

COMMISSIONERS JOURNAL NO. 61 - DELAWARE COUNTY
MINUTES FROM REGULAR MEETING HELD JUNE 5, 2014

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

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

9:45 AM Public Hearing #2 For 2014 Community Development Block Grant Funding

RESOLUTION NO. 14-639

IN THE MATTER OF APPROVING THE ELECTRONIC RECORD OF THE PROCEEDINGS FROM REGULAR MEETING HELD JUNE 2, 2014:

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

WHEREAS, the Board of Commissioners of Delaware County, Ohio (the "Board") met in regular session on June 2, 2014; and

WHEREAS, the Clerk of the Board has certified, pursuant to section 305.12 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

ELECTED OFFICIAL COMMENT

RESOLUTION NO. 14-640

IN THE MATTER OF APPROVING PURCHASE ORDERS, THEN AND NOW CERTIFICATES, AND PAYMENT OF WARRANTS IN BATCH NUMBERS CMAPR0604:

It was moved by Mr. Stapleton, seconded by Mr. O'Brien to approve Then And Now Certificates, payment of warrants in batch numbers CMAPR0604 and Purchase Orders as listed below:

<u>Vendor</u>	<u>Description</u>	<u>Account</u>	<u>Amount</u>
PO' Increase M Zimmerman	Asphalt Repair Alum Creek	66211904-5328	\$ 6,500.00

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

RESOLUTION NO. 14-641

IN THE MATTER OF APPROVING TRAVEL EXPENSE REQUESTS:

It was moved by Mr. Stapleton, seconded by Mr. O'Brien to approve the following:

The Director of the Child Support Enforcement Agency is requesting to attend the CORSA training in Marion, Ohio on July 16, 2014 at no cost.

The Commissioners' Office is requesting that Commissioner Gary Merrell and Teri Morgan attend a MORPC Local Government Workshop in Columbus, Ohio June 18, 2014; at the cost of \$80.00

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

RESOLUTION NO. 14-642

IN THE MATTER OF GRANTING THE ANNEXATION PETITION OF 5.147 ACRES OF LAND IN LIBERTY TOWNSHIP TO THE CITY OF POWELL:

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It was moved by Mr. Stapleton, seconded by Mr. O’Brien to approve the following resolution:

Whereas, on May 9, 2014, the Clerk to the Board of the Delaware County Commissioners received an annexation petition filed by Thomas L. Hart, agent for the petitioners, of 5.147 acres, more or less, in Liberty Township to the City of Powell; and

Whereas, ORC Section 709.023-Expedited Type 2 Annexation Petition; Petitions By All Property Owners With Or Without Consent of Municipality & Township(s) – If the Municipality or Township does not file an objection within 25 days after filing of annexation, the Board at its next regular session shall enter upon its journal a resolution granting the proposed annexation; and

Whereas, 25 days have passed and the Clerk of the Board has not received an objection from the City of Powell or the Township of Liberty;

Therefore, Be It Resolved, the Delaware County Board of Commissioners grants the annexation petition request to annex 5.147 acres, more or less, in Liberty Township to the City of Powell.

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

RESOLUTION NO. 14-643

IN THE MATTER OF APPROVING AMENDMENT NO. 1 TO THE CONTRACT BETWEEN THE DELAWARE COUNTY BOARD OF COMMISSIONERS AND HARLEY W. GREENWALT FOR BACKUP ELECTRICAL INSPECTION SERVICES:

It was moved by Mr. Stapleton, seconded by Mr. O’Brien to approve the following:

Whereas, the Board of Commissioners entered into a contract with Harley W. Greenwalt on March 10, 2014 for Backup Electrical Inspection Services; and

Whereas, due to workload and staffing availability, additional services are needed that will necessitate an increase to the original not to exceed cost of the contract; and

Whereas, the Director of Environmental Services recommends approval of Amendment No. 1.

Now Therefore Be It Resolved that that Delaware County Board of Commissioners approve Amendment No. 1 to Backup Electrical Inspection Agreement.

AMENDMENT NO. 1 TO BACKUP ELECTRICAL INSPECTION AGREEMENT

This Amendment No. 1 to the Original Agreement dated March 10, 2014, is made and entered into this 5th day of June, 2014, by and between the Delaware County Board of Commissioners, Delaware County, Ohio, 101 North Sandusky Street, Delaware, Ohio 43015 (“County”), and Harley W. Greenwalt, 1123 Markworth Court, Westerville, Ohio, 43081 (“Contractor”) (hereinafter collectively referred to as the “Parties”).

ARTICLE 1 – AMENDMENT

In accordance with Section 11.2 of the Original Agreement, the Parties mutually agree to amend the Original Agreement by replacing existing **Section 5 – Payment** with the following:

Section 5 – Payment

Total payments pursuant to this Agreement shall not exceed \$25,000.00.

The Contractor shall invoice the County monthly for services rendered through the previous month, and the County agrees to pay within thirty (30) days of receipt of a valid invoice. A valid invoice shall consist of a fully itemized account of the services performed. Invoices shall indicate the permit number, project address, the dates of service, the type(s) of inspection performed, the mileage (if applicable), and the time spent on each inspection. The Contractor shall provide any additional supporting documentation upon the County’s request. The County reserves the right to contest any portion of any submitted invoice that does not conform to the terms of this Agreement or appears to be fraudulent.

ARTICLE 2 – REMAINING PROVISIONS

All other terms and conditions of the Original Agreement not specifically amended herein shall remain in full force and effect.

Furthermore, Be It Resolved that the Board of County Commissioners approve an increase to purchase order

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P1402754 with Harley W. Greenwalt in the amount of \$15,000.00.

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

RESOLUTION NO. 14-644

IN THE MATTER OF APPROVING A CHANGE ORDER TO THE CONTRACT BETWEEN THE DELAWARE COUNTY BOARD OF COMMISSIONERS AND H&H ENVIRONMENTAL, FOR THE DELAWARE COUNTY ASBESTOS ABATEMENT 2014 YOGI PROPERTY WITH FUNDING FROM THE DELAWARE COUNTY RESIDENTIAL DEMOLITION – MOVING OHIO FORWARD 2014 GRANT:

It was moved by Mr. Stapleton, seconded by Mr. O'Brien to approve the following:

WHEREAS, on April 28, 2014, the Delaware County Board of Commissioners entered into a contract with H&H Environmental, for the Asbestos Abatement 2014 Yogi Property with Funding from the Delaware County Residential Demolition Moving Ohio Forward 2014 Grant (the "Contract"); and

WHEREAS, additional asbestos was found during demolition, requiring additional asbestos abatement services; and

WHEREAS, the Economic Development Director recommends approving a change order to the Contract to provide asbestos abatement services for the Yogi property;

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of Delaware County, State of Ohio, hereby approves the following change order to the Contract:

FINAL CHANGE ORDER No. 1 Project: Moving OH Forward Delaware County 2014
Date: 5/22/2014 Contractor: H&H Environmental

- I. The following changes are hereby made to the contract documents (attach documentation):

Additional Abatement for asbestos found at the Yogi property

- II. The following change is made to the contract price:

\$	<u>\$10,000</u>	original contract price
	<u>\$0</u>	previous change/extras
	<u>\$600</u>	this change/extra
\$	<u>10,600</u>	subtotal
	<u></u>	deductions
\$	<u>10,600</u>	net total

- III. The following change is made to the contract time: NONE

The contract time will be (increased) (decreased) by calendar days, making the date for completion of all work May 15, 2014.

- IV. X There will be no claims for damages resulting from this change.

Claims for damages resulting from this change are anticipated for such categories as and should not exceed \$.

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

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RESOLUTION NO. 14-645

IN THE MATTER OF APPROVING A THIRD CHANGE ORDER TO THE CONTRACT BETWEEN THE DELAWARE COUNTY BOARD OF COMMISSIONERS AND SHROCK PREMIER CUSTOM CONSTRUCTION LLC, FOR RESIDENTIAL DEMOLITION 2014 WITH FUNDING FROM THE DELAWARE COUNTY RESIDENTIAL DEMOLITION – MOVING OHIO FORWARD 2014 GRANT:

It was moved by Mr. Stapleton, seconded by Mr. O'Brien to approve the following:

WHEREAS, on March 24, 2014, the Delaware County Board of Commissioners entered into a contract with Shrock Premier Custom Construction, LLC, for the Residential Demolition 2014 with Funding from the Delaware County Residential Demolition Moving Ohio Forward 2014 Grant (the "Contract"); and

WHEREAS, the Economic Development Director recommends approving a change order to the Contract to add funds for water removal in the 3381 US Hwy 42S property;

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of Delaware County, State of Ohio, hereby approves the following change order to the Contract:

CHANGE ORDER No. 3 Project: Moving OH Forward Delaware County 2014
Date: 5/21/2014 Contractor: Shrock Construction

- I. The following changes are hereby made to the contract documents (attach documentation):

**Additional funds for 3381 US Hwy 42S for water removal in basement.
See attached request.**

- II. The following change is made to the contract price:

\$ 94,800 original contract price
76,800 previous change/extras
\$5,000 this change/extra
\$ 176,600 subtotal
 deductions
\$ 176,600 net total

- III. The following change is made to the contract time: NONE

The contract time will be (increased) (decreased) by 0 calendar days, making the date for completion of all work May 31, 2014.

- IV. X There will be no claims for damages resulting from this change.

 Claims for damages resulting from this change are anticipated for such categories as and should not exceed \$.

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

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RESOLUTION NO. 14-646

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

It was moved by Mr. Stapleton, seconded by Mr. O’Brien to approve the following:

WHEREAS, the Delaware County Board of Commissioners adopted the Delaware County Dog Warden Dog Shelter Policy & Procedure Manual on September 16, 2013 with resolution number 13-947; and

Whereas, in order to reflect current practices and the reformatting of the documents the Delaware County Dog Warden Dog Shelter Policy & Procedure Manual requires updating; and

Whereas, The Assistant County Administrator/ Director Of Administrative Services recommends adoption of the updates to The Delaware County Dog Warden Dog Shelter Policy & Procedure Manual;

Therefore Be It Resolved, The Board Of Delaware County Commissioners adopt the updates to the Delaware County Dog Warden Dog Shelter Policy & Procedure Manual:

Delaware County Dog Warden
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 harbinger, 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

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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 harbinger 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 harbinger, 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 harbinger of the dog seized and impounded by the warden, if the owner, keeper, or harbinger 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 harbinger 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 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

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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.
- 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

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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).
- 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.

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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 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.

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- 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

- 1) Officers must perform proper vehicle checks.

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- 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.

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- 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 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 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.
- 4) Employees must not wear buttons or pins except for those issued by the DCDS.

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- 5) Employees may wear rings that are conservative in style and that do not pose a safety hazard.
- 6) 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.
- 7) 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.
- 8) Nose, eyebrow, and/or other visible piercings are inappropriate in a business environment and 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	8:00 am – 4:30 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

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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

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 harbored of an unlicensed dog that they encounter a minor misdemeanor citation for violation of ORC 955.01.

APPLICATION FOR THE REGISTRATION OF DOG(S) FOR THE YEAR
To the Auditor of Delaware County, George Kaitisa, 140 N Sandusky St., PO Box 8306, Delaware, Ohio 43015-8006. (740) 833-2900
I, the undersigned, Owner, Keeper or Harbored, hereby tender the legal fees and apply for the registration, of the dog(s) listed below:
Make checks payable to DELAWARE COUNTY AUDITOR in the amount of \$12.00 per dog for single year registration if payment is made ON OR BEFORE JANUARY 31.
If payment is made AFTER JANUARY 31, the amount will be \$24.00 per dog for single year registration. PLEASE ENCLOSE A SELF-ADDRESSED STAMPED ENVELOPE WITH PAYMENT.

NEW FEES: 1-Yr. License \$12.00 per dog
3-Yr. License \$36.00 per dog
Permanent License \$120.00 per dog
3-Year and Permanent registrations are **nontransferable** and **nonrefundable**

Age	Sex	Color(s)	Hair	Breed	Spay/Neu	Registration	Fee	Penalty	OFFICE USE ONLY
yrs	mos	M/F	L/M/S	If Known	Y/N		\$12/\$36/\$120		New Tag Number
						1yr / 3 yr / Perm			
						1yr / 3 yr / Perm			
						1yr / 3 yr / Perm			
						1yr / 3 yr / Perm			

Name: _____
Address: _____
City/St./Zip: _____
Phones — Home: _____ Work: _____

Certificates of registration and registration tags shall be valid only during the calendar year or years for which they are issued. 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. Secs. 955.01, 955.05.

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

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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

- 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.

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- 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

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.

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- 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. 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.

- ## 17. Feeding & Watering of Animals

- 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.

- 1) Officers must feed 1 meal a day according to the following amounts per animal weight ratio:
 - a. 3-10 lbs $\frac{3}{4}$ cup
 - b. 10-30 lbs 1 cup

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- c. 30-60 lbs 2 cups
- d. 60-80 lbs 2½ cups
- e. 80-100 lbs 3 cups
- f. Over 100 lbs As appropriate

2) Officers must free feed or offer 2 meals per day to pregnant and/or nursing dogs.

C. Standard Feeding Instructions for Dogs 3 Months and Younger

- 1) Any dog age 3 months or under is deemed a puppy. For the protection of the health and well-being of a puppy, the DCDS automatically transfers any dog under 4 months to the HSDC.

18. FEMA Mandated and / or Emergency Boarding

When necessary and if space is available, the DCDS will board cats and dogs in need of emergency housing due to natural and other calamities that result in the displacement of people from their homes, including disasters such as fires, floods, and tornados, and domestic violence or other extreme issue.

A. Emergency Boarding Requirements

- 1) The DCDS officer receiving the request for emergency boarding must first obtain supervisory approval to house the animal. In the event that the officer cannot reach a supervisor, they must make a decision that is the best for the customer and the animal.
- 2) Before accepting the animal, the officer must explain to the customer that the Shelter is a temporary holding facility and the dogs or other pets must be relocated as soon as possible to another location. Officers are also to suggest surrounding facilities, kennels etc.
- 3) To minimize the possibility of abuse or fraud, management may require a letter from a case manager, social worker, law enforcement agency, etc., detailing the nature of the emergency boarding necessity.
- 4) When the DCDS receives an animal, they must notate “Emergency Hold” on the cage card.
- 5) If possible, medical records will be copied and kept on file for the duration of the animal’s stay.
- 6) When the owner comes to reclaim the animal, the DCDS employee shall process the reclaim as they would for any other animal, including any dog-licensing requirements.
- 7) A \$10.00 per animal per day board fee is suggested for emergency boarding of animals. Through a resolution procedure the Board of Commissioners may wave the fees if appropriate.
- 8) If a federal disaster is declared, federal aid should be requested by the Dog Warden.

B. Cleaning Feline Cages

- 1. DCDS houses felines only during disaster situations with the permission of the Director of Administrative Services and / or the County Administrator. . Dog & Kennel Funds are not permitted to be used in the holding or handling of felines.
- 2. Move felines that are friendly to a holding cage or carrier.
- 3. Allow holding cages/carriers to disinfect for 10 minutes between uses.
- 4. Remove quarantine, feral, and fractious felines and hold in a feline net during cleaning.
- 5. Remove and empty food and water dishes and bedding, then set aside for cleaning.
- 6. Remove litter pan and dispose of litter.
- 7. Spray all cage surfaces with disinfectant. Allow disinfectant to work for ten minutes then

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dry thoroughly before returning contents and animals.

- 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 harbored 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
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 - 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;

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- 2) Scan and email the information to the dogwarden@co.delaware.oh.us; or
- 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 harborer 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

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(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 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

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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 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.

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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 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.
- 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 harborer of the dog disagrees with the designation of the dog as defined above, the owner, keeper, or harborer, 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 harborer 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, 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

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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 pleads 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, 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 955.222(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;

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- 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 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, harbinger, or handler of the dog, no owner, keeper, or harbinger 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 harbinger, 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 harbinger, 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

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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 harbinger 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 harbinger 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.

- 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

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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.

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- 5) DCDS restricts officers from using neck restraints or similar weaponless control techniques as a routine defensive control tactic.
- 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

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- 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.
 - 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:

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- 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.
- 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 not 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.

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- 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 tests 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 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.

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- 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.
- 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.

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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 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

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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 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

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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	_____
CITY STATE ZIP	_____	AGE	_____

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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
70 N. UNION ST
DELAWARE, OH 43015
740-203-1550

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:

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

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- 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 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:
 - 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 STATION 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.

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- 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 UNSPAYED 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

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 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

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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

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 8:00 a.m. – 4:30 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: _____

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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: _____

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

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

JUDGE _____

Officer Report Attached: Y/N # _____

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 _____

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

Judge_____

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

with _____

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

INVENTORY

[illegible]

Addendum: Y/N

Additional Witness

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

Date:

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

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

COMMISSIONERS JOURNAL NO. 61 - DELAWARE COUNTY
MINUTES FROM REGULAR MEETING HELD JUNE 5, 2014

RESOLUTION NO. 14-651

IN THE MATTER OF ADJOURNING OUT OF EXECUTIVE SESSION:

It was moved by Mr. Stapleton, seconded by Mr. O’Brien to adjourn out of Executive Session at 11:20 AM.

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

There being no further business, the meeting adjourned.

Gary Merrell

Ken O’Brien

Dennis Stapleton

Jennifer Walraven, Clerk to the Commissioners