistance of bystanders in performing their duties and may serve writs and other legal processes issued by any court in their respective counties with reference to enforcing those sections. County auditors may deputize the wardens or deputies to issue dog licenses as provided in sections 955.01 and 955.14 of the Revised Code.

Whenever any person files an affidavit in a court of competent jurisdiction that there is a dog running at large that is not kept constantly confined either in a dog kennel registered under this chapter or one licensed under Chapter 956. of the Revised Code or on the premises of an institution or organization of the type described in section 955.16 of the Revised Code or that a dog is kept or harbored in the warden's jurisdiction without being registered as required by law, the court shall immediately order the warden to seize and impound the dog. Thereupon the warden shall immediately seize and impound the dog complained of. The warden shall give immediate notice by certified mail to the owner, keeper, or harborer of the dog seized and impounded by the warden, if the owner, keeper, or harborer can be determined from the current year's registration list maintained by the warden and the county auditor of the county where the dog is registered, that the dog has been impounded and that, unless the dog is redeemed within fourteen days of the date of the notice, it may thereafter be sold or destroyed according to law. If the owner, keeper, or harborer cannot be determined from the current year's registration list maintained by the warden and the county auditor of the county where the dog is registered, the officer shall post a notice in the pound or animal shelter both

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describing the dog and place where seized and advising the unknown owner that, unless the dog is redeemed within three days, it may thereafter be sold or destroyed according to law.

As used in this section, "animal" has the same meaning as in section 955.51 of the Revised Code.
Effective Date: 2013 HB59 09-29-13

2. Legally Mandated Authority

A. DCDS officers are appointed or employed by the Delaware County Board of County Commissioners, and derive their authority from ORC 955.12. They are legally responsible to uphold the duties of the position as required by ORC Sections 955.01 to 955.27. They are afforded the same law enforcement powers as are conferred upon peace officers in the performance of their duties as prescribed by ORC Sections 955.01 to 955.27, and 955.29 to 955.38, and 955.50.

B. The circumstances of an offense may dictate law enforcement options available to a dog warden. Enforcement of a particular statute requires an officer to decide if the necessary elements of a crime exist and whether there is sufficient probable cause to believe that an individual committed the offense.

When a DCDS officer determines that a citation is the proper course of action, the officer must properly complete a citation form, ensuring that the appropriate court and court date information is on the citation and that the defendant understands and acknowledges the appearance requirements. If a summons is mailed to the defendant, the court date will be set by the clerk's office.

C. ORC 955.12 establishes the legal authority for a dog warden to carry a firearm. However, at this time no DCDS employee shall carry or use a firearm while in the performance of their duties.

If a DCDS officer needs assistance with dispatching an aggressive or seriously injured or ill animal not located at the Shelter, they may call a local law enforcement officer or a park or wildlife officer to assist.

3. Use of Discretion & Alternatives to Charges

A. Delaware County requires DCDS officers to use discretion in the performance of their duties, allowing for the conditions present at the time, the constraints of existing policy, statutes, laws, and ordinances concerning the situation, and the available alternatives. If a situation occurs that mandates the filing of charges on an individual, employees must consider such action as very serious. The citation must never be issued first and the establishment of facts afterwards. The officer has discretion to proceed and the final decision to go forward with criminal or civil charges. The officer always has the option to have the prosecutor's office review the investigation.

B. Officers must exercise discretion in the selection of an appropriate alternative to the issuance of a citation. The officer at the scene must evaluate each case on its own merit for warning or citations. In the following specific situations, a citation will be issued:

- 1) There is a violation of the dog licensing law, except where a dog is less than 3 months of age, owner has moved to Ohio within 30 days, owner has acquired the dog within 30 days or less, and where the DCDS has not already impounded the dog;
- 2) There are dog-at-large violations in response to complaints where record of previous violations exists, and where extraordinary events have occurred; or
- 3) There are nuisance, dangerous, or vicious dog violations.

C. In situations where there is no legal requirement or policy of mandatory citation, an officer may consider an alternative to a citation. Alternatives to a citation include:

- 1) Referral to a dog obedience program, a dog trainer or an animal behaviorist, or an educational program; or
- 2) Issuance of a warning, prohibiting further violations. In some cases involving minor type offenses, a warning that future violations are likely to result in the filing of charges will suffice to alter the behavior.

4. Legal Requirements for Citation

A. A DCDS officer may issue charges alleging an offender of a minor misdemeanor or file a misdemeanor complaint for violation of a section of ORC 955. In cases where the officer does not personally observe the violation, a warning to the owner that future violations may result in charges may be appropriate. Officers must not cite a juvenile "owner" of an animal and should not issue warnings when there is no adult present.

B. In most cases, an officer will issue a citation without a problem. In extreme cases where a subject's belligerence and/or refusal to cooperate with the issuance of a citation make such issuance impossible, the officer is to request assistance from the local police authority.

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C. Completion of Citation and/or Summons

- 1) Officers must always attempt to obtain at least 1 positive identifier.
- 2) Officers must record a full and complete description of the violator/defendant.
- 3) Officers must fully explain the enforcement action to the violator/defendant, in a polite and professional manner. Officers must never argue about the violation. Advise the claimant that the matter will be handled in the Delaware City Municipal Court.
- 4) Officers must attempt to personally serve a copy of the violation to the defendant. Officers must never post the violation. The citation may be left with a person of suitable age, 16 or older, at the defendant's residence.
- 5) Officers must present misdemeanor complaints to the court of jurisdiction for issuance of a summons to the violator/defendant.

5. Planning, Organizing, & Executing Search Warrants

- A. Follow-up investigations can sometimes reveal information that can lead to the need for procurement of a search warrant. When officers need assistance in determining whether a search warrant is appropriate, they must gather the necessary information and consult with a DCDS officer and a prosecutor to review and ensure the sufficiency of the case and the need for a search warrant. After the warrant is drafted, it must be presented to a judge for an authoritative signature.
- B. Law enforcement will assist in securing the scene to conduct a safe and orderly service of the search warrant. Upon completion of the search, the investigating officers must make proper return to the court of jurisdiction. Officers must handle any property or evidence they seize in such a way as to ensure its admissibility in court and in accordance with policy. Law enforcement may assist in collecting evidence and will store all evidence at the appropriate facility.

6. Policies & Procedures Delivery Format

- A. Delivery of directives relating specifically to the rules and regulations of the DCDS and its policies and procedures can be in the following formats:
 - 1) Informal memoranda and/or E-mail written documents that may or may not convey an order, and which generally convey information and inform the reader. The issuing authority of a memorandum that introduces a new policy or procedure is responsible for incorporating that information from the memorandum or e-mail message into the Standard Operating Procedures manual (SOP) within 60 days, unless its purpose is to convey a policy or procedure of a temporary nature;
 - 2) Training bulletins containing instructional materials, including training guides and/or manuals; or
 - 3) Task instructions that are informal, usually systematic instructions, or checklists relating to a specific job assignment or duty.
- B. Each employee of the DCDS must be aware that policies and procedures listed in the SOP may become obsolete and or changed to keep policies clear of unnecessary duplication or contradiction. When employees believe an update to a written directive of the DCDS should occur, the employee must notify their supervisor of a need for correction.

C. Dissemination and Storage of Written Directives

Employees receive all written directives as this policy prescribes. DCDS will disseminate its written directives to employees through a manual that employees receive at employment orientation, and through updates to that manual, as well as through the county intranet.

The SOP manual is available to DCDS employees via the DCDS computer system and through a hard copy that the DCDS maintains. Employees must acknowledge, via a signed receipt, that they received and comprehend all of the written directives.

7. Media Relations

- A. The DCDS recognizes the interest of the media and the public on issues relating to animals and animal control. The DCDS openly provides information to the public on the agency's administrative and operational activities to maintain a relationship of mutual trust, cooperation, and respect within the community.
- B. Media Relations Contacts
 - 1) Delaware County's Communications and Employee Relations Manager is responsible for working with the media on issues relating to the DCDS. However, unplanned events will arise that will cause the media to contact the DCDS directly. DCDS employees must direct the media to the Employee Relations Manager and / or the Director of Administrative Services (DAS).

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- 2) Employees must not participate in planned interviews or filming inside or outside the shelter, without first obtaining approval from the Dog Warden and the Director of Administrative Services (DAS).
- 3) With permission from the DAS, the Dog Warden may speak to the media for promoting a positive news story.
- 4) DCDS employees in the field will encounter media reporters and film crews and the media may frequently ask to conduct an interview. In such spontaneous situations, the DCDS must be cooperative however; all employees are encouraged to direct all media issues to the DAS. In these cases, employees must notify the Dog Warden and DAS of the media coverage as soon as practical after the event.
- 5) DCDS employees must remember that although they are to work cooperatively with media representatives, their first priority is to ensure the safety of all persons and animals.

8. Employee Training

A. To ensure knowledgeable and professional employees and to maintain an exceptional level of service, the DCDS strives to provide its employees with meaningful training opportunities through a variety of methods including classroom settings, practical exercises, videos, and employees meeting presentations.

B. DCDS In-Service Training

- 1) Each year the Dog Warden creates a list of in-service training topics. Officers are provided annual in-service training on various topics if funding and scheduling permits. Suggested topics are:
 - a) Use of Force and Defensive Tactics;
 - b) Search and Seizure;
 - c) Review of Selected Policies & Procedures;
 - d) Review of Select Case Law;
 - e) Review of ASP® Expandable Baton Techniques;
 - f) Review of the use of Oleoresin Capsicum (Pepper) Spray; and
 - g) Euthanasia.

The DCDS also provides other in-service training on an as-needed basis.

2) **Routine Training Opportunities**

- a) DCDS believes training to be a key ingredient in professionalism. All employees should communicate to management areas in which additional or new training is appropriate and/or desirable.
- b) DCDS encourages employees to seek training opportunities and to make requests to attend training classes and conferences that will enhance their abilities and professionalism.

3) In-House and Specialized Training

- a) Delaware County and the DCDS use employee meetings and other in-house training sessions to supplement routine training and expose employees to new tactics, techniques, and methods. Training materials may include videotapes, publications, and new policies and procedures. These training sessions may provide employees with information on new laws and case law updates.
- b) The DCDS will send officers to various specialized training sessions and conferences as appropriate for their position and duties when time and funds are available.

9. County Vehicle Usage

In order to provide normal daily services, DCDS requires that its vehicles be operable and that all officers understand the County vehicle policy, including the necessity for vehicle care and for safe and legal vehicle operation. This document is a supplement to the SOP manual.

A. Drivers License Requirements

- 1) Operators of county vehicles must have a valid Ohio driver's license and carry it at all times during the operation of a county vehicle. DCDS officers must produce their Ohio driver's license at the

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request of management.

- 2) Operators of county vehicles must be knowledgeable concerning all Ohio motor vehicle laws and must obey them at all times.
- 3) Officers must immediately report any suspensions and/or revocations of their driver's license or their driving privileges to a supervisor.
- 4) Officers must show proof of personal automobile insurance to drive county and personal vehicles while on official county business.

B. Vehicle Usage Requirements

- 1) Officers must use county vehicles only for official county business.
- 2) Any personal stop should be logged and only made while on a designated lunch or break.
- 3) Officers must keep precise and complete documentation concerning their vehicle's operation and condition on their vehicle logs.
- 4) Officers must record their location and activity.

C. Daily Vehicle Checks

- 1) At the beginning of each shift, officers must visually inspect the vehicle's exterior for scratches, dents, etc.
- 2) Officers must visually inspect the tires for proper inflation and wear.
- 3) Officers must check the vehicle's turn signals, brake lights, headlights, taillights, horn, and windshield wipers to ensure they are functioning properly.
- 4) Officers must check heating and cooling for both cab and cargo compartments.
- 5) Officers must check the vehicle's mirrors and adjust them accordingly for proper visibility.
- 6) Officers must check the vehicle's fluid levels (oil, water, gas, etc.)
- 7) Officers must document their findings concerning the condition of their vehicle on the vehicle log.
- 8) Officers must notify their supervisor, in writing, of any problems concerning their vehicle.

D. Vehicle Cleaning

- 1) Officers must keep the interior of the vehicles clean.
- 2) Officers must ensure that the vehicle's exterior is clean.
- 3) Officers must clean and disinfect the cargo area whenever any animals have been inside the vehicle. Because every animal that officers transport may be a carrier of disease, there can be no exceptions to this rule.

E. Traffic Violations and Crashes

- 1) Officers must immediately report all incidents involving a county vehicle, including traffic crashes resulting in any injuries, whether or not there is visible damage to the vehicle and/or substantial property damage or loss by completing the county Incident Report Form. Officers must report minor traffic crashes, traffic infractions, or incidents to their supervisor, in conjunction with the submission of a complete accident report and the appropriate responding police report. Such incidents include but are not limited to:
 - a) Completion of a county Incident Report;
 - b) Receipt of any traffic violation, citation, warning, etc;
 - c) Damage to DCDS vehicle, private vehicle(s) and/or property;
 - d) Any degree of personal injury to employees and/or citizens;
 - e) Theft of any vehicle and/or theft or loss of any of the vehicle's equipment.

F. Safety Requirements

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- 1) Officers must perform proper vehicle checks.
- 2) Officers must wear their seat belts at all times.
- 3) Officers must practice defensive driving techniques and must obey all Ohio traffic laws.
- 4) Officers must keep their vehicles secure at all times. When parking a vehicle outside the DCDS, officers must remove the vehicle keys.
- 5) Officers are not to have any passengers in their vehicle unless the Dog Warden authorizes it in advance and in accordance with the Delaware County Self Insurance policy. .
- 6) Officers must never operate any county vehicle when under the influence of alcohol or drugs, including any medication (prescription or over the counter medication) that may adversely affect one's ability to operate a motor vehicle safely.
- 7) Officers must never transport or possess any alcoholic beverages or illegal drugs inside a county vehicle.

G. Vehicle Use when On-Call

- 1) The dog warden is always on-call either as a first response or as a back up and may drive their DCDS vehicle home on a daily basis. The assistant dog warden can only drive their vehicle home when they are on-call.
- 2) Officers should attempt to park DCDS vehicle off the street unless circumstances prohibit it. In every case, officers must secure their vehicle.
- 3) Officers must not use their vehicles for personal reasons (running errands, visiting friends/relatives, going to dinner, etc.).
- 4) When on-call, the officers do not have to stay at home with their vehicle. However, they must be able to initiate all calls for response in a reasonable timeframe.
- 5) The DCDS prohibits ride-a-longs and/or passengers, unless the Dog Warden authorizes it in advance and in accordance with the Delaware County Self Insurance policy..
- 6) Officers may transport their personal dog(s) but dog(s) must always display a current dog license and valid rabies vaccination tag, be on a leash, and in control of the officer. The dog(s) should never be left unattended in the vehicle, especially on extreme weather temperature days.

10. Uniform & Appearance Standards

- A. A vital ingredient of the DCDS' strength and effectiveness is the pride that its employees bring to Delaware County through their appearance. The public judges the quality of the DCDS services by both the courtesy and professional appearance of its employees, including employees in civilian attire.
- B. Uniform Requirements for DCDS Officers
 - 1) DCDS officers must wear only the apparel and equipment that the DCDS supplies or authorizes while they are on-duty. DCDS issued apparel and equipment consists of:
 - a) Dark brown, chocolate, or tan uniform trousers;
 - b) Tan or khaki shirts with dark brown or chocolate epaulets;
 - c) Black or brown trouser belt;
 - d) Name plate - gold with black letters;
 - e) Black or brown safety boots;
 - f) Dark brown or chocolate jacket;
 - g) Dark brown or chocolate ball cap;
 - h) Optional black duty belt; and
 - i) Gold star badge.
 - 2) All metal accessories must be gold color. Officers are responsible for keeping their metal accessories clean and polished.
 - 3) Officers may wear plain black duty gear. Duty belts and accessory holders must be plain black or

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brown leather, synthetic leather, or nylon.

- 4) Officers are responsible for keeping duty gear and boots clean and polished.
- 5) Undershirts, if visible, must be solid white, black or brown.
- 6) Turtlenecks and polo shirts with DCDS logos are permitted.
- 7) Officers must wear a gold star badge or employee ID badge on their outermost garment at all times.
- 8) Officers must keep all shirt buttons secure, except for their top shirt button, including all sleeve and pocket buttons.
- 9) Black or dark brown hats are acceptable for cold weather wear.

C. Officer Footwear

- 1) In an effort to maintain an allowance for safe working conditions for its officers, the DCDS provides safety type footwear since officers may routinely encounter hazards that restrict the wearing of certain footwear.
- 2) Officer Footwear Requirements:
 - a. Officers must obtain footwear issued from county approved vendors;
 - b. Officers must choose footwear with a traction rating of superior or excellent;
 - c. Officers must choose footwear that is waterproof or water resistant;
 - d. Officers must choose footwear that is comfortable for walking long distances;
 - e. Officers should wear their county issued footwear at all times while on duty;
 - f. Officers must take reasonable care of their county issued footwear. Footwear is replaced once a year.

D. Appearance Requirements for DCDS Personnel in Civilian Attire

- 1) Employees must remember that our facility is open to the public and thus is subject to inspection and scrutiny. All employees must maintain reasonable standards of cleanliness and exercise discretion and good taste in their manner of dress. The public will form opinions about us when employees appear in public view at events including court, before groups, etc.
- 2) Employees must wear standard, acceptable attire when representing the DCDS in public view.
- 3) Court appearances in civilian attire will require the wearing of dress type clothing, including slacks, dress shirts and ties for men, and dress pants, blazers, dresses, skirts, or pantsuits for women. The DCDS encourages its employees to wear their uniforms for court appearances.

E. Grooming and Jewelry Standards

- 1) Hairstyles must be neat, in good taste and must meet the general standards of a business office environment. Employees must keep beards and mustaches neatly trimmed.
- 2) Employees must maintain reasonable standards of cleanliness and exercise discretion and good taste in their appearance, including their attire.
- 3) Employees may wear earrings of the post/stud type that are no larger than 3/8" in diameter. No portion of the earring is to hang from the ear. DCDS earrings must be the color of gold or silver.
- 4) Employees may wear a necklace. However, as a safety precaution the DCDS strongly suggests that the necklaces do not get in the way creating a hazard while on duty.
- 5) Employees must not wear buttons or pins except for those issued by the DCDS.
- 6) Employees may wear rings that are conservative in style and that do not pose a safety hazard.
- 7) Employees are responsible for the laundering of their county issued apparel and for seeking clothing replacement when items of clothing become excessively worn or are no longer serviceable.
- 8) Employees must not wear any article of clothing or jewelry, while on-duty, that contains a political endorsement of a person or expresses a political view.
- 9) Nose, eyebrow, and/or other visible piercings are inappropriate in a business environment and

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employees must remove them while at work.

11. Regular, Unscheduled, Call Out, & Holiday Coverage

A. Dog Shelter - Regular Hours (when open to the public):

1) The DCDS regular hours of operational response are as follows:

Monday - Friday	12:00 pm - 5:00 pm
Saturday	9:00 am - 12:00 pm
Sunday	Appointment Only

B. Unscheduled Hours

- 1) Unscheduled hours coverage occurs when an officer is scheduled to work and due to unforeseen circumstances cannot commit to completing their required duties. If this situation should occur, an officer will be notified to come in and cover the shelter or complete priority duties for that timeframe.

C. Call Out

- 1) The DCDS is committed to providing 24-hour emergency service for all of Delaware County. To do so, daily the DCDS will designate an officer to be on-call for emergencies that arise after regular hours of operational response. The Dog Warden will assign employees to on-call status on a rotating basis. However, due to the staffing constraints of the Shelter, or extenuating circumstances, it is a necessity that all officers are available for call out regardless of the schedule. The Dog Warden will post the on-call duty roster at the DCDS and a copy will be submitted to the Delaware County 9-1-1 Communications Center (DelComm).
- 2) The DCDS must notify DelComm if there is a change in the on-call schedule. The name of the officer on-call will be given to DelComm to assure there is coverage at all times.
- 3) When on-call, the officer must initiate a response to the call for service within a responsible timeframe. Any officer physically called out after their normally scheduled hours of work will be compensated a minimum of 2 hours. If the officer can handle the call for service via the telephone, they will be compensated 1 hour. Compensation will be made according to the Delaware County Hours of Work and Overtime policy.
- 4) If a citizen calls 9-1-1 for assistance with a situation involving a dog in Delaware County, the on-call DCDS officer will be notified by DelComm. DelComm uses the following criteria for after hour notifications:
- a) **Dog Bites** — A dog has actually bitten a person and the bite has broken the skin and the animal is running loose with no means to locate or contact the owner;
 - b) **At-large Seriously Sick/Injured dog** — A dog is sick or injured and without intervention is in jeopardy of death or is seriously suffering. Said dog is running loose and no means exist to locate or contact the owner;
 - c) **At-large Vicious/Dangerous Dog** — A vicious/dangerous dog is currently threatening a person(s) or livestock, the dog is running loose, and no means exist to locate or contact the owner or to confine the dog; and
 - d) **Law Enforcement Assist** — A law enforcement agency needs assistance with confining, restraining, or lodging a dog(s) during the service of a search warrant, drug bust, eviction, or where the owner is being arrested/incarcerated, and no other person is available to care for the dog, and/or where the owner is deceased or otherwise incapacitated and unable to care for the dog.

DelComm will field and screen all after-hours calls they receive to determine whether a DCDS officer should be notified. When Delcomm decides that a call meets the call out criteria, they will contact the on-call officer assigned on the call out schedule. The officer will review the situation, make a determination how to proceed, and take the necessary action.

When a call does not meet the criteria for an emergency call-out, DelComm shall notify the caller that a DCDS employee will be made aware of the situation on the next business day.

If DelComm cannot determine if a call out is necessary, they shall call the on-call officer and the officer will determine the most prudent response.

D. Holiday Coverage

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1) When recognized county holidays occur, designated DCDS officers must report to work and care for the dogs. The kennel is required to be cleaned, dogs fed and watered, deposit pens checked, and voice messages reviewed. If possible, any calls received on the telephone will be returned. At times, employees must physically respond to calls.

E. Any DCDS officer that comes in during a County recognized holiday or unscheduled hours coverage will be paid for a minimum of 2 hours overtime for assuring that the above tasks are completed.

12. Licensing Requirements

955.01 requires that every dog that is 3 months of age or older be licensed in the county in which the dog resides. As such, upon reviewing and finding merit, officers of DCDS may issue every owner, keeper, and/or harbinger of an unlicensed dog that they encounter a minor misdemeanor citation for violation of ORC 955.01.

APPLICATION FOR THE REGISTRATION OF DOG FOR THE YEAR

To the Auditor of Delaware County, George Kaitsa 140 N. Sandusky St., Delaware, Ohio 43015

I, the undersigned, Owner, Keeper or Harbinger, hereby tender the legal fees and apply for the registration, of the dogs over three months of age, described below: Make checks payable to Delaware County Auditor in the amount of \$10.00 per dog if payment is made ON OR BEFORE JANUARY 31. If payment is made AFTER JANUARY 31, the amount will be \$20.00 per dog. PLEASE ENCLOSE A SELF-ADDRESSED STAMPED ENVELOPE WITH YOUR PAYMENT.

AGE		SEX	COLOR							HAIR	Breed If Known	Sterilized		Fees Paid	Penalty	Tag No. Assigned
Years	Mos.	M/F	Black	White	Gray	Brindle	Tan	Brown	Yellow	L-M-S		Yes	No			

Name: _____
 Address: _____
 City/St./Zip: _____
 Phones (Optional) Home: _____ Work: _____

Certificate of registration and registration tags shall be valid only during the CALENDAR year IN which they are issued, AND DURING THE FIRST THIRTY-ONE DAYS OF THE FOLLOWING CALENDAR YEAR. - Sec. 955.09.

A penalty shall be assessed if Dog License is not secured on or before January 31, or within 30 days after the dog becomes 3 months of age, or is brought from outside the state. RC Sec. 955.01, 05.
 The undersigned says that the facts indicated above ARE TRUE.
 Signature of Applicant _____
 Signed this _____ day of _____, 20____
 By _____ Deputy

13. Law Enforcement Agency Requests

The DCDS does not handle wildlife however; they will assist law enforcement whenever a local agency makes a request for service. If required, a list of wildlife trappers and rehabilitators is available through the Ohio Department of Natural Resources Wildlife Officer. The DCDS may not always be able to help however; they will assess the situation and make the necessary referral(s).

14. Evictions & Foreclosures

A. Delaware Municipal Court is responsible to process evictions from places of residency. Typically, a person who has rented property and has not maintained current payment of that property is liable. Once the property owner or legal representative has completed the paperwork and a municipal judge makes their decision, there is a writ of execution or possession given to the municipal bailiff. If they are aware that there are animals involved, the dog warden is notified. The municipal bailiff goes to the scene with completed paperwork that gives them permission to remove all possessions, including any animals. If a DCDS officer is requested to assist, all paperwork will be available for review.

B. If the dog is licensed, a certified letter to the registered owner will be mailed out immediately. If the dog is not licensed, it will be considered stray and held at the DCDS for a 72-hour/3 day holding period. After that timeframe, the dog becomes property of Delaware County. At times, the DCDS officer may know ahead of time that animals on the property will need placed. The officer can offer the pet owner or harbinger information on surrounding shelters and rescue groups where they may be able to take their animals.

For more information, call Municipal Bailiff (740) 203-1520.

C. The Common Pleas Court at times has sheriff's sales, evictions and foreclosures. This usually results from a property owner not paying his/her mortgage and/or taxes. Once the case is completed, a judge makes the final disposition determination. If the case has merit, there is a ruling and typically, there may be a sheriff's sale of property, confirmation of sale, hearing, and writ of execution or possession. A judge will contact the Delaware County Sheriff's Department. If the incident involves a dog, when possible, a deputy will contact the DCDS and validate if DCDS officers are aware of the situation. When the paperwork is processed, a deputy will respond to the scene where a DCDS officer can review it. The deputy will stay at the scene with the DCDS officer while the dog is removed.

15. Shelter Census Management

The DCDS strives to manage the census of dogs in our care in a way that balances the need for high-quality pet care, the ability to accept additional dogs, and the ability to maintain a dog adoption program.

A. Census Management of Cats

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- 1) Cats are only held at the Shelter in case of a natural disaster or FEMA requirement. Currently the DCDS has no area in the kennel to process or hold cats, therefore whenever possible, any cats left at the Shelter will be transported to the Humane Society of Delaware County (HSDC). In an extreme emergency, the Shelter could hold a limited amount of cats if the HSDC can supply cages, dishes, litter pans and food.

B. Census Management of Dogs

- 1) Officers must maintain adequate space for incoming dogs. Officers must attempt to keep 3 cages available for lodging for incoming dogs at all times. By order of the fire department, all entrances, exits and aisle ways must be kept clear of all obstructions at all times.
- 2) Officers may move dogs, which are legally the property of Delaware County and are undergoing evaluation for adoption, into cages marking the cage with a "hold" sign. The "hold" sign indicates that an adoption has been arranged.
- 3) The DCDS houses dogs for court cases. Every attempt will be made to place the dogs into the quarantine area. "Court Case" shall be written on the cage card for identification purposes.
- 4) Quarantined and aggressive dogs are to be housed in the dog bite pens. If the dog is aggressive or has bitten someone, "dog bite" or "aggressive" must be written on the cage card. This protects the officers and the public from possible incident and exposure.
- 5) If there is a known possibility that a dog may be involved in a family or domestic dispute as to ownership or euthanasia, the Dog Warden is to be notified. Before the dog is adopted or humanely destroyed, it is recommended that the dog be held an additional 24-hours before making a decision. Officers are encouraged to obtain as much information as possible regarding incoming dogs so correct and prudent decisions can be made in determining disposition.

C. Routing

- 1) Routing animals to adoption, rescue, and when necessary, euthanasia, is an important part of daily activity at the Shelter. Officers must strive to route animals in a consistent manner.
- 2) All officers are responsible for census management and for maintaining adequate space in the shelter for new arrivals. Officers are encouraged to consult each other on suggestions on a particular animal.
- 3) Officers should strive to route only friendly and healthy animals forward for adoption.
- 4) Officers are encouraged to work with responsible rescue groups if a pure breed comes in and fits into the adoption program.
- 5) Officers must review all dogs being held at the DCDS to assure dog owners have been notified, legal holding periods have been maintained, and potential adopters contacted.
- 6) Officers are responsible for temperament testing all dogs. Dogs must undergo temperament testing by observing the dog's behavior in many situations including: how it acted in the field, handling, leash broke, how it loaded, were there any transportation issues, its interaction with people, any feeding issues, any toy aggressions, its interaction with other dogs, and other indicators that can determine the suitability for adoption.
- 7) If the dog fails temperament testing, employees must change the status on the dog's cage card. We do not adopt dogs that have shown signs of aggression or have killed livestock or other domestic animals. We encourage adoption of a dog that will be a good fit in a neighborhood.

D. Officers Picking Up Dog

- 1) The DCDS officers daily patrol Delaware County. Officers routinely deal with complaints of dogs running at large or a lost pet. After patrolling or responding to an individual complaint, the officers may be able to pick up the dog in question or capture it by setting a box trap.
- 2) Consistent protocol and fair enforcement standards will be applied. Once the dog has been captured, it is to be brought to DCDS. This assures that each dog is accounted for and if returnable, each dog leaves with a current license. By picking up the dog, it gives a more formal opportunity for education of the dog owner, and if the need arises, to issue a citation or summons to appear in court.
- 3) Sometimes there will be deviations from this procedure. For example, a dog is injured and will need to be transported to the HSDC for care. It will be transported directly there and not brought back to the Shelter. Another example would be if the owner would show up at the scene while the dog is being loaded in the truck. The officer at the scene has the option, after evaluating the situation and as long as the dog has a current dog license, to release the dog to its owner. A notation will be made on the officer's log sheet.

E. Maintenance at Dog Shelter

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When there are any major items that need repaired or replaced, please contact the Maintenance Department (740) 833-2282 or go on the County intranet: <http://workorder>.

Document the item or issue that needs repaired or replaced. If there is a possibility of injury to a person or animal, do not use the item or equipment. Officers can perform minor repairs such as oiling doors, fixing a garden hose, squeegee repair or minor cage maintenance.

16. Cleaning & Sanitation of Animal Lodging Areas

- A. DCDS strives to maintain a clean and healthy living environment for the animals entrusted to our care. While employees are present, the goal is 100% clean runs and cages. By practicing proper sanitation, the DCDS will present a clean, friendly, and healthy environment.
- 1) General Cleaning Standards and Guidelines
 - a. All employees are responsible for helping to maintain a clean, healthy living environment for DCDS shelter animals. We strive to maintain a clean facility. Officers must keep all work areas in all rooms clean at all times. In order to maintain a clean and healthy environment for the animals in our care, as well as the people in contact with the animals, cleaning is an all-day responsibility. Deep cleaning will usually take place in the morning, but may need to occur at other times of the day due to health concerns or other issues. Spot cleaning must occur all day, every day.
 - b. Officers must deep clean all occupied cages daily utilizing caution with the dogs as they clean.
 - c. Officers must use the power washer for deep cleaning in cages.
 - d. Officers will use bleach as necessary in kennels.
 - e. All dog runs must have filled water bowls at all times. An open kennel door signifies that the cage is dirty and needs cleaning.
 - f. Each day, officers must provide all dogs with an opportunity to relieve themselves outside of their cage. This rule does not apply to dogs that we cannot handle safely.
 - g. Officers may need to seek assistance when handling aggressive animals. Officers must never put their health or safety at risk.
 - h. Officers are responsible for making sure that mop buckets, poop/feces scoop, double buckets, hoses, scrubbers, squeegees, control poles etc. are all in their correct location.
 - i. Officers must keep disinfectant water available for dirty dishes and spot cleaning.
 - j. Officers must clean under kennel deck bed and remove any food and other items.
 - k. When an officer cannot safely remove and handle an aggressive dog using a leash, they must immediately move the dog to the bite pen area with a snare pole, make a notation of caution on the cage card, and advise other officers of the threat. If the bite pens are full, transfer the dog in the bite pen area as soon as possible.
 - l. Officers must clean outside deposit pens and surrounding concrete pad area.
 - m. Officers must make sure there is fresh water available at all times in the outside deposit pens.
 - n. Every officer is responsible for keeping the drains clean.
 - o. Officers may disinfect their hands with hand sanitizer or by washing their hands for at least 20 seconds with soap and water.
 - 2) Cleaning Supply Preparations
 - a. Officers are to use a concentrated cage cleaner in the mop buckets and power washer. The proper ratio is 25 ozs of cage cleaner per gallon of water.
 - 3) Dog Areas - Deep Cleaning
 - a. Each area should be cleaned completely. Return used equipment to the designated place. Fill power washer dispenser and roll up power washer hose. Place the garden hose out of the way of public traffic areas in the gutter to prevent tripping.
 - b. Officers must clean empty locations first to make room for incoming animals.
 - c. Officers will remove, wash and rinse dog food dishes after dog is finished eating.

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Officers can leave dog food in a cage if the dog has not eaten. Make sure the food is fresh, and if necessary, fresh food can be placed in the cage at the end of the day if the dog has not eaten or dog needs additional food.

- d. Remove all the dogs from their current cage. Place compatible healthy dogs together for exercise. Never place court held, vicious, dangerous or quarantined dogs together. Never put court held dogs together unless they are part of the same court case and employees know that they are friendly with one another. It is permissible to place adoption dogs in playgroups. If dogs are placed together, they must be continually supervised.
 - e. Remove bedding and toys. If soiled, set aside for cleaning; if clean, return it after cage is cleaned and before returning dog. When possible, a dog should keep the same bedding because it helps to reduce stress.
 - f. Lift the bed and lean against back wall or remove from suite. Scrub floor under bed and the drain.
 - g. Check the drain to make sure it is clean. Remove all debris as necessary. It may be necessary to use hands to pick up material that is in the drain. Officers must keep drain and drain cover completely free of fur, food, feces and any other debris.
 - h. Thoroughly rinse all surfaces with clear water using the garden hose or pressure washer.
 - i. Dump water from water bowl and wash and rinse the bowl.
 - j. Squeegee cage floor. Place bed back into proper placement. Return the dog to the location, making sure the cage card is always moving with the correct dog.
 - k. After cleaning all lodging locations, clean all aisles with the power washers and entrance to kennel.
- 4) Dog Areas – Spot Cleaning
- a. Spot cleaning must occur throughout the day, even during deep cleaning. If a dog urinates or eliminates feces, clean it right away. This helps us maintain our clean, friendly, and healthy environment. In general, spot cleaning is not as thorough as deep cleaning. There may be times when there is a need to deep clean throughout the day, especially if we are fighting parvo, diarrhea, etc.
 - b. Remove the dog from the location and place on rope loop or have someone hold dog. Officers may spot clean the cage with the dog in the cage if the dog allows it and employees remain safe.
 - c. Remove feces and rinse the soiled area.
 - d. If applicable, return the dog to the location.
- 5) Cleaning Dog Play Yards and Deposit Pen Area
- a. At a minimum, officers must daily remove feces from the deposit pens and play yard and disinfect and rinse them when no freezing conditions exist.

17. Feeding & Watering of Animals

A General Feeding & Watering Information

- 1) Donated food can be fed to the dogs once verification of the quality and source of the food has been obtained.
- 2) It may be necessary for officers to place a dog on a feeding schedule outside of the regular feeding routine. Any special feeding requirements must be written on the dog's cage card.
- 3) Officers are responsible for monitoring the dog's food intake. Some animals may require canned food or have other health issues that require different feeding requirements.
- 4) All animals must have access to water at all times, unless there is a specific reason for the animal not to have water.
- 5) Unless health concerns/conditions dictate otherwise, officers will feed incoming animals when they arrive at the Shelter. However, officers should take care to avoid overfeeding emaciated animals due to health concerns.
- 6) Officers are to remember if the dog is to be euthanized it is prudent not to feed the animal before the procedure.

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8. Line cage with new towels and place a clean, filled litter pan in a back corner.
 9. Place bed colander and towel next to litter pan.
 10. Fill new food and water dishes and set opposite litter pan.
 11. Change gloves and/or disinfect hands before handling each feline.
- 19. Shelter Fee Schedule**
- A.** 955.17 COSTS (GC 5652-10) Except as otherwise provided in division (B), (C), and (D) of this section, costs shall be assessed against the owner; keeper or harbinger of any dog seized and impounded under sections 955.12, 955.15, and 955.16 of the ORC as follows:
- 1) Delaware County Dog License (Effective 12/1/13)

1 Year	\$12.00
3 Year	\$36.00
Permanent	\$120.00
 - 2) Penalty Dog License \$12.00
 - 3) Owner Surrender Fee Donation
 - 4) Board & Impound Fee, 1st day \$36.00
 - 5) Feed & Board per Calendar Day \$24.00
 - 6) Adoption \$18.00
 - 7) Humane Destruction of a Dog - Dog License, and Donation accepted \$24.00
- B.** The only methods of payment accepted are cash or valid personal check drawn on a local bank for the exact amount due. All fees are required before the release of any dog.
- C.** The DCDS has no petty cash and all monies are deposited weekly.
- D.** The Delaware County Auditor performs duties related to the DCDS that include the following:
- 1) Duplication of Current Dog License \$5.00 per tag
 - 2) Duplication of a Current Kennel License \$5.00 per tag
 - 3) Transfer of Dog Ownership \$5.00 per dog
 - 4) Dog License Satellite Locations (Dec 1-Jan 31) \$0.75 per tag
 - 5) Dog License Purchased On line (can be multiple tags) \$12.00 each
 - 6) Dog License Late Penalty \$12.00 per tag
 - 7) Kennel License \$60.00
 - 8) Kennel License Late Penalty \$120.00
- E.** 955.02 ORC defines a kennel owner as a person, partnership, firm, company, or corporation professionally engaged in the business of breeding dogs for hunting or for sale.
- F.** December 1 to January 31 of each year the dog license for the current year goes on sale. Satellite locations are available. Call the Auditor, (740) 833-2900, for a current listing of locations. Dog licenses are also available on the internet; www.delcodogs.com, at the Auditor's listing.
- G.** The DCDS encourages dog owners to reclaim their dogs. If the dog owner is unable to reclaim their dog due to unavailability such as or not limited to: owner in the hospital; extended vacation; incarceration; or house fire, the owner is required to send written permission to allow another adult to reclaim their dog. Dog owner can either:
- 1) Fax a dated and signed letter advising who has permission to reclaim their dog, along with a copy of their driver's license or state identification card to (740) 368-1919;
 - 2) Scan and email the information to the dogwarden@co.delaware.oh.us; or

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- 3) Mail the information to the Delaware County Dog Warden, 10 Court Street, 2nd Floor, Delaware, Ohio 43015.

H. Dogs Held for Court Cases

Dog(s) that are being held at DCDS for court cases will be charged the same impound and board fees as all other dog(s).

- 1) \$36.00 impound and board fee for the 1st day
- 2) \$24.00 for each additional day
- 3) \$24.00 dog license fee
- 4) Cost of any vet care if needed

Once the court case is completed, if the owner, keeper, or harbinger is allowed to reclaim their dog(s), they will have until 5:00pm that day to pay, in full, all impound, board, tag fees, and any vet fees or the dog will be euthanized.

20. Dog Adoption Policies

A. DCDS is committed to placing adoptable dogs in loving, lasting, and responsible pet-owning homes. The DCDS must balance the needs of the animals' with the adopter's ability to meet those needs. To ensure responsible pet ownership, the DCDS may deny adoptions to adopters that do not meet certain criteria.

1) Adoption Evaluation

- a. Officers must scan each animal for the presence of a microchip. If an officer locates a microchip, they must check with the microchip company for current dog owner information. Officers are to contact owner and document information on the call book and the cage card.
- b. Dogs are checked for tattoos and other forms of current identification.
- c. Officers evaluate each animal for adoption availability. If there are obvious health or temperament issues, officers may choose to fail the dog at that time.
- d. Officers are encouraged to have questionable dogs evaluated by another officer.
- e. The cage card must be checked to assure the dog has been held for the legal time period before adoption, transfer or humane euthanasia.

2) Denying an Adoption

- a. The DCDS reserves the right to deny an adoption based on any or all of the following:
 - (1) Customer behaves rudely while on DCDS premises;
 - (2) Customer exhibits signs of impairment caused by alcohol or other intoxicant;
 - (3) Customer has dogs in the home that have not been spayed or neutered or is providing inadequate veterinary care for animals the customer currently owns. An additional investigation may be required;
 - (4) Customer has a prior negative history with any animal agency, including the HSDC, City of Delaware Animal Control or other government agency, or customers that have previous violations documented at another animal facility;
 - (5) Customer has a prior negative law enforcement history;
 - (6) The pet does/will not meet the restrictions of the customer's landlord; or
 - (7) Customer does not meet the DCDS requirements for pet ownership based on officer discretion and/or adoption counseling or content of completed interview sheets.
- b. With cause, any DCDS officer may deny an adoption. When the customer requests an explanation, the officer must explain the reason for denial based on the above criteria. The officer may wish to ask for assistance from a supervisor.

B. Spay/Neuter of Adopted Animals

- 1) Depending on several factors, the spaying and neutering of adopted dogs will occur after the pet is

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adopted and within 30 days from date of adoption. If the dog is a puppy this should occur before the dog is 6 months of age. We encourage early spaying or neutering. Most pets can be spayed or neutered at 9 weeks of age or when they reach 4 pounds of total body weight. Due to our mandatory spay/neuter and vaccinations requirements, dogs cannot be adopted to out of state residents unless the procedure is paid for and completed by a local veterinarian before leaving Ohio.

- C. Registering the Microchip of Adopted Animals
 - 1) Currently the DCDS does not microchip dogs. However, we do scan each dog when coming into our facility and contact the chip company if the scanner locates a registered chip.
- E. The DCDS does not consider dogs eligible for adoption until they have been held the legal holding time, or the previous owner has signed a release/ surrender form.
- F. Non-Adoptive Dogs
 - 1) The DCDS employees want to make every effort to place quality dogs back out into the community. We want our dogs to be examples of good will ambassadors in our area. However, hard and difficult decisions must be made at times.
 - 2) The DCDS will not adopt out the following dogs:
 - a) Dogs that attack and/or kill livestock or exotic animals;
 - b) Dogs that have bitten;
 - c) Dogs that injure or kill domestic animals;
 - d) Dogs that have contagious diseases or serious health issues;
 - e) Dogs that have been used in dog fighting activities; or
 - f) Dogs whose temperament and behavior is ruled unstable by employees working with them.
 - 3) Dogs that are so unsociable and shy that they are fear biters.
 - 4) Any court ordered destruction of the dog.

21. Seizure, Impoundment, & Reclamation Procedures

- A. ORC 955.12 contains specific regulations governing seizure and impoundment by dog wardens and their deputies, including:
 - 1) Seizing and impounding, on sight, dogs running at large;
 - 2) Seizing and impounding dogs more than 3 months of age not wearing a valid registration tag; and
 - 3) Application to the Court of Common Pleas for entry to premises of an inhumanely treated dog. This may be an option if a humane agent or humane society cannot respond.
- B. Redemption Claim by Owner after Expiration of Legal Holding/Stray Period
 - 1) If the owner of an animal capable of reproducing comes in to reclaim the animal after the expiration of its stray period, the DCDS may offer the animal to the owner through the adoption process, including the set adoption fee and in compliance with all requirements pertaining to adoption, including spay/neuter, etc.
 - 2) If the animal is already spayed or neutered and the stray period has expired, the DCDS may return the animal to its owner for the regular claim-out fees, boarding fees, licensing, etc. The DCDS may elect to adopt the animal to its owner for the regular adoption fee.
 - 3) The DCDS does not allow the adoption of vicious or dangerous dogs after the legal holding period. All non-adoptable dogs become property of the DCDS and are humanely destroyed.
 - 4) Pit bulls and pit bull mixes that meet our adoption criteria are only offered to the HSDC or rescue groups. They are not adoptable to the general public.
 - 5) When the previous owner of a dog comes to the DCDS to reclaim a dog that has already been adopted, it will be the decision of the DCDS whether or not to call the new owner to advise them that the possible original owner has come to claim the animal. Management will handle these sensitive customer situations on a case-by-case basis.
 - 6) If a dog owner that is indigent notifies the DCDS that their dog has been picked up and is being held, special arrangements can be made to allow the owner to recover the dog with proof of

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ownership and proof of indigence for State of Ohio minimum dog retention fee.

- C. The DCDS may permit dog owner's to visit with their dog while it is being held at the Shelter when there is reason to believe that the visit will be in the best interest of the animal and will assist in their adjustment period to the Shelter.
- D. Owner Visitation Procedures
 - 1) Visitation hours are from 8:30 to 9:00 a.m. Monday-Friday when scheduling is practical for officers. The DCDS limits the visitation period to 10 minutes. Officers may allow additional visitation time on a case-by-case basis, but in no case should the visitation period exceed 30 minutes.
 - 2) Visitation privileges extend only to dog owners.
 - 3) The owner may pet their animal through the kennel doors. Officers must not allow animal owners inside the lodging location.
 - 4) Owners may go into the quarantine kennel with their dog with consent of employees and no other dogs are out or near the dog or owner.
 - 5) An officer must remain with the owner during the entire visitation period.
 - 6) Officers must never permit dogs that are under quarantine around other visitors.
 - 7) Owners may give their animal treats, toys, blankets, and other items that may be familiar to the animal. Treats and toys should be in the original sealed container at the time of purchase. Officers are not responsible if dog becomes ill, obstructed or chokes with an item the owner gives to the Shelter.
 - 8) Officers must inform the owner that the DCDS makes no promises to return these items to the owner and that the owner should consider the items a donation to the DCDS. We do not allow rawhides or toys that are smaller than our drain openings.
 - 9) The DCDS reserves the right to refuse visitation privileges to an owner if owner is belligerent, verbally abusive, or otherwise disruptive to the operation of the DCDS, its employees and/or the animals.
 - 10) The DCDS reserves the right to revoke visitation privileges permanently, if an officer observes any owner mistreating an animal or other inappropriate behavior.

22. Nuisance, Dangerous, & Vicious Dog Regulations

- A. Public safety and liability issues must be our primary concern, both for Delaware County and for the enforcing officers. Our first priority in Delaware County is protecting the citizens to assure that people maintain, confine, and control nuisance, dangerous, and vicious dogs in a secure environment. This protects the community and the dog owner from civil and criminal liability.
- B. Nuisance, Dangerous, & Vicious Definitions
 - 1) Per the ORC 955.11(A)(3)(a), a nuisance dog is defined as a dog that without provocation and while off the premises of its owner, keeper, or harbinger has chased or approached a person in either a menacing fashion or an apparent attitude of attack or has attempted to bite or otherwise endanger any person.
 - 2) Per the ORC 955.11(A)(1)(b), a dangerous dog means a dog that, without provocation, has done any of the following:
 - a) Caused injury, other than killing or serious injury, to any person;
 - b) Killed another dog; or
 - c) Been the subject of a third or subsequent violation of Division (C) of Section 955.22 of the ORC.
 - 3) Per the ORC 955.11(A)(6)(b), a vicious dog means a dog that, without provocation, has killed or caused serious injury to any person.
- C. Once a dog is deemed nuisance, dangerous, or vicious, and the owner, keeper, or harbinger of the dog disagrees with the designation of the dog as defined above, the owner, keeper, or harbinger, not later than ten days after receiving notification, may request a hearing regarding the determination in writing and file the request with the Delaware Municipal Court.
- D. If the dog is confined at the DCDS, the owner, keeper, or harbinger must pay to the Shelter a security fee in the amount of \$100.00 within 10 days of the confinement of the dog to secure payment of all reasonable expenses in housing and caring for the dog pending the determination and any appeals. If the owner, keeper,

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or harborer does not pay the security fee within 10 days of the confinement of the dog, the dog is forfeited to the DCDS.

- E. Not more than 10 days after the court makes a final determination, the DCDS will provide the owner, keeper, or harborer of the dog with the actual cost of housing and caring for the dog. If the security provided is less than the actual cost of housing and caring for the dog, the owner, keeper, or harborer shall remit the difference between the security provided and the actual cost to the DCDS within 30 days after the court's determination.
- F. Dangerous Dog Requirements
- 1) Pursuant to ORC 955.22(D), except when a dangerous dog is lawfully engaged in hunting or training for the purpose of hunting and is accompanied by the owner, keeper, harborer, or handler of the dog, no owner, keeper, or harborer of a dangerous dog shall fail to do either of the following:
 - a) While that dog is on the premises of the owner, keeper, or harborer, securely confine it at all times in a locked pen that has a top, locked fenced yard, or other locked enclosure that has a top;
 - b) While that dog is off the premises of the owner, keeper, or harborer, keep that dog on a chain-link leash or tether that is not more than six feet in length and additionally do at least one of the following:
 - (1) Keep that dog in a locked pen that has a top, locked fenced yard, or other locked enclosure that has a top;
 - (2) Have the leash or tether controlled by a person who is of suitable age and discretion or securely attach, tie, or affix the leash or tether to the ground or a stationary object or fixture so that the dog is adequately restrained and station such a person in close enough proximity to that dog so as to prevent it from causing injury to any person; or
 - (3) Muzzle that dog.
 - 2) Pursuant to ORC 955.22(E), the owner, keeper, or harborer of a dangerous or vicious dog shall not fail to do the following:
 - a) Obtain liability insurance with an insurer authorized to write liability insurance in this state providing coverage in each occurrence because of damage or bodily injury to or death of a person caused by the dangerous dog is so ordered by a court and provide proof of that liability insurance upon request to any law enforcement officer, county dog warden, or public health official charged with enforcing ORC 955.22.
 - b) Notify the local dog warden immediately if any of the following occurs:
 - (1) The dog is loose or unconfined;
 - (2) The dog bites a person, unless the dog is on the property of the owner of the dog, and the person who is bitten is unlawfully trespassing or committing a criminal act within the boundaries of that property; or
 - (3) The dog attacks another animal while the dog is off the property of the owner of the dog.
 - c) Notify the County Auditor within 10 days of the sale, transfer, or death of the dog.
 - d) Obtain a dangerous dog registration certificate from the County Auditor pursuant to ORC Section 955.22(I) and affix the dangerous dog tag to the dog's collar and ensure that the dog wears the collar and tag at all times.
 - 3) Pursuant to ORC 955.22(F), no person shall do any of the following:
 - a) Debark or surgically silence a dog that the person knows or has reason to believe is a dangerous dog;
 - b) Possess a dangerous dog if the person knows or has reason to believe that the dog has been debarked or surgically silenced; or
 - c) Falsely attest on a waiver form provided by the veterinarian under Division (G) of Section 955.22 that the person's dog is not a dangerous dog or otherwise provide false information on that written waiver form.
 - 4) Pursuant to ORC 955.54, no person who is convicted of or pleas guilty to a felony offense or violence committed on or after May 22, 2012 or a felony violation of any provision of Chapter 959, 2923, or 2925 of the ORC committed on or after May 22, 2012 shall knowingly own, possess,

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have custody of, or reside in a residence with either of the following for a period of 3 years:

- a) An unsprayed or unneutered dog older than 12 weeks of age;
- b) Any dog that has been determined to be a dangerous dog under ORC 955;

The convicted felon shall microchip for permanent identification any dog owned, possessed by, or in the custody of the person. This section does not apply to any person with respect to any dog that the person owned, possessed, had custody of, or resided in a residence with prior to May 22, 2012.

- 5) Pursuant to ORC 955.22(E), the owner, keeper or harbinger of a vicious dog as defined under Section 955.11(A)(6)(a) must comply with Divisions (D) to (I) of ORC 955.22 as if the dog were a dangerous dog.

G. Dangerous Dog Registration

- 1) Pursuant to ORC 955.22(E)(2), the owner, keeper, or harbinger of a dangerous or vicious dog as defined under ORC Sections 955.11(A)(1)(a) and 955.11(A)(6)(a) shall not fail to obtain a dangerous dog registration certificate from the County Auditor pursuant to ORC 955.22(I) and affix the dangerous dog tag to the dog's collar and ensure that the dog wears the collar and tag at all times.

To obtain a dangerous dog registration certificate and tag you must provide the Delaware County Auditor with the following:

- a) Proof of ownership of the dog: a current Ohio county dog license or registration certificate;
- b) Proof of being 18 years of age or older;
- c) A \$50.00 registration fee;
- d) The owner's name, address, phone number and other appropriate means to contact the owner;
- e) Satisfactory evidence of the dog's current rabies vaccination or a statement from a licensed veterinarian that a rabies vaccination is medically contraindicated for the dog;
- f) Satisfactory evidence that the dog has been neutered or spayed or a statement from a licensed veterinarian that neutering or spaying the dog is medically contraindicated;
- g) Satisfactory evidence that the owner, keeper, and harbinger have posted and will continue to post clearly visible signs at the person's residence warning both minors and adults of the presence of a dangerous dog on the property; and
- h) Satisfactory evidence that the dog has been permanently identified by means of a microchip and the microchip number.

The Delaware County Auditor is located on the 1st floor of the Rutherford B Hayes building at 140 N. Sandusky St, Delaware, Oh 43015 and can be reached at 740.833.2900.

- 2) Pursuant to ORC 955.22(I)(2), the dangerous dog registration certificate must be renewed annually in the same manner and for the same fee in the county the dangerous dog currently resides.
- 3) Pursuant to ORC 955.22(I)(3), if the owner of a dangerous dog for whom a registration certificate has previously been obtained relocates to:
 - a) A new address within the same county, the owner shall provide notice of the new address to the county auditor within 10 days of relocating to the new address;
 - b) A new address within another county, the owner shall do both of the following within 10 days of relocating to the new address:
 - (1) Provide written notice of the new address and a copy of the original dangerous dog registration certificate to the county auditor of the new county; and
 - (2) Provide written notice of the new address to the county auditor of the county where the owner previously resided.
- 4) Pursuant to ORC 955.22(I)(4), the owner of a dangerous dog shall present the dangerous dog registration certificate upon being requested to do so by any law enforcement officer, dog warden, or public health official charged with enforcing ORC 955.22.
- 5) Pursuant to ORC 955.01, in addition to the dangerous dog registration outlined above, dangerous and vicious dogs that are 3 months of age or older must be registered annually with the auditor of

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the county in which the dog resided upon paying the registration fee.

H. Written Notice of Violation

1) Dog Running at Large ORC 955.22(D)

Except when a dangerous dog is lawfully engaged in hunting or training for the purpose of hunting and is accompanied by the owner, keeper, harborer, or handler of the dog, no owner, keeper, or harborer of a dangerous dog shall fail to do wither of the following:

- a) While that dog is on the premises of the owner, keeper, or harborer, securely confine it at all times in a locked pen that has a top, locked fenced yard, or other locked enclosure that has a top;
- b) While that dog is off the premises of the owner, keeper, or harborer, keep that dog on a chain-link leash or tether that is not more than 6 feet in length and additionally do at least 1 of the following:
 - (1) Keep that dog in a locked pen that has a top, locked fenced yard, or other locked enclosure that has a top;
 - (2) Have the leash or tether controlled by a person who is of suitable age and discretion or securely attach, tie, or affix the leash or tether to the ground or a stationary object or fixture so that the dog is adequately restrained and station such a person in close enough proximity to that dog so as to prevent it from causing injury to any person; or
 - (3) Muzzle that dog.

2. Liability Insurance ORC 955.22(E)(1)

- a) No owner, keeper, or harborer of a dangerous or vicious dog shall fail to obtain liability insurance with an insurer authorized to write liability insurance in this state providing coverage in each occurrence because of damage of bodily injury to or death of a person caused by the dangerous dog if so ordered by a court.
- b) To ensure successful prosecution for violation of ORC 955.22(E) officers cannot solely rely on the owner's admission that he/she has no insurance. Officers must confirm that no insurance policy exists. Officers are to make this determination by contacting all of the insurance companies that have authorization to write/sell vicious dog insurance in Ohio. The companies that insure dangerous and/or vicious dogs in Ohio are:
 - (1) Ohio Insurance Exchange, Inc., (800) 473-1215, 800 Cross Pointe Rd., Suite C, Gahanna, Oh 43230, contact Monica Washington. Fees are determined according to the weight of the dog not the extent of the injuries or breed type.
 - (2) Lester Kalmanson Agency Inc., (407) 645-5000, 235 South Maitland Ave, P.O. Box 940008, Maitland, Fla 32794, contact Andrea Seacrist. Fees are determined by a sliding scale including the weight of the dog and the extent of the injuries, but not the type of dog.

3. Dangerous Dog Registration ORC 955.22(E)(2)

- a) No owner, keeper, or harborer of a dangerous dog shall fail to obtain a dangerous dog registration certificate from the county auditor pursuant to Division (I) of Section 955.22, and affix a tag that identifies the dog as a dangerous dog to the dog's collar and ensure that dog wears the collar and tag at all times.

4. Dog License ORC 955.21

- a) Every person who owns, keeps, or harbors a dog more than 3 months of age, shall, before the 31st day of January of each year, file in the office of the county auditor of the county in which the dog is kept or harbored, and application for registration

I. For additional information, see Forms under Section 34.

23. Use of Force

- A. The DCDS recognizes and respects the value and special integrity of life. In vesting a dog warden and assistant dog warden with the lawful authority to use force to protect themselves and the public, a careful balancing of all interests is necessary. Furthermore, the DCDS is desirous of maintaining the confidence and respect of the community it serves, through agency accountability and a use of force review process. The DCDS policy is that its officers will use only the force that is reasonably necessary to bring an incident under control effectively, while protecting the safety and well-being of officers and the public. This directive defines the limits of individual discretion and provides guidelines for the exercise of this discretion.

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B. Defensive Force

- 1) Reasonable belief is defined as when the facts or circumstances the officer knows, or should know, are such as to cause an ordinary and prudent person to act or think in a similar way under similar circumstances.
- 2) Imminent danger is defined as an appearance of threatened and impending injury as would put a reasonable and prudent person to his instant defense.
- 3) Officers may use force as a means of defense from an animal that presents an imminent danger and when the use of a control pole or other measures has failed or is not practical.
- 4) Officers must first make every reasonable effort to avoid situations, where the use of force against a person may become necessary to protect themselves, by removing themselves from hostile and/or volatile incidents and/or taking cover. This includes abstaining from verbal and/or physical confrontations. Officers must exercise due care by remaining aware of their surroundings and by summoning help/assistance from the appropriate law enforcement agency.
- 5) The DCDS prohibits the indiscriminate use of force. Officers may use force to protect themselves only when they have a reasonable belief that an attack by an animal or person is about to occur or is occurring.
- 6) The definition of force is the use of power to affect, influence, or persuade behavior. All officers should view force as continuous succession or a continuum, where the escalation of force is in direct proportion to an appropriate objective.
- 7) The DCDS requires officers to follow the Action-Response Use of Force Continuum concept and officers must use the continuum as a guideline whenever force is used. Officers should not construe anything in this directive as a requirement for them to assume unreasonable risks. In assessing the need to use force, the paramount consideration should always be the safety of the officer. If a safe alternative to the use of force is likely to achieve the purpose of averting an imminent danger, force is not necessary.
- 8) If officers perceive a personal threat they should leave their location, get in the dog truck or their personal vehicle, and leave the area, call for law enforcement if necessary and contact their supervisor when they are in a safe location.
- 9) When an officer decides to use force, they may continue its application only until the subject of the force no longer poses an imminent danger. If a use of force situation occurs, law enforcement will be notified, a report taken, and their supervisor contacted.

C. Use of Defensive Weapons

- 1) Officers must have training and certification in the use of any defensive weapons issued by the DCDS before using or carrying them.
- 2) The DCDS authorizes officers to carry and use an extendable baton as an impact weapon. Policy prohibits employees from carrying or using any other impact weapon, i.e., slapjacks, blackjacks, or brass knuckles. The extendable baton is an effective and proven short-range weapon when employees have proper training in its use. Officers may carry the extendable baton on their belt while on-duty.
 - a) When an officer uses the extendable baton against an animal, they must describe the event in the report and bring it to the attention of the Dog Warden, in-person, or by e-mail or voicemail, before the end of the shift.
- 3) Oleoresin Capsicum, also known as Pepper Gas or Pepper Spray, is proven as a helpful non-lethal deterrent for dealing with aggressive dogs, wildlife, or hostile people. **NOTE:** Oleoresin Capsicum does not work on all species of animals or people in all situations. Officers must never use Oleoresin Capsicum on cats. The DCDS prohibits the use of CS or CN derivative sprays, commonly known as MACE, as these sprays may cause serious medical problems for animals, including death.
 - a) Officers may carry and use only the Oleoresin Capsicum that the DCDS issues. The DCDS requires officers to complete an agency training course before allowing them to use and/or carry Oleoresin Capsicum.
 - b) Officers may use Oleoresin Capsicum only when lesser levels of force are not successful or appropriate, but before a level of force that requires the infliction of bodily harm to the subject.
- 4) DCDS restricts the use of flashlights and/or control poles as weapons. Officers must not use either as an impact weapon, except when the use of such tool is necessary as a means of last resort.
- 5) DCDS restricts officers from using neck restraints or similar weaponless control techniques as a routine defensive control tactic.

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- 6) DCDS restricts the use of knives as weapons except as a defensive means of last resort.
- 7) Officers may use non-traditional weaponless techniques and/or weapons of opportunity as use of force options when faced with rapidly evolving situations involving imminent danger. These techniques/weapons include environmental weapons, nearby natural weapons, and non-traditional weaponless control techniques.
- 8) Any use of force requires the filing of proper reports before the end of the officer's shift. Officers must understand that any use of force against a person requires the immediate notification of the appropriate law enforcement agency, as well as the filing of proper reports. Officers will act as a complaining witness, as necessary, against any person who has violated any statute as defined in ORC Chapter 2903.
 - a) When officers use force against a person, they must complete a Use of Force report and submit it to the Dog Warden before the end of their shift. This requirement applies to all situations where an officer uses force despite the type of force and regardless of whether an injury is apparent.
 - b) The Dog Warden reviews all Use of Force reports and decides which incidents merit additional investigation. The Dog Warden bases their decision on whether the officer followed DCDS directives, the type and degree of force used, and whether there were any complaints about excessive force regarding the incident.
- 9) The SOP manual prohibits officers from carrying and/or using firearms while on-duty and from bringing firearms onto the premises.

D. Ensuring Appropriate Aid after Use of Defensive Weapons

- 1) When an officer sprays a person with Oleoresin Capsicum, they must take steps to ensure that the local law enforcement agency becomes immediately aware of the application of Oleoresin Capsicum so that decontamination of the person can occur as quickly as practical.
- 2) When an officer uses force that results in a physical injury or the likelihood of a physical injury to a person, it is suggested that the individual receive medical evaluation and the appropriate medical attention as quickly as possible. Medical attention includes, but is not limited to, administering first-aid, evaluation by paramedics, or medical evaluation at a hospital.
- 3) When an officer uses a defensive weapon against an animal, the officer must ensure that the animal immediately receives the appropriate veterinary care.

E. Relief from Duty Pending Administrative Review

In a situation where an officer's use of force results in the death or serious physical injury of any person, immediately notify the County Administrator, the Dog Warden, and the DAS. Delaware County may temporarily relieve the officer from duty, with pay, pending an administrative review and require the officer to participate in a stress-counseling program within 72 hours of the incident. The Dog Warden will ensure the scheduling of the counseling and the officer's attendance. The DAS will decide when the employee may return to active duty assignment.

F. Receipt and Instruction

- 1) The DCDS distributes its Use of Force policy through the written directive system process for all County policies. The Dog Warden is responsible for ensuring subordinates receive a copy of the policy. They must review the material with their subordinates and provide them with any necessary instructions. Subordinates acknowledge receipt and understanding of the written directive by signing a Receipt of Written Directives form.
- 2) Due to its importance, officers may not carry defensive weapons before their review and acknowledgment of their understanding of the DCDS Use of Force policy.

24. Wildlife Complaints

- A. The DCDS duties, powers, and responsibilities are limited to ORC Chapter 955 and the DCDS has no contractual agreements for cats. The public may be unaware of the DCDS legal mandates and therefore may receive calls concerning wildlife and cats. The DCDS strives to be helpful by assisting citizens with proper agency referral information.
- B. Receiving Calls from the Public
 - 1) Officers should determine what DCDS can do to assist the caller rather than on what the DCDS cannot do.
 - 2) When deciding whether the DCDS can assist, officers must consider any contractual agreements with other agencies as well as whether the situation could adversely affect community safety or human health.

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- 3) Any wildlife incident with potential to do harm to humans must result in notification to the Delaware General Health Department (DGHD). Officers must ascertain the nature of the problem by collecting the following information:
 - a. Is the animal injured or sick?
 - b. Has it bitten or scratched a person?
 - c. Does it pose a threat to human health and safety?
 - d. Is it in the house or merely on the property?
- 4) In many cases, officers may be able to resolve the complaint with one of the following options:
 - a. Refer caller to an Ohio Department of Natural Resources (ODNR) licensed nuisance trapper, the Ohio Wildlife Center (614) 793-WILD (9453), or the Delaware County Wildlife Officer (614) 644.3929 ext 1225. Inform the caller that there may be associated charges.
 - b. If the animal is simply on caller's property, encourage them to leave it alone, as most wild animals will wander back to a more appropriate environment.

C. Wildlife Rehabilitators

- 1) Provide information about wildlife proofing their property, including referring them to the ODNR website.
- 2) Officers must handle any rabies suspect animals in accordance with the rabies policy.
- 3) When an officer encounters animals caught in traps set for dogs or cats, it is permissible for the officer to release the animal, but only in the immediate area in which they were trapped.

25. Animal Bites & Suspected Rabies Cases

- A. When requested, the DCDS, in conjunction with the DGHD, will assist in the control and quarantine of dog bites in all areas of Delaware County, as directed by ORC Chapter 955. This assistance includes primary stray dog bites but is not limited to the investigation of reported dog bites, issuance of quarantines, sheltering of quarantined and the issuance of citations for violation of the ORC.
- B. Animal Bites Response Process:
 - 1) Officers respond to bite reports of stray or uncontrollable dogs as an emergency.
 - 2) Officers will attempt to locate and capture the offending dog. If they are unable to locate and/or capture the dog, they must conduct a 10-day patrol and/or set a trap. They must also notify the DGHD of the situation.
 - 3) Officers will thoroughly investigate the incident and complete an Animal Bite report.
 - 4) If the officer can identify the owner of the offending animal, the officer will consider the suitability of returning the animal to the owner. Before doing so, the officer must take the following factors into consideration:
 - a. Seriousness of the bite;
 - b. The owner's ability to confine/care for the animal;
 - c. Past history of the owner and/or animal; and
 - d. Availability of the legal owner.
- C. When allowing an at-home quarantine, a DGHD representative will do a follow-up to assure quarantine and compliance with current rabies vaccinations and a health check by a licensed veterinarian.
- D. If the owner surrenders the animal, the officer completes a Surrender/Release form and collects all applicable fees.
- E. If the dog is impounded, the officer places it in the impound area. The cage card should identify the dog as a quarantined case. If the bite dog sustained an injury or illness of such nature that the dog is suffering, the dog will be humanely euthanized. If the dog is a stray licensed dog, the DCDS must contact a vet or vet tech for humane euthanasia.
- F. If merited, the officer cites the owner of the bite dog for violation of ORC 955.22 and 955.21 if the dog is not licensed.

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- G. If the media contacts the DCDS regarding a dog bite, they will be referred to the Employee Relations Manager.
- H. If an animal bite occurs on DCDS property, or an animal that is brought to the DCDS by an owner or citizen due to a bite, the DCDS Officer will perform the following applicable procedures:
- 1) If required, officers must administer first aid and/or call 9-1-1 for medical assistance.
 - 2) Officer must notify the Dog Warden and ensure that the proper Delaware County incident/accident forms are filled out and forwarded to Human Resources as soon as possible.
 - 3) Officer completes an Animal Bite report and the DGHD is notified.
 - 4) Officer considers the suitability of returning the animal to the owner. Before doing so, the officer must take the following factors into consideration:
 - a. Seriousness of the bite;
 - b. The owner's ability to confine/care for the animal;
 - c. Past history of the owner and/or animal;
 - d. Availability of the legal owner.
 - 5) If the owner surrenders the animal, the officer completes a Surrender/Release form and collects all applicable fees.
 - 6) If the dog is impounded, the officer places it in the impound area. The cage card should identify the dog as a quarantined case. If the bite dog sustained an injury or illness of such nature that the dog is suffering, the dog will be humanely euthanized. If the dog is a stray licensed dog, the DCDS must contact a vet or vet tech to assess the injuries and if the dog needs euthanized.
 - 7) If the dog is euthanized, the DCDS will arrange rabies testing with a veterinarian, contact the DGHD, and forward them both a copy of the Animal Bite report.
 - 8) If merited, the officer cites the owner of the bite dog for violation of ORC 955.22 and 955.21 if the dog is not licensed.
- J. On-Going Observation of Rabies Suspect Animals
- 1) DCDS must observe, record, and report any signs of illness, abnormal behavior, or the death of a quarantined animal to DGHD immediately.
 - 2) Officers must bag, tag, and secure all rabies testing candidates.
 - 3) Animals that have been humanely euthanized before the end of their quarantine.
 - 4) If the DGHD issues a declaration to hold, or if there is a court order hold on a dog, DCDS must not return the animal until authorized.
- K. An officer must always be present with a member of the public that comes to the DCDS to visit an animal that is under quarantine for rabies observation.
- L. Veterinarian Responsibilities
- 1) If the dog is a stray and held the 72 hours or 3-day legal holding period, the dog can be humanely destroyed and tested.
 - 2) The DGHD contracts with local veterinarians to complete the rabies specimen. If the dog is euthanized, the DCDS will arrange rabies testing with a veterinarian, contact the DGHD, and forward them both a copy of the Animal Bite report. A representative from the health department picks up the specimen and transports to the Ohio Department of Health.
 - 3) The DGHD will receive the rabies test from the Ohio Department of Health and inform the DCDS of findings.
 - 4) All test results are issued to the DGHD. If an animal comes up positive, a Health Department official will notify the DCDS immediately.
 - 5) Once a month the DGHD will notify the DCDS of the monthly total of all reported dog bites in Delaware County.
- 26. Humane Euthanasia**
- A. DCDS strives to treat the animals in our care in a humane manner consistent with the Ohio County Dog

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Warden Association and the Veterinary Academy compliance. The DCDS recognizes that it will often be necessary, for humane reasons, to euthanize animals that are suffering and/or seriously ill or injured. Where it is humane to do so, the DCDS will stabilize injured strays and hold them for the owner to reclaim. DCDS has no veterinarian or veterinary technician employees or retainers. At times, we request voluntary assistance from the HSDC veterinarian or veterinary technician.

- B. Only DCDS officers who possess certification (Certified Euthanasia Technicians) have the authority/responsibility to make humane euthanasia decisions for any dog that doesn't have a current dog license. Any dog that has a current license, a vet or a vet tech has to determine if the dog requires euthanasia.
- C. Standards for Euthanasia Decision
- 1) If an officer in the field contemplates humane euthanasia for a domestic animal, they must bring that animal to the DCDS, HSDC or a local volunteer veterinarian as quickly as practical. Upon the animal's arrival at the DCDS, officers must immediately attend to the animal.
 - 2) Officers must carefully examine the animal for identification, including a dog license, and must carefully scan the animal for a microchip.
 - 3) Officers may treat an animal with identification as they would treat a currently licensed dog consulting a veterinarian/vet tech as detailed below. However, DCDS also vests its employees with the authority to treat the animal as an unlicensed dog and proceed with humane euthanasia if necessary.
 - 4) If owner is known, DCDS can humanely stabilize and hold an animal while attempting to contact the owner.
 - 5) Officers may place injured animals into lodging after administering first-aid and as long as it is humane to hold the animal for the stray holding period. When an officer encounters a licensed dog and which the officer reasonably believes needs humane euthanasia, they must immediately take the animal to the DCDS, HSDC or volunteer Veterinarian/Vet Tech if available.
 - 6) Officers will keep any injured or ill dog as comfortable as possible. They will make a notation on their logbook, the wall chart and the cage card.
 - 7) When it is not humane to hold a licensed dog until a special case exam can take place, officers must consult with a veterinarian or registered veterinary technician to obtain authorization to perform euthanasia.
- D. General Euthanasia Policy
- 1) It is the vision and goal of the DCDS to find permanent homes for all socialized, healthy animals. The DCDS serves as the only open admission shelter in Delaware County thus, will not turn away any dog. This policy assumes that many dogs will enter our shelter with behavioral or health deficiencies making them unsuitable for placement.
 - 2) The Dog Warden shall make the final determination regarding the appropriateness of euthanasia. Decisions will be based primarily on the results of the DCDS formal temperament testing and health evaluations. Temperament tests will not be given until at least 24-hours have elapsed after intake to allow possible adoptable dogs to settle in to shelter life. This will not include dogs that are dangerous, vicious or have prior bite history. DCDS does not expend resources to treat non-routine health issues, but will attempt to place such animals with HSDC if they have the resources.
 - 3) Euthanasia will be administered for any of the following reasons:
 - a. Behavior;
 - b. Animals officially recognized or deemed vicious or dangerous;
 - c. Feral;
 - d. Medical health issues;
 - e. Injuries where humane destruction to alleviate suffering is appropriate;
 - f. Temperament;
 - g. Approved owner requests;
 - h. Dogs that have bitten;
 - i. Dogs that are aggressive toward other dogs; or
 - j. Dogs that show aggression toward food.

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- 4) Officers must document presenting conditions, indicating reason humane euthanasia was applied.
- 5) Suffering can be a difficult term to quantify. However, if a reasonable person would believe the animal is suffering and the animal is not licensed, euthanasia should occur. If a dog is wearing a current license, a consultation/evaluation by a Veterinarian or Vet Tech must take place.

27. Carcass Disposal

A. Carcass Loading Procedures

- 1) Officers place all carcasses in a freezer at the DCDS until the scheduled refuse pick-up day.
- 2) The carcasses are placed in the dumpster only on the day it is emptied.
- 3) Officers make sure the freezer is cleaned out and kept secure.
- 4) When required, officers may need assistance unloading the freezer or loading carcasses in the dumpster.

28. Livestock Deprivation Claims

A. The ORC requires the DCDS to investigate all claims where livestock have been injured and/or killed by domestic dogs. Good communication is essential between all parties in order to resolve stray dog complaints, ensure compliance with Ohio law, prevent future occurrences, and to obtain the necessary referrals for wildlife problems and possible compensation for the claimant.

B. Receiving Claims

- 1) In most circumstances, the DCDS will be the initial responder, and is responsible for investigating the claim regardless of species. The DCDS is also responsible for notifying the Ohio Wildlife Officer assigned to Delaware County. Every officer involved needs to gather and record very specific information and completely investigate the claim, even if no compensation will result from the filing of the claim.
- 2) The person receiving the call must advise the livestock owner/complainant not to bury and/or dispose of carcasses until the investigation is complete.
- 3) The owner of an animal (horse, mule, sheep, cattle, swine, goat, domestic rabbit, domestic fowl or poultry), having a fair market value of more than \$25.00 that a predator (coyote or black vulture) injures or kills is entitled to file a claim for compensation from the Ohio Department of Agriculture. To be eligible for compensation, the owner must notify the DCDS within 72-hours of the discovery of the loss or injury.
- 4) Any owner of horses, sheep, cattle, swine, mules, goats, domestic rabbits, or domestic fowl or poultry, having an aggregate fair market value of \$10.00 or more that is entitled to file a claim for compensation from the dog and kennel fund if it is proven that a dog, not owned by or harbored on the premises of the owner, injures or kills their livestock. To be eligible for compensation, the owner must notify a member of the Delaware County Board of Commissioners or DCDS within 3 days of the discovery of the loss or injury.

C. Investigation of Claims

- 1) The investigating officer should first contact the complainant upon arrival and where possible, have the complainant accompany them to the scene.
- 2) The investigating officer must record the dates and times that the complainant knows or believes that the incident occurred.
- 3) The investigating officer must record all observations pertaining to the manner of kill, location of bites, tracks, etc.
- 4) The officer must record the kinds of animals, breed/type of livestock, number killed/injured, age, sex and weight and must solicit information from the owner concerning the fair market value of each animal. If the livestock is registered, the investigating officer must obtain copies of the registration papers.
- 5) Information concerning fair market value of livestock may be obtained at United Producers Incorporated located at 447 Columbus Road, Mt. Vernon, Ohio, (740) 397-5015.
- 6) The investigating officer should recommend that the livestock owner immediately and humanely destroy any animals that are suffering if owner is not seeking veterinary treatment or support care for the animals.
- 7) The officer must ascertain whether the livestock owner owns, harbors, and/or keeps any dogs. If so, record current year's license number. If not, review entire case and if merited issue citation for

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violation of Section 955.21 of the ORC. Note: "No claimant who owned or harbored an unregistered dog on that date may recover from the dog and kennel fund." (ORC 955.29)

- 8) The officer must inquire as to insurance coverage for loss. If coverage is in effect, record the insurance company name, agent name and telephone number.
- 9) The officer must inquire regarding the whereabouts of any stray dog(s) involved, description of such, and any possible owner information. The investigating officer must attempt to locate the offending dog(s). If applicable, the officer may set a trap or use other methods to capture unwanted dogs.
- 10) The investigating officer must take photographs of all evidence at the scene at the time of the investigation. The State of Ohio requires a photograph of the injured or killed livestock.
- 11) If the officer has reason to believe that coyotes or black vultures were involved, they must immediately contact the Wildlife Officer so that he can affirm, disaffirm, or state that he is uncertain about the finding. Document the time and date when the Wildlife Officer was notified.
- 12) The investigating officer must complete the investigation forms as required by the ORC. The DCDS strives to assist the livestock owners to assure completion of the forms in a timely manner. It is prudent that if the livestock owner chooses not to file a claim, we must get a dated, written, and signed statement from them advising of such. Keep copies or make additional copies for the DCDS records. It is recommended that all documents be sent by certified mail to the Department of Agriculture.

29. Conversion of County Property & Resources

- A. DCDS prohibits the conversion of any Dog Shelter property to personal use, including property we receive from donors for official use.
- B. Conversion of Property and/or Services for Personal Use
 - 1) Officers must not take, borrow, or otherwise convert for personal use, any item, or services from the shelter, including, but not limited to crates, carriers, food, cleaning supplies and any other equipment.
 - 2) DCDS employees may purchase items that are transferred to the Delaware County on-line auction. They can review items during off duty hours via the Internet.
 - 3) At times, veterinary supplies are donated such as flea sprays, wormers, medications, or prescription foods. These items are to be used only for the shelter dog population.

30. Donations

- A. The DCDS receives donated pet food and other items. Some of the items that are donated can include, but are not limited to the following:
 - 1) Dry dog food of various brands and bag sizes;
 - 2) Canned and semi- moist dog food products and treats;
 - 3) Dog, cat and other pet treats and toys;
 - 4) Gently used & new pet blankets and carpet remnants;
 - 5) New and used pet cages, leashes, and collars;
 - 6) Brushes, combs, and toenail clippers;
 - 7) Bleach; and
 - 8) Paper products. .
- B. Surplus Dog Food Donations

At times residents of the Delaware County will come into our facility requesting dog food for their pets. Any surplus dog food that we have will be offered to the Humane Society of Delaware County (HSDC); thus, we don't donate food to the public. However, the HSDC will give residents of Delaware County dog food when they have surplus and meet the agency's requirements. We will refer public inquiries for dog food to the HSDC..

31. Handling of Valueless Property

- A. To research the issue of 'Discarding or Salvaging Valueless Property' please see ORC 307.12 (G).
- B. Once the Board of County Commissioners determines that any unneeded, obsolete or unfit property has no

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value, it is now authorized, with the enactment of HB 226, to discard or salvage that property. See ORC 307.12 (G).

- C. Delaware County policy will be followed regarding all property deemed to be of no value.

32. Rescue Groups

A. The DCDS' priority is to reunite dogs with owners. If that is not possible, we strive to adopt all adoptable dogs. The HSDC cooperates with the DCDS and adopts/rescues dogs from our agency when time and space permits. The HSDC maintains a contract for adopting/rescuing dogs from our shelter. They are a primary resource due to the availability of a spay/neuter facility on site, veterinary care, and convenient location.

B. The DCDS works with both purebred and mixed-breed rescue groups to maximize the number of adoptions. To facilitate this objective, we encourage people interested in rescuing dogs to contact our agency regularly, and when dogs are available, to respond quickly in adopting/rescuing them.

C. Rescue Procedures

- 1) The DCDS determines which animals are available for adoption to rescue groups based on the animal's health and temperament, and the ability of the rescue group to deal with the issues individual animals may present.
- 2) All rescue groups must support the DCDS' requirements, including spay/neuter of animals before adoption or very diligent spay/neuter follow up after adoption.
- 3) HSDC maintains a file of approved rescue groups and actively works with them.
- 4) Rescue groups will pick up dogs during the DCDS regular business hours, but may coordinate special pick up arrangements when necessary.
- 5) The DCDS must evaluate animals for health and temperament before making the animal available for rescue.
- 6) The DCDS will not adopt transfer animals to rescue groups that are deemed dangerous or vicious.
- 7) Veterinary care will be the responsibility of the rescue group.
- 8) The DCDS reserves the right to inspect the premises where rescue groups house animals.
- 9) The DCDS reserves the right to follow up to assure the final adoption contract is satisfied.
- 10) DCDS may revoke rescue status for failure to follow DCDS guidelines.

33. Volunteers

A. Volunteers are a valued resource and asset to the DCDS. All volunteers must be registered as an approved Delaware County volunteer as outlined in the County's volunteer program manual.

B. Due to the nature and variety of duties the volunteers handle, the DCDS recognizes that some special training may be necessary to enable them to fulfill their duties competently and professionally. Their training may include but is not limited to:

- 1) DCDS standard operating procedures, rules, and regulations;
- 2) Animal control techniques;
- 3) Form completion; and
- 4) Sign-in procedures.

C. The DCDS may allow certain volunteer program members access to the telephone and computers once their training is complete and they have proven their dependability.

D.. All volunteers are required to follow all applicable policies and procedures of Delaware County, those of the DCDS and those contained within the Delaware County volunteer program manual.

Delaware County Dog Warden

NOTICE OF DESIGNATION

DATE _____ BREED _____
NAME _____ SEX _____
ADDRESS _____ COLOR _____

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CITY STATE ZIP _____ AGE _____
PHONE NUMBER _____ DOG LICENSE _____
DRIVER'S LICENSE _____ DOG NAME _____

THE DOG IDENTIFIED ABOVE AND OWNED, KEPT, OR HARBORED BY THE PERSON LISTED ABOVE HAS BEEN DESIGNATED AS ONE OF THE FOLLOWING:

[] A NUISANCE DOG: 955.11(A)(3)(a) ORC

SUBJECT TO 955.11(A)(3)(b), NUISANCE DOG MEANS A DOG THAT WITHOUT PROVOCATION AND WHILE OFF THE PREMISES OF ITS OWNER, KEEPER, OR HARBORER HAS CHASED OR APPROACHED A PERSON IN EITHER A MENACING FASHION OR AN APPARENT ATTITUDE OF ATTACK OR HAS ATTEMPTED TO BITE OR OTHERWISE ENDANGER ANY PERSON.

[] A DANGEROUS DOG: 955.11(A)(1)(a) ORC

SUBJECT TO 955.11(A)(1)(b), DANGEROUS DOG MEANS A DOG THAT, WITHOUT PROVOCATION, HAS DONE ANY OF THE FOLLOWING:

- (i) CAUSED INJURY, OTHER THAN KILLING OR SERIOUS INJURY, TO ANY PERSON
(ii) KILLED ANOTHER DOG
(iii) BEEN THE SUBJECT OF A THIRD OR SUBSEQUENT VIOLATION OF DIVISION (C) OF SECTION 955.22 OF THE REVISED CODE

[] A VICIOUS DOG: 955.11(A)(6)(a) ORC

SUBJECT TO 955.11(A)(6)(b), VICIOUS DOG MEANS A DOG THAT, WITHOUT PROVOCATION, HAS KILLED OR CAUSED SERIOUS INJURY TO ANY PERSON.

IF THE OWNER, KEEPER, OR HARBORER OF THE DOG DISAGREES WITH THE DESIGNATION OF THE DOG AS INDICATED ABOVE, THE OWNER, KEEPER, OR HARBORER, NOT LATER THAN TEN DAYS AFTER RECEIVING NOTIFICATION OF THE DESIGNATION, MAY REQUEST A HEARING REGARDING THE DETERMINATION IN WRITING AND FILE THE REQUEST WITH THE FOLLOWING MUNICIPAL COURT:

[] DELAWARE COUNTY MUNICIPAL COURT [] DELAWARE COUNTY COMMON PLEAS COURT
70 N. UNION ST 91 N. SANDUSKY ST
DELAWARE, OH 43015 DELAWARE, OH 43015
740-203-1550 740-833-2530

IF THE DOG IDENTIFIED ABOVE IS CONFINED AT THE DELAWARE COUNTY DOG SHELTER, THE OWNER, KEEPER, OR HARBORER MUST PAY TO THE DELAWARE COUNTY DOG SHELTER A SECURITY FEE IN THE AMOUNT OF ONE HUNDRED DOLLARS WITHIN TEN DAYS OF THE CONFINEMENT OF THE DOG TO SECURE PAYMENT OF ALL REASONABLE EXPENSES IN HOUSING AND CARING FOR THE DOG PENDING THE DETERMINATION AND ANY APPEALS. IF THE OWNER, KEEPER, OR HARBORER DOES NOT PAY THE SECURITY FEE WITHIN TEN DAYS OF THE CONFINEMENT OF THE DOG, THE DOG IS FORFEITED TO THE DELAWARE COUNTY DOG SHELTER.

NOT MORE THAN TEN DAYS AFTER THE COURT MAKES A FINAL DETERMINATION, THE DELAWARE COUNTY DOG SHELTER WILL PROVIDE THE OWNER, KEEPER, OR HARBORER OF THE DOG WITH THE ACTUAL COST OF HOUSING AND CARING FOR THE DOG. IF THE SECURITY PROVIDED IS LESS THAN THE ACTUAL COST OF HOUSING AND CARING FOR THE DOG, THE OWNER, KEEPER, OR HARBORER SHALL REMIT THE DIFFERENCE BETWEEN THE SECURITY PROVIDED AND THE ACTUAL COST TO THE DELAWARE COUNTY DOG SHELTER WITHIN THIRTY DAYS AFTER THE COURT'S DETERMINATION.

SIGNATURE _____

DOG WARDEN _____

NOTICE SERVED: IN PERSON [] CERTIFIED MAIL []

Delaware County Dog Warden

DANGEROUS DOG REGISTRATION

PURSUANT TO SECTION 955.22(E)(2) ORC

THE OWNER, KEEPER, OR HARBORER OF A DANGEROUS OR VICIOUS DOG AS DEFINED UNDER SECTIONS 955.11(A)(1)(a) AND 955.11(A)(6)(a) ORC SHALL NOT FAIL TO OBTAIN A DANGEROUS DOG REGISTRATION CERTIFICATE FROM THE COUNTY AUDITOR PURSUANT TO SECTION 955.22(I) ORC AND AFFIX THE DANGEROUS DOG TAG TO THE DOG'S COLLAR AND ENSURE THAT THE DOG WEARS THE COLLAR AND TAG AT ALL TIMES.

TO OBTAIN A DANGEROUS DOG REGISTRATION CERTIFICATE AND TAG YOU MUST PROVIDE THE DELAWARE COUNTY AUDITOR WITH THE FOLLOWING:

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1. PROOF OF OWNERSHIP OF THE DOG: A CURRENT OHIO COUNTY DOG LICENSE OR REGISTRATION CERTIFICATE
2. PROOF OF BEING 18 YEARS OF AGE OR OLDER
3. A \$50.00 REGISTRATION FEE
4. THE OWNER'S NAME, ADDRESS, PHONE NUMBER AND OTHER APPROPRIATE MEANS TO CONTACT THE OWNER
5. SATISFACTORY EVIDENCE OF THE DOG'S CURRENT RABIES VACCINATION OR A STATEMENT FROM A LICENSED VETERINARIAN THAT A RABIES VACCINATION IS MEDICALLY CONTRAINDICATED FOR THE DOG
6. SATISFACTORY EVIDENCE THAT THE DOG HAS BEEN NEUTERED OR SPAYED OR A STATEMENT FROM A LICENSED VETERINARIAN THAT NEUTERING OR SPAYING THE DOG IS MEDICALLY CONTRAINDICATED
7. SATISFACTORY EVIDENCE THAT THE OWNER, KEEPER, AND HARBORER HAVE POSTED AND WILL CONTINUE TO POST CLEARLY VISIBLE SIGNS AT THE PERSON'S RESIDENCE WARNING BOTH MINORS AND ADULTS OF THE PRESENCE OF A DANGEROUS DOG ON THE PROPERTY
8. SATISFACTORY EVIDENCE THAT THE DOG HAS BEEN PERMANENTLY IDENTIFIED BY MEANS OF A MICROCHIP AND THE MICROCHIP NUMBER

THE DELAWARE COUNTY AUDITOR IS LOCATED ON THE SECOND FLOOR OF THE RUTHERFORD B HAYES BUILDING AT 140 N. SANDUSKY ST, DELAWARE, OH 43015 AND CAN BE REACHED AT 740-833-2900.

PURSUANT TO SECTION 955.22(I)(2) ORC

THE DANGEROUS DOG REGISTRATION CERTIFICATE MUST BE RENEWED ANNUALLY IN THE SAME MANNER AND FOR THE SAME FEE IN THE COUNTY THE DANGEROUS DOG CURRENTLY RESIDES IN.

PURSUANT TO SECTION 955.22(I)(3) ORC

IF THE OWNER OF A DANGEROUS DOG FOR WHOM A REGISTRATION CERTIFICATE HAS PREVIOUSLY BEEN OBTAINED RELOCATES TO:

1. A NEW ADDRESS WITHIN THE SAME COUNTY, THE OWNER SHALL PROVIDE NOTICE OF THE NEW ADDRESS TO THE COUNTY AUDITOR WITHIN TEN DAYS OF RELOCATING TO THE NEW ADDRESS.
2. A NEW ADDRESS WITHIN ANOTHER COUNTY, THE OWNER SHALL DO BOTH OF THE FOLLOWING WITHIN TEN DAYS OF RELOCATING TO THE NEW ADDRESS:
 - PROVIDE WRITTEN NOTICE OF THE NEW ADDRESS AND A COPY OF THE ORIGINAL DANGEROUS DOG REGISTRATION CERTIFICATE TO THE COUNTY AUDITOR OF THE NEW COUNTY.
 - PROVIDE WRITTEN NOTICE OF THE NEW ADDRESS TO THE COUNTY AUDITOR OF THE COUNTY WHERE THE OWNER PREVIOUSLY RESIDED.

PURSUANT TO SECTION 955.22(1)(4) ORC

THE OWNER OF A DANGEROUS DOG SHALL PRESENT THE DANGEROUS DOG REGISTRATION CERTIFICATE UPON BEING REQUESTED TO DO SO BY ANY LAW ENFORCEMENT OFFICER, DOG WARDEN, OR PUBLIC HEALTH OFFICIAL CHARGED WITH ENFORCING SECTION 955.22 ORC.

PURSUANT TO SECTION 955.01 ORC

IN ADDITION TO THE DANGEROUS DOG REGISTRATION OUTLINED ABOVE, DANGEROUS AND VICIOUS DOGS THAT ARE THREE MONTHS OF AGE OR OLDER MUST BE REGISTERED ANNUALLY WITH THE AUDITOR OF THE COUNTY IN WHICH THE DOG RESIDES UPON PAYING THE REGISTRATION FEE.

Delaware County Dog Warden

DANGEROUS DOG REQUIREMENTS

PURSUANT TO SECTION 955.22(D) ORC

EXCEPT WHEN A DANGEROUS DOG IS LAWFULLY ENGAGED IN HUNTING OR TRAINING FOR THE PURPOSE OF HUNTING AND IS ACCOMPANIED BY THE OWNER, KEEPER, HARBORER, OR HANDLER OF THE DOG, NO OWNER, KEEPER, OR HARBORER OF A DANGEROUS DOG SHALL FAIL TO DO EITHER OF THE FOLLOWING:

1. WHILE THAT DOG IS ON THE PREMISES OF THE OWNER, KEEPER, OR HARBORER, SECURELY CONFINED AT ALL TIMES IN A LOCKED PEN THAT HAS A TOP, LOCKED FENCED YARD, OR OTHER LOCKED ENCLOSURE THAT HAS A TOP.
2. WHILE THAT DOG IS OFF THE PREMISES OF THE OWNER, KEEPER, OR HARBORER, KEEP THAT DOG

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ON A CHAIN-LINK LEASH OR TETHER THAT IS NOT MORE THAN SIX FEET IN LENGTH AND ADDITIONALLY DO AT LEAST ONE OF THE FOLLOWING:

- KEEP THAT DOG IN LOCKED PEN THAT HAS A TOP, LOCKED FENCED YARD, OR OTHER LOCKED ENCLOSURE THAT HAS A TOP
- HAVE THE LEASH OR TETHER CONTROLLED BY A PERSON WHO IS OF SUITABLE AGE AND DISCRETION OR SECURELY ATTACH, TIE, OR AFFIX THE LEASH OR TETHER TO THE GROUND OR A STATIONARY OBJECT OR FIXTURE SO THAT THE DOG IS ADEQUATELY RESTRAINED AND STATIONARY SUCH A PERSON IN CLOSE ENOUGH PROXIMITY TO THAT DOG SO AS TO PREVENT IT FROM CAUSING INJURY TO ANY PERSON
- MUZZLE THAT DOG

PURSUANT TO SECTION 955.22(E) ORC

THE OWNER, KEEPER, OR HARBORER OF A DANGEROUS OR VICIOUS DOG SHALL NOT FAIL TO DO THE FOLLOWING:

1. OBTAIN LIABILITY INSURANCE WITH AN INSURER AUTHORIZED TO WRITE LIABILITY INSURANCE IN THIS STATE PROVIDING COVERAGE IN EACH OCCURRENCE BECAUSE OF DAMAGE OR BODILY INJURY TO OR DEATH OF A PERSON CAUSED BY THE DANGEROUS DOG IF SO ORDERED BY A COURT AND PROVIDE PROOF OF THAT LIABILITY INSURANCE UPON REQUEST TO ANY LAW ENFORCEMENT OFFICER, COUNTY DOG WARDEN, OR PUBLIC HEALTH OFFICIAL CHARGED WITH ENFORCING SECTION 955.22 ORC.
2. NOTIFY THE LOCAL DOG WARDEN IMMEDIATELY IF ANY OF THE FOLLOWING OCCURS:
 - THE DOG IS LOOSE OR UNCONFINED
 - THE DOG BITES A PERSON, UNLESS THE DOG IS ON THE PROPERTY OF THE OWNER OF THE DOG, AND THE PERSON WHO IS BITTEN IS UNLAWFULLY TRESPASSING OR COMMITTING A CRIMINAL ACT WITHIN THE BOUNDARIES OF THAT PROPERTY
 - THE DOG ATTACKS ANOTHER ANIMAL WHILE THE DOG IS OFF THE PROPERTY OF THE OWNER OF THE DOG
3. NOTIFY THE COUNTY AUDITOR WITHIN TEN DAYS OF THE SALE, TRANSFER, OR DEATH OF THE DOG.
4. OBTAIN A DANGEROUS DOG REGISTRATION CERTIFICATE FROM THE COUNTY AUDITOR PURSUANT TO SECTION 955.22(I) ORC AND AFFIX THE DANGEROUS DOG TAG TO THE DOG'S COLLAR AND ENSURE THAT THE DOG WEARS THE COLLAR AND TAG AT ALL TIMES.

PURSUANT TO SECTION 955.22(F) ORC

NO PERSON SHALL DO ANY OF THE FOLLOWING:

1. DEBARK OR SURGICALLY SILENCE A DOG THAT THE PERSON KNOWS OR HAS REASON TO BELIEVE IS A DANGEROUS DOG
2. POSSESS A DANGEROUS DOG IF THE PERSON KNOWS OR HAS REASON TO BELIEVE THAT THE DOG HAS BEEN DEBARKED OR SURGICALLY SILENCED
3. FALSELY ATTEST ON A WAIVER FORM PROVIDED BY THE VETERINARIAN UNDER DIVISION (G) OF SECTION 955.22 THAT THE PERSON'S DOG IS NOT A DANGEROUS DOG OR OTHERWISE PROVIDE FALSE INFORMATION ON THAT WRITTEN WAIVER FORM.

PURSUANT TO SECTION 955.54 ORC

NO PERSON WHO IS CONVICTED OF OR PLEADS GUILTY TO A FELONY OFFENSE OF VIOLENCE COMMITTED ON OR AFTER MAY 22, 2012 OR A FELONY VIOLATION OF ANY PROVISION OF CHAPTER 959, 2923, OR 2925 OF THE ORC COMMITTED ON OR AFTER MAY 22, 2012 SHALL KNOWINGLY OWN, POSSESS, HAVE CUSTODY OF, OR RESIDE IN A RESIDENCE WITH EITHER OF THE FOLLOWING FOR A PERIOD OF THREE YEARS:

1. AN UNSPAVED OR UNNEUTERED DOG OLDER THAN TWELVE WEEKS OF AGE
2. ANY DOG THAT HAS BEEN DETERMINED TO BE A DANGEROUS DOG UNDER CHAPTER 955 OF THE REVISED CODE

THE CONVICTED FELON SHALL MICROCHIP FOR PERMANENT IDENTIFICATION ANY DOG OWNED, POSSESSED BY, OR IN THE CUSTODY OF THE PERSON. THIS SECTION DOES NOT APPLY TO ANY PERSON WITH RESPECT TO ANY DOG THAT THE PERSON OWNED, POSSESSED, HAD CUSTODY OF, OR RESIDED IN A RESIDENCE WITH PRIOR TO MAY 22, 2012.

PURSUANT TO SECTION 955.222(E) ORC

THE OWNER, KEEPER OR HARBORER OF A VICIOUS DOG AS DEFINED UNDER SECTION 955.11(A)(6)(a) MUST COMPLY WITH DIVISIONS (D) TO (I) OF SECTION 955.22 ORC AS IF THE DOG WERE A DANGEROUS DOG.

Delaware County Dog Warden

WRITTEN NOTICE OF VIOLATION

- DOG RUNNING AT LARGE: 955.22(D) ORC**

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EXCEPT WHEN A DANGEROUS DOG IS LAWFULLY ENGAGED IN HUNTING OR TRAINING FOR THE PURPOSE OF HUNTING AND IS ACCOMPANIED BY THE OWNER, KEEPER, HARBORER, OR HANDLER OF THE DOG, NO OWNER, KEEPER, OR HARBORER OF A DANGEROUS DOG SHALL FAIL TO DO EITHER OF THE FOLLOWING:

- (1) WHILE THAT DOG IS ON THE PREMISES OF THE OWNER, KEEPER, OR HARBORER, SECURELY CONFINE IT AT ALL TIMES IN A LOCKED PEN THAT HAS A TOP, LOCKED FENCED YARD, OR OTHER LOCKED ENCLOSURE THAT HAS A TOP.
- (2) WHILE THAT DOG IS OFF THE PREMISES OF THE OWNER, KEEPER, OR HARBORER, KEEP THAT DOG ON A CHAIN-LINK LEASH OR TETHER THAT IS NOT MORE THAN SIX FEET IN LENGTH AND ADDITIONALLY DO AT LEAST ONE OF THE FOLLOWING:
 - (a) KEEP THAT DOG IN A LOCKED PEN THAT HAS A TOP, LOCKED FENCED YARD, OR OTHER LOCKED ENCLOSURE THAT HAS A TOP.
 - (b) HAVE THE LEASH OR TETHER CONTROLLED BY A PERSON WHO IS OF SUITABLE AGE AND DISCRETION OR SECURELY ATTACH, TIE, OR AFFIX THE LEASH OR TETHER TO THE GROUND OR A STATIONARY OBJECT OR FIXTURE SO THAT THE DOG IS ADEQUATELY RESTRAINED AND STATION SUCH A PERSON IN CLOSE ENOUGH PROXIMITY TO THAT DOG SO AS TO PREVENT IT FROM CAUSING INJURY TO ANY PERSON.
 - (c) MUZZLE THAT DOG.

LIABILITY INSURANCE: 955.22 (E)(1) ORC

NO OWNER, KEEPER, OR HARBORER OF A DANGEROUS DOG SHALL FAIL TO OBTAIN LIABILITY INSURANCE WITH AN INSURER AUTHORIZED TO WRITE LIABILITY INSURANCE IN THIS STATE PROVIDING COVERAGE IN EACH OCCURRENCE BECAUSE OF DAMAGE OF BODILY INJURY TO OR DEATH OF A PERSON CAUSED BY THE DANGEROUS DOG IF SO ORDERED BY A COURT.

DANGEROUS DOG REGISTRATION: 955.22 (E)(2) ORC

NO OWNER, KEEPER, OR HARBORER OF A DANGEROUS DOG SHALL FAIL TO OBTAIN A DANGEROUS DOG REGISTRATION CERTIFICATE FROM THE COUNTY AUDITOR PURSUANT TO DIVISION (I) OF SECTION 955.22, AND AFFIX A TAG THAT IDENTIFIES THE DOG AS A DANGEROUS DOG TO THE DOG'S COLLAR AND ENSURE THAT DOG WEARS THE COLLAR AND TAG AT ALL TIMES.

DOG LICENSE: 955.21 ORC

EVERY PERSON WHO OWNS, KEEPS, OR HARBORS A DOG MORE THAN THREE MONTHS OF AGE, SHALL, BEFORE THE THIRTY FIRST DAY OF JANUARY OF EACH YEAR, FILE IN THE OFFICE OF THE COUNTY AUDITOR OF THE COUNTY IN WHICH THE DOG IS KEPT OR HARBORED, AN APPLICATION FOR REGISTRATION.

- YOU MUST PURCHASE CURRENT DOG LICENSES OR KENNEL LICENSES BY: _____
IF YOU FAIL TO DO SO BY THE STATED DATE, CITATIONS MAY BE ISSUED.

NAME _____ PHONE _____

ADDRESS _____ S.S.N. ____

CITY STATE ZIP _____ D.L.N. _____

SIGNATURE _____ D.O.B. _____

BREED _____ COLOR(S) _____ AGE _____ M F

LICENSE # _____

BREED _____ COLOR(S) _____ AGE _____ M F

LICENSE # _____

BREED _____ COLOR(S) _____ AGE _____ M F

LICENSE # _____

BREED _____ COLOR(S) _____ AGE _____ M F

LICENSE # _____

DATE _____ TIME _____ DEPUTY _____

Held Licensed Dog Letter - Example

Today's Date: _____

Dog Owner Sample
100 Somewhere Street
Delaware, Ohio 43015

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Dear Mr. Dog Owner,

This letter will serve as an **official notice** as required by Ohio Revised Code 955.16 (2) Your dog is currently registered on the list maintained by the Delaware County Dog Warden and the Auditor of the County where your dog is registered and the attempts to notify the owner, keeper, or harborer under section 955.12 of the Revised Code have failed, in which case the dog shall be kept, housed and fed for fourteen days for the purpose of redemption.

Please be advised that your dog(s) has been impounded and is being held for you to claim at the Delaware County Dog Shelter. The Dog Shelter is located at 4781 County Home Road, Delaware, Ohio 43015.

Your dog(s) will be held for you until the close of business on (_____). If you do not claim your dog, by that time your dog(s) will be considered abandoned, it will become property of the Delaware County Dog Warden/ Dog Shelter Department, and you will have forfeited any legal ownership of this dog(s). According to law, the dog thereafter may be sold, adopted or destroyed.

Please be advised, there will be costs associated with claiming your dog(s). These costs include an impound fee and daily board fee. You will be responsible for the payment of these fees before your dog can be redeemed. Please bring personal photo identification such as a driver's license or state I.D. card, with you when you reclaim your dog.

The Dog Shelter at this time accepts cash or valid personal checks as the only form of payment. Our agency has 24-hour voice mail you are welcome to call if you have any additional questions. The Dog Shelter telephone number is (740) 368-1915.

The Dog Shelter is open to the public from 12:00 – 5:00 p.m. Monday- Friday.

Saturday 9 a.m. until 12:00, Sunday and Holidays by pre-approved appointments to reclaim you dog(s).

Impound Dog #: _____ Certified Letter #: _____

Ohio Dog License #: _____ Officer sent letter#: _____

Comments: _____

Delaware County Dog Warden 740-368-1915

Product Disposal Form

ORC 307.12 (G) "DISCARDING or SALVAGING VALUELESS PROPERTY FORM

FOR THE DOG & KENNEL DEPARTMENT"

Form- ____ Delaware County Dog Warden / Dog Shelter Enter into F.A.M.S.

Effective Date Date: _____ Initials: _____

Disposal Date: _____

Department # : _____ Name: _____

Method of Disposal:

____ Donated _____ Transfer Station _____ Other Explain: _____

Description of Discarded/ Salvaged or Valueless Property

_____ Dry Dog Food Various Brands & Broken Bags _____ Estimated Pounds

_____ Semi Moist Pet Foods _____ Estimated Pounds

_____ Canned pet foods _____ Estimated Number of Cans

_____ Pet Assorted Treats _____ Estimated Pounds

_____ Towels, Blankets, Carpet Remnants ____ Quantity

_____ Cage Parts, Leashes, Collars _____ Quantity

_____ Brushes, Combs, Clippers, Other Grooming Items _____ Quantity

_____ Dog House, Kennels, Dog Kennels

_____ Other

Supervisor: _____ Date: _____

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Sale Cost: N/A Valueless items to be donated on this date "as is condition" .

- 1) Dog Shelter
- 2) Copy Director of Administrative Services
- 3) Auditor Office
- 4) Person/ Agency Receiving Items

Delaware County Dog Shelter Search Warrant

_____ COURT
 _____, OHIO _____, COUNTY
 CITY OF _____ CASE NO. _____
 STATE OF OHIO _____
 _____ V. _____ DOCKET NO. _____
 _____ JUDGE _____

To _____, Delaware County Dog Warden Department located in Delaware, County, Ohio.

WHEREAS, there has been filed before me an affidavit demonstrating probable cause for a search warrant to be made of _____ for certain concealed property,
 namely _____ which
 are: _____

Officer Report Attached: Y/N # _____

YOU ARE HEREBY COMMANDED to search the above named {person and/or place} for the property described, serving this warrant and making the search during the daytime within three (3) days of issuance of this order, and if the property be found there to seize it, leaving a copy of this warrant and a receipt for the property taken, and prepare a written inventory of the property seized and return this warrant to _____ upon execution.

Given under my hand this _____ day of _____, _____.

Judge _____

Delaware County Dog Shelter Affidavit for Search Warrant

_____ COURT
 _____, OHIO _____, COUNTY
 CITY OF _____ CASE NO. _____
 STATE OF OHIO _____
 _____ V. _____ DOCKET NO. _____
 _____ JUDGE _____

The undersigned, being duly sworn, states that he has reason to believe that there is now being concealed certain property, namely _____

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which are _____ on the person of (or) on the premises located at _____.

The facts tending to establish the foregoing grounds for the issuance of a search warrant are:

Officer Report Attached: Y/N # _____

Delaware County Dog Warden

Sworn to before me, and subscribed on my presence this ____ day of _____, _____.

Judge _____

Delaware County Dog Shelter Return/Receipt/Inventory of Search Warrant

I, the officer taking property hereunder, received the attached search warrant _____, _____, and executed as follows:

On _____, _____, at _____ o'clock _____ M., I searched

Person and/or Premises

described in the warrant and left a copy of the warrant

with _____

Person and /or Premises

together with a receipt for the items seized.

The following is an INVENTORY of property taken pursuant to the warrant and prepared by _____.

Animal Care and Control Officer

INVENTORY

Addendum: Y/N

This inventory was made in the presence of:

Delaware County Dog Warden

Additional Witness

Owner and/or Caretaker of Premises (if present)

I swear that this Inventory is a true and detailed account of all the property taken by me on the warrant.

Delaware County Dog Warden

Subscribed and sworn to and returned before me this ____ day of _____, _____.

Notary/Clerk

Delaware County Dog Shelter

Search Warrant Inventory Addendum

DCDS Case # _____

Date:

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DCDS Policies and Procedures\Field\206 Search Warrant Addendum

Vote on Motion Mr. O'Brien Aye Mr. Merrell Aye Mr. Stapleton Aye

RESOLUTION NO. 13-948

IN THE MATTER OF ADOPTING UPDATES IN THE DELAWARE COUNTY PERSONNEL
POLICY MANUAL:

It was moved by Mr. Stapleton, seconded by Mr. Merrell to approve the following:

WHEREAS, the Delaware County Board of Commissioners adopted the Personnel Policy Manual on April 29, 2013 (and subsequently amended said Personnel Policy Manual on May 9, 2013) to revise management practices, procedures, and policies to appropriately manage federal, state, and civil service laws and regulations and to administer and set employment standards, and provide for the general management of employees, based upon best practices recommended by the County Risk Sharing Authority; and

Whereas, the Assistant County Administrator/ Director of Administrative Services recommends updates to the Personnel Policy Manual for the following: The Drug and Alcohol Policy, The Investigations and Discipline Policy and The Information and Records Policy and the inclusion of sections for the Delaware County Board of Commissioners ~ Mission Statement, Management Responsibilities, Professional Conduct, The Tobacco Use Policy; and

WHEREAS, Employees should note the updates in their manuals with the understanding that the remainder of the manual remains in full force and effect. The updated manual can be found on the Delaware County Website at www.co.delaware.oh.us

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of Delaware County, State of Ohio, that the Delaware County Personnel Policy Manual be amended to include updates to The Drug and Alcohol Policy, The Investigations and Discipline Policy and The Information and Records Policy and the inclusion of sections for the Delaware County Board of Commissioners ~ Mission Statement, Management Responsibilities, Professional Conduct, The Tobacco Use Policy.

FURTHER BE IT RESOLVED, the Personnel Policy Manual table of contents will now reflect page numbers that incorporate the above approved amendments.

DELAWARE COUNTY BOARD OF COMMISSIONERS-MISSION

DELAWARE COUNTY BOARD OF COMMISSIONERS ~ MISSION

Delaware County provides quality services to our residents, customers and the communities within the County in a fiscally responsible manner. We strive to be professional and disciplined in both our thoughts and actions and make focused decisions that are in the best interest of the public and our customers.

People: The Most Important Asset

It is our goal to recruit, train, and retain the most qualified and productive staff for Delaware County; to promote mutual trust and respect for each other; and practice open and timely communication with the expectation and confidence that people will do the right thing. The County will keep an open mind to new ideas and encourage innovation. We hope to provide an opportunity for all employees to develop their potential and make the best use of their abilities.

Success: Employees Make It Happen

To make the County's goals happen, employees must share the same ideals and their actions must support those goals. Employees are the key to the success for themselves and the County as a whole. If employees are successful, the County will be also. In every decision made and every action taken, employees must consider the goals of their department, division, and the County and whether their thoughts and actions are moving those forward or moving them backwards.

Key tenets to success include:

- 1) Speed of Service – Providing service in a timely manner that positively affects the community and our customers.
- 2) Quality of Service – Providing quality services that positively impact the customers and the community.

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- 3) Focused Decision Making – Decisions that impact positively on the community and our customers rather than personal satisfaction or gain; considering the big picture and the long-term impact that actions and decisions will have.
- 4) Disciplined People, Thought and Action – Following the policies, procedures, rules, or directions to get the job done correctly.

MANAGEMENT RESPONSIBILITIES

III. MANAGEMENT RESPONSIBILITIES

Delaware County appointing authorities are bound by law to exercise their authority in accordance with existing laws and rules of the United States and the State of Ohio.

Delaware County reserves all rights which are authorized under the Ohio Revised Code specifically including, but not limited to, the following:

1. The right to manage its business;
2. The right to determine the methods and means by which its operations are to be performed; and
3. To direct the workforce to conduct its operations in a safe and effective manner.

It is the policy of Management that all provisions of operations of the County will be applied to all employees following its respective responsibilities under County policy, Federal and State Civil Rights Laws, and Fair Employment Practice Acts.

PROFESSIONAL CONDUCT

IV. PROFESSIONAL CONDUCT

Employees are expected to maintain a satisfactory and harmonious relationship with fellow employees and the public to sustain normal and effective operations. Therefore, the County requires that all employees maintain high standards in interpersonal relationships with internal and external customers. Interpersonal skills include, but are not limited to, professional, positive and effective communication, active and efficient listening skills, positive attitudes and professional demeanor.

The County also believes that all employees should be able to work in an environment free of threatening speech or actions. Threatening behavior consisting of any words or actions that intimidate a staff member or cause anxiety concerning his/her physical well-being is strictly prohibited. Anyone who is found to have threatened a member of the staff or the public will be subject to discipline up to and including termination following applicable policies. In order to maintain the integrity of Delaware County, and the confidence that the public has in it, and to provide an orderly, positive, and productive workplace, it is essential that employees of Delaware County observe a professional standard of conduct following all applicable policies set forth in the Delaware County Personnel Policy Manual and the established Standard Operating Procedures. Such a higher standard of conduct will benefit and protect both Delaware County and the employee, as well as provide the highest standard of service to the citizens for whom we are employed.

In pursuit of providing the highest quality standard of service to the customers, employees are expected to perform their duties within the policies, procedures and directives of management. Employees are expected to be efficient and to utilize their hours at work to conduct the public work. Employees are subject to disciplinary action for inefficiency and loss of production if personal issues interfere with productivity.

Employees must also professionally provide services to the public. Conduct that is abusive, discourteous, neglectful, purposefully performed incorrectly and against policy or standard procedure, or not performed when required will not be tolerated. Further, speech that is disparaging of the County, its officers, management or employees and not constitutionally protected shall not be tolerated. To be constitutionally protected, speech must:

- a) Address a matter of public concern, and
- b) Outweigh any governmental interests.

Speech that is purely job related or of purely personal interest is not a matter of public concern.

An employee's conduct or misconduct while not on duty that brings discredit to the County, interferes with the County's ability to provide services to the public, or violates any policy, procedure, or agreement of the County will not be tolerated.

An employee who is arrested for any criminal offense, including, but not limited to, any crime that constitutes a misdemeanor or felony and any arrest or charge of operating a motor vehicle while under the influence of drugs and / or alcohol must report that arrest immediately to his/her supervisor or department director who will inform Human Resources, or the employee may report the incident directly to Human Resources. Delaware County will carefully consider the impact that the arrest or criminal charge makes on its operations and consider any

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applicable employment decisions based on that impact.

Any employee found to be in violation of this Section shall be subject to possible disciplinary action up to and including removal and/or criminal prosecution.

Any employee who has a question as to whether or not his/her actions or activities are in violation of this Section should review the County Personnel Policy Manual, County and Ohio Ethics Policy and/or direct such inquiry to his/her immediate supervisor, department director, Human Resources or appointing authority.

DRUG AND ALCOHOL POLICY

IX. DRUG AND ALCOHOL POLICY

A. Drug-Free Workplace.

Alcoholism and drug addiction are treatable diseases. Therefore, employees who believe that they may have an alcohol or drug addiction problem are encouraged to seek professional treatment and assistance. No employee who seeks such treatment or assistance prior to detection will have his job security, promotional opportunities, or other job conditions jeopardized by a request for treatment. The individual's right to confidentiality and privacy will be recognized in such cases. The County will reasonably accommodate a recovering employee's alcohol or drug addiction in accordance with federal and state law.

Treatment pursuant to this accommodation policy will not result in any special regulations, privileges, or exemptions from standard administrative procedures, practices, or policies including disciplinary action. The County may take disciplinary action for any violations of work rules, regardless of the effect of alcohol or drug abuse. Nothing in this policy shall be construed to condone or exonerate employees from their misconduct or poor performance resulting from a drug or alcohol problem.

The County maintains a drug and alcohol free workplace in order to eliminate the inherent risks and liability to the County, the affected employee, co-workers and the public. Employees are hereby notified that the manufacture, distribution, dispensing, possession, use or being under the influence of alcohol, drugs or other controlled substance is strictly prohibited during working hours at any location where employees are conducting County business. Also prohibited is the illegal use of legal substances.

In order to further the County's objective of maintaining a safe, healthful, and drug-free workplace, the County may require an employee to submit to a urine and/or blood test if there is reasonable suspicion to believe that an employee is under the influence of a controlled substance or alcohol. Refusal to submit to a drug or alcohol test and/or to release the results of the same shall be considered insubordination and will be construed as a positive test result.

Employees are put on notice that an employee who is under the influence of drugs or alcohol may forfeit their right to obtain workers compensation benefits. The law establishes a rebuttable presumption that if an injured worker tests positive for the use of drugs or alcohol, the worker will have to prove the use of drugs or alcohol did not cause the accident. A refusal to test for the use of drugs or alcohol will also establish the presumption. Employees who are involved with a workplace accident may be required to undergo drug and/or alcohol testing in accordance with this policy.

B. Drug Policy.

1. **Controlled Substance:** Means any controlled substance contained in Schedules 1 through V of Section 202 of the Controlled Substance Act (21 U.S.C. § 812; or as defined in § 3719.01 O.R.C.).
2. **ZZConviction:** Means any finding of guilt, including a plea of *nolo contendere* (no contest) or the imposition of a sentence, or both, by any judicial body charged with the responsibility to determine violations of the federal or state criminal drug statutes.
3. **Criminal Drug Statute:** Means a criminal statute involving manufacture, distribution, dispensation, use, or possession of any controlled substance. For purposes of this policy all definitions will be consonant with O.R.C. § 3719.01 *et seq.*
4. The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance by any employee which takes place in whole or in part in the employer's work place is strictly prohibited and will result in criminal prosecution and employee discipline.
5. Any employee arrested or convicted of any Federal or State criminal drug statute must notify the employer of that fact immediately, but in no event longer than within five (5) calendar days, of the arrest or conviction.
6. Any employee who reports for duty in an altered or impaired condition which is the result of the illegal use of controlled substances and/or alcohol will be subject to disciplinary action up to and

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including removal. Any decision to take disciplinary action may be held in abeyance pending the completion by the employee of a drug rehabilitation program.

7. Any employee arrested or convicted of a drug or alcohol offense, who fails to timely report the arrest or conviction, may be terminated from employment and/or held civilly liable for any damage caused, including a loss of state or federal funds, resulting from the misconduct.

C. The Drug/Alcohol Testing Policy.

1. In order to maintain a safe and healthful work environment, the County reserves the right to set standards for employment and to require employees to submit to physical examinations including blood or urine tests for alcohol, illegal drugs, or the misuse of legal drugs where there is reasonable suspicion that an employee's work performance is, or could be, affected by the condition.
2. Where the County has a reasonable suspicion to believe that the employee is in violation of this policy, it may require the employee to go to a medical clinic, at the County's expense, to provide blood and/or urine specimens. Reasonable suspicion shall generally mean suspicion based on personal observation by a County representative, including descriptions of appearance, behavior, speech, breath, or inexplicable behavior.
3. If requested, the employee shall sign a consent form authorizing the clinic to withdraw a specimen of blood or urine and release the test results to the County. Refusal to sign a consent form or to provide a specimen will constitute insubordination and a presumption of impairment and may result in discharge.
4. Any employee who tests positive may request retesting of the original specimen at their own expense.
5. Employees who test positive for illegal substance abuse or misuse of legal drugs and/or alcohol may be offered rehabilitation through the County Employee Assistance Program. Any costs related to the rehabilitation shall be paid by the employee. Employees must take any available, accumulated, paid or unpaid leave during their absence. Failure to fully participate in or successfully complete such a rehabilitation program may result in disciplinary action.
6. Employees who return to work after the successful rehabilitation will be subject to random drug tests for a period of two years from the date of their return.
7. Employees subject to random drug tests who refuse to participate in the drug/alcohol testing and/or rehabilitation program or who continue to test positive for substance abuse will face additional disciplinary actions, up to and including removal.
8. Any employee involved in an accident may be subject to post accident alcohol and drug/alcohol testing.
9. Employees who are required to hold a commercial driver's license (CDL) will be required to participate in the County's drug and alcohol testing program as required by federal law which includes pre-employment testing, post-accident testing, random testing, reasonable suspicion testing, and return-to-work testing. Policies and procedures for these programs will be consistent with federal law and will be made available to employees required to hold CDL's and their supervisors.

D. Discipline.

The County may discipline an employee, for any violation of this policy. Nothing herein shall be construed as a guarantee that the County will offer an opportunity for rehabilitation. Failure to successfully complete or participate in a prescribed rehabilitation program, if offered, shall result in the employee's discharge [including a refusal to test or a positive test result on a return to duty or follow-up test]. No employee shall be provided more than one opportunity at rehabilitation. The County's decision whether to discharge an employee shall be made on the basis of the circumstances surrounding the employee's positive drug or alcohol test and considerations such as any other misconduct resulting from the employee's substance abuse (e.g. injury, property damage, etc) the employee's work record, and other factors traditionally considered when determining whether to retain an employee.

E. Refusal to Test.

Employees who refuse to submit to the required testing shall be subject to disciplinary action up to and including discharge. A refusal to test for purposes of this policy shall include:

1. Failure to provide a sufficient sample provided there does not exist a valid medical explanation as to why the employee was unable to do so;

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2. Any conduct that attempts to obstruct the testing process such as unavailability, leaving the scene of an accident without proper authorization, delay in providing a sample, adulterating, substituting or attempting to adulterate or substitute a specimen during the testing process, regardless of whether such attempt results in a negative or positive diluted sample;
3. Failure to execute or release forms required as part of the testing process.

F. Prescription/OTC Medications.

Employees must inform the County if they are taking any medication that may impair their ability to perform their job. Employees on such medications must provide a written release from their treating licensed medical practitioner indicating that they are capable of performing their essential job functions, with or without reasonable accommodation. Employees are prohibited from performing any County function or duty while taking legal drugs that adversely affect their ability to safely perform any such function or duty.

Employee use of prescription or over-the counter drugs must be utilized for medical reasons, taken at the dosage and frequency of use prescribed on the label, and, in the case of prescription drugs, prescribed to employees for medical reasons by a licensed medical practitioner. An employee's use of the prescription or over-the-counter drugs shall not affect the employee's job performance, threaten the safety, productivity, public image or property of the County or its employees, or result in criminal behavior.

THE TOBACCO USE POLICY

X. TOBACCO USE POLICY

In order to promote a healthy and comfortable work environment County employees are prohibited from using tobacco throughout all County buildings and/or while performing duties related to County employment while traveling in County vehicles. This includes, but is not limited to: buildings; offices; restrooms; hallways; common work areas; garages; County vehicles; conference rooms; stairs; cafeterias/break rooms; storage areas; and all other undesignated County property or offsite locations. Designated smoking locations are provided outside all County buildings where smoking receptacles are provided. The receptacles must be far enough away from building entrances to prevent the smell of smoke from traveling into the building.

For the purpose of this policy tobacco is defined as all tobacco, tobacco derived and/or substances mimicking tobacco containing products, including but not limited to: cigarettes, electronic cigarettes, vapor cigarettes, any artificial/faux cigarette, cigars, cigarillos, pipes, oral tobacco, or any other manner of using or consuming tobacco, tobacco derived substances and/or substances mimicking tobacco. It also includes any product that delivers nicotine other than for purpose of cessation.

THE INVESTIGATIONS AND DISCIPLINE

XXII. INVESTIGATIONS AND DISCIPLINE

The County has the right to investigate all alleged disciplinary violations. Employees are required to cooperate fully during investigations. Employees who are the subject of a formal investigation have the right to be accompanied, represented, and advised by an attorney. For all employees, the failure to respond, to respond truthfully, or to otherwise cooperate in an investigation, shall be considered insubordination and may result in termination. Employees involved in an investigation shall not discuss the facts of the investigation during the pendency of the investigation.

Classified employees may be placed on a paid "administrative" leave of absence pending an investigation. A classified employee who has been charged with a violation of law that is punishable as a felony may be placed on unpaid "administrative" leave, for a period not to exceed two months, pending an investigation. However, a classified employee who is placed on unpaid leave and is later exonerated of a felony must be reimbursed for lost pay, plus interest, and lost benefits. Unclassified employees may be placed on paid or unpaid leave pending an investigation.

Employees who have completed their probationary period and who are in the classified civil services may only be disciplined for just cause. Disciplinary action will be commensurate with the offense. Discipline for minor infractions will normally be imposed in a progressive manner with consideration given to the nature of the offense, prior disciplinary action, length of service, the employee's position, the employee's record of performance and conduct along with all other relevant considerations. Nothing in the policy shall be construed to limit the County's discretion to impose a higher level of discipline under appropriate circumstances.

The following forms of misconduct constitute grounds for disciplinary action: incompetency, inefficiency, dishonesty, drunkenness, immoral conduct, insubordination, discourteous treatment of the public, neglect of duty, policy or work rule violations, conviction of a crime, failure of good behavior including a violation of ethics of public employment, failure to maintain licensing requirements, and any other acts of misfeasance, malfeasance, nonfeasance or any other reason set forth in O.R.C. § 124.34.

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The property and image of the County is to be respected at all times; as such, an employee's off duty conduct that could reasonably negatively impact the County may form the basis for discipline. Any comments or questions concerning the standard of conduct expected should be directed toward the employee's immediate supervisor.

Employees have an obligation to immediately inform the County of any on-duty or off-duty arrests or convictions. An arrest or conviction may, or may not, result in discipline depending on the nature of the incident, the job performed, and other relevant considerations. Employees will not be granted vacation leave in order to serve jail time.

The filing or prosecution of criminal charges or other civil administrative investigations against an employee for alleged misconduct or criminal activity shall not be determinative as to appropriate disciplinary action, if any, under this policy. The County may investigate the employee's alleged misconduct or activities and determine the appropriate discipline, if any, without regard to pending administrative or criminal charges. The disposition of such administrative charge is independent of a disciplinary investigation. Although the County may utilize information obtained during other investigations, the County's decision to take appropriate disciplinary action may or may not correspond with the filing, or non-filing, of criminal charges or civil actions. A felony conviction while employed with the County is just cause for termination.

Staff is responsible for reporting any incident or conduct they believe is inappropriate and/or in violation of County Policies and Procedures. This duty includes incidents actually observed, reported by residents, reported by staff, or suspected due to other facts.

When the County believes that discipline of a classified employee in the form of a paid or unpaid suspension, reduction or elimination of longevity pay, demotion or termination is possible, a pre-disciplinary conference shall be scheduled. Prior to the pre-disciplinary meeting, the employee will be provided with written notice of the charges against him. At the pre-disciplinary conference, the employee may respond to the charges or have his chosen representative respond. Failure to attend the pre-disciplinary conference shall be deemed a waiver of the conference.

Disciplinary files may not be destroyed and are subject to the Ohio Public Records Act. Disciplinary action shall remain in the employees personnel file for a period of twenty four (24) months after which time the documentation will be placed in a separate disciplinary file. Such discipline may be considered in any future action. After the twenty four month waiting period, employees must file a request to their Appointing Authority in writing asking that the disciplinary action be removed from their personnel file and be placed in a separate disciplinary file. Such action may be removed if no intervening discipline exists.

EMPLOYEE INFORMATION AND RECORDS

XXXXI. EMPLOYEE INFORMATION AND RECORDS

I. EMPLOYEE INFORMATION:

The appropriate Appointing Authority shall establish and maintain a personnel file for each employee. The employee is responsible for providing the employer with the following information: the employee's legal name, address, telephone number, social security number, tax exemptions, affiliation with any branch of the armed services, the name and phone number of a person to contact in case of an emergency, loss of licensure or insurability, if applicable, and, any other requested information. In addition to providing this information, the employee is also responsible for promptly reporting any change in the information.

In the event the employer must send correspondence or other documentation to an employee who is on leave, the employer will mail the document to the last known address listed in the employee's personnel file. An employee will be considered to have constructive notice of any correspondence or documentation mailed to his last known address.

II. RELEASE OF RECORDS:

With the exception of certain law enforcement entities, the County, as well as, its employees is subject to the mandates of Chapter 1347 of the Ohio Revised Code regarding personal information systems. The County maintains records that are manually stored and records that are stored using electronic data processing equipment. Records maintained by the County include personal information (i.e. employee information required above).

Each County office shall appoint a Record's Custodian who is directly responsible for the office's personal information systems. The County understands that it creates, receives, and maintains sensitive and private information, and will ensure that it collects, maintains, and uses only personal information that is necessary and relevant to the functions of the County. Personal information maintained by the County shall not be modified, destroyed, or disclosed without the approval of the Record's Custodian. The County will continually monitor the personal information system, and make necessary adjustments to ensure the system's accuracy. Employees will be trained on the use of personal information, including review of this policy. Employees who use personal information in an unauthorized manner shall be subject to the County's disciplinary policy.

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Records maintained by the County that are not defined as “public records” in §149.43 of the Ohio Revised Code or other applicable provisions of law, shall not be released from an employee’s personnel file unless specifically authorized by such employee in writing. Pursuant to applicable law, medical records are not public records and are maintained in a separate file. Records maintained by the County that are defined as public records shall be released in accordance with law. The County will attempt to give employees at least twenty-four hours notice before releasing their personal information in response to a public records request.

III. REVIEW OF FILE:

Each employee shall have the right, with reasonable notice, to examine his personnel file. Such examination shall be made on non-work time or at some other mutually agreeable time. If an employee disputes the accuracy, timeliness, relevance, or completeness of documents in her file, he may submit a written request that the appointing authority investigate the current status of the information. The appointing authority will make a reasonable investigation to determine the accuracy, timeliness, relevance, and completeness of the file, and will notify the employee of the results of the investigation and any plans the appointing authority has to take action with respect to the disputed information.

Employees are not permitted to alter, add or remove documents or other information contained in their personnel files absent express authorization from the appropriate appointing authority. An employee who alters, adds or removes documents or information from his personnel file without prior approval may be subject to discipline. Employees may submit a statement to be attached to any disputed document.

Vote on Motion Mr. Merrell Aye Mr. O'Brien Aye Mr. Stapleton Aye

RESOLUTION NO. 13-949

IN THE MATTER OF APPROVING ADVANCE OF FUNDS:

It was moved by Mr. Stapleton, seconded by Mr. Merrell to approve the following:

Advance of Funds

From	To	
10011102-8500	23322310-8400	
Commissioners General/Advances Out	Re-Entry Task Force/Advances In	\$ 8,100.00
10011102-8500	52011138-8400	102.77
Commissioners General/Advance Out	BR DI Scott Dutcher/Advances In	
Vote on Motion Mr. Stapleton Aye	Mr. O'Brien Aye Mr. Merrell Aye	

RESOLUTION NO. 13-950

IN THE MATTER OF ADOPTING RESOLUTION ACCEPTING THE AMOUNTS AND RATES AS DETERMINED BY THE BUDGET COMMISSION AND AUTHORIZING THE NECESSARY TAX LEVIES AND CERTIFYING THEM TO THE COUNTY AUDITOR:

It was moved by Mr. Merrell, seconded by Mr. Stapleton to approve the following:

WHEREAS, The Board of County Commissioners has passed Resolution No. 07-543 to reduce the real property tax collection rate from 2.8 mills to 1.8 mills, beginning with tax year 2008 for collection in year 2009 and thereafter for a continuing period of time, pursuant to R.C. 5705.313(A); and

WHEREAS, the Budget Commission of Delaware County, Ohio has certified its action thereon to this Board together with an estimate by the County Auditor of the rate of each tax necessary to be levied by this Board, and what part thereof is without, and what part within, the ten mill tax limitation;

THEREFORE BE IT RESOLVED, by the Board of County Commissioners of Delaware County, Ohio that the amounts and rates as determined by the Budget Commission in its certification, be and the same are hereby accepted; and be it further resolved, that there be and is hereby levied on the tax duplicate of said County the rate of each tax necessary to be levied within and without the ten mill limitation as follows:

SCHEDULE A

SUMMARY OF AMOUNTS REQUIRED FROM GENERAL PROPERTY TAX APPROVED BY BUDGET COMMISSION AND COUNTY AUDITOR'S ESTIMATED TAX RATES

DELAWARE COUNTY	Amount	Amount	County Auditor's
TAX YEAR 2013	Approved by	to Be Derived	Estimate of Tax Rate

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FUND	Budget Commission	from levies	to be Levied	
	Inside 10 M. Limitation	Outside 10 M. Limitation	Inside 10 M. Limit	Outside 10 M. Limit
General Fund	11,129,328		1.80	
Permanent Improvement Fund	618,298		0.10	
Developmental Disabilities Fund		12,984,253		2.10
Developmental Disabilities Fund		3,452,212		0.56
9-1-1- Operations Fund		2,454,991		0.45
Senior Citizens		7,397,598		1.20
Debt Service		927,447		0.15
TOTAL	11,747,626	27,216,501	1.90	4.46

BE IT RESOLVED, that the Clerk of this Board be and she is hereby directed to certify a copy of this Resolution to the County Auditor of said County.

Vote on Motion Mr. O'Brien Aye Mr. Merrell Aye Mr. Stapleton Aye

COMMISSIONERS' COMMITTEES REPORTS

Commissioner Stapleton

- Great Week In Delaware County
- Auditor's Sales Tax Revenue Numbers Are Ahead Of Estimates
- Will Be Back Later To Judge The Watermelon Eating Contest

Commissioner Merrell

- Nice Day At The Fair
- Introduces Family In From Out Of Town, His Son Also Present Today

Commissioner O'Brien

- After Session, The Board Will Be Attending The Ceremony Designating A Portion Of Interstate 71 Within Delaware County, Ohio As The "Lee M. Rizor Memorial Highway" And Will Return To The Fair Grounds Later In The Day

DELAWARE COUNTY AGRICULTURAL SOCIETY

- Al Meyers, Delaware County Agricultural Society, A Thank-You To The Commissioners For Their Support And Looking Forward To Working Together In The Future.

There being no further business, the meeting adjourned.

Gary Merrell

Ken O'Brien

Dennis Stapleton

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Jennifer Walraven, Clerk to the Commissioners