

401 Animal Intake			
Effective Date:	January 1, 2024	Rescinds: Amends:	All Prior
Distribution:	ALL PERSONNEL	Re-evaluation Date:	January 1, 2024
Related CALEA Standards:			

I. PURPOSE

The purpose of this General Order is to establish guidelines and standard procedures for receiving animals into the Los Alamos County Animal Shelter.

Further, the purpose of the Animal Shelter staff is to provide for the rescue, rehabilitation, and rehome of animals in crisis and to promote the ownership of healthy pets through education, advocacy, and enforcement, and to inspire a community where the animal-human bond is celebrated and nurtured.

II. POLICY

It is the policy of the Los Alamos County Police Department to provide care for animals that are picked up roaming within the County of Los Alamos, or that are given up for adoption by their owners who reside in Los Alamos County, or that are quarantined for any reason in the Los Alamos County Animal Shelter.

III. DEFINITIONS

Impound: means to take-up and confine an animal in a humane manner by Los Alamos County Animal Shelter.

Owner Surrender: means the relinquishment of all rights to an animal by the owner to the Los Alamos County Animal Shelter or Los Alamos County Animal Control Officer (ACO).

Quarantine: The strict confinement and isolation of an animal for any length of time in accordance with this Ordinance, State Law, or Federal Law, in order to observe for and control the spread of infectious or contagious diseases, such as rabies.

IV. PROCEDURES

A. Impounding Animals

1. The Los Alamos County Animal Shelter may impound animals, which the owner no longer wants or cannot keep, and will place such animal for adoption for a period of five days or longer, after which time it may be euthanized if approved by the Chief of Police or designee.

i. The shelter manager may use their discretion when to and how to accept animals. The staff of the Animal Shelter may refuse any intake, surrender, or adoption.

2. The owner or keeper of the animal must be a resident of Los Alamos County and show proof of residency. The administrator may deny the acceptance of unwanted animals if, in the opinion of the administrator, the owner has collected animals from outside of Los Alamos County for the purpose of bringing them to the Los Alamos Animal Shelter.

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3. Animal Control Officers, in performance of their duties, may enter upon accessible private property, for the purpose of apprehending animals running at large and stray animals, provided that except in cases of emergency, private property shall not be deemed to be accessible for this purpose if the property is the interior of a dwelling unit or if reasonable expectations of privacy are otherwise indicated.

4. Impounded stray animals where the owner is unknown will be held for a period of five days at which time the animal shall be subject to the provisions of Chapter 6, Section 6-16 of the Municipal Ordinance. Impounded animals where the owner or keeper is known, to include animals that have owner identifying tags or microchips, but who have not claimed the impounded animals within ten days, the Chief of Police, or designee, shall attempt to notify the owner or keeper by certified mail that the animal will be declared abandoned. Such declaration of abandonment may be made ten days after sending such notice and the animal shall then be subject to the provisions of Chapter 6, Section 6-16 of the Municipal Ordinance.

5. No more than 12 animals per individual or household in a rolling calendar may be relinquished to the Los Alamos County Animal Shelter.

6. Once an animal has been abandoned, the animal may not be re-adopted by the owner, family of the owner, or members of the household.

B. The intake process for animals into the Shelter are (as applicable):

1. Secure medical treatment for the animal, if needed.
2. As soon as practical, the animal will be immunized, if needed.
3. All animals taken into the shelter will be placed in a kennel.
4. The animal will be given food and water.
5. Conduct scan/search of animal for identifying microchip prior to kennel placement.
6. Check for proof of sterility and/or a tattoo as soon as possible.
7. Cross reference any tag information to locate owners, and contact owners, if possible.
8. Treat the animal immediately if fleas and ticks are visible.
9. Place information (fact sheet/kennel card) regarding the animal on the kennel where the animal is placed.

C. The Animal Shelter RMS will be updated with every animal taken into the Shelter with the following information:

1. Animal Shelter ID Number
2. Date and time the animal was placed at the Shelter
3. Case and/or CFS
4. Name of person receiving or taking the animal
5. Description of animal to include:
 - a. Type or species of animal
 - b. Gender, if known
 - c. Breed, if known
 - d. Color(s)
 - e. Photo of animal
6. Location where animal was picked up roaming or where turned over to Animal Control
7. Rabies and microchip information
8. Reason animal taken in
9. Information of animal's owner, if surrendered by owner, and comments why the animal was turned in. Owners must provide driver's license or photo ID, DOB, address and phone number.
10. If a stray, name of person who found animal and where it was found. Individuals who bring in animals must provide driver's license or photo ID, DOB, address and phone number.

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11. Proof of sterility and if known who sterilized the animal
12. Disposition of animal (Adopted, placed in Foster Care, Claimed by Owner)
13. Date of disposition
14. Name, address and phone number of the owner or person adopting or providing foster care
15. Fees charged/collected
16. Name of individual releasing the animal
17. Animals name, if known
18. Additional comments and information
19. Other system information as required

D. Non-domesticated Animals

1. Employees will handle non-domesticated animals in a safe and humane manner. If assistance is needed, an Officer may call upon the services of an exotic or wildlife organization to assist in handling the animal. All Federal and State protected species will be handled by the specific organizations with jurisdiction over said animal, unless authority is given by the Agency to Animal Control. Protected species will only be handled at the discretion of the Officer or Supervisor after receiving authority from the appropriate Agency.
2. If means are not available to house a non-domesticated animal, employees should take necessary steps to take care of the animal in place when practical.
3. If employees are unfamiliar with the steps to safely handle and care for non-domesticated animals, Supervisor guidance shall be sought.
4. If a dog should come in contact with and kill a skunk, the skunk should be removed from the location, taken to the shelter and properly prepped for rabies testing. The ACO will then obtain information on the dog's rabies vaccine status. The proper rabies testing forms shall be filled out and the specimen shall be sent to SLD for testing. A Chief's report for a rabies exposure shall be written and a follow up with the results shall be submitted to both senior staff and the occupants of the home when status of results are returned.
5. If a bat is found to be in a home it is to be picked up and prepped for rabies testing. Name, DOB and a current phone number will be obtained for the occupants of the home. A Chief's report for a rabies exposure shall be written and a follow up with the results shall be submitted to both senior staff and the occupants of the home when status of results are returned.

E. Chemical Capture of Animals

1. If there is a need for utilizing chemical capture techniques and equipment and no employee has the proper training and equipment, another Department with proper training and equipment will be utilized.
2. The employee must complete an incident report that contains documentation pertaining to the procedure, including but not limited to medical observations and the situation that caused chemical capture to be the prudent course of action.

F. Quarantined animals

1. The Animal Shelter and Animal Control Officers shall follow state regulations regarding animals who bite another and have the possibility to transmit rabies. An animal that bites a person shall be confined securely at a place for a period of ten days. Animals who need to be quarantined will be separated from other animals, interaction with the public, and anywhere the risk of a disease transmission is possible.
2. Animals can be quarantined at the Animal Shelter or at the owner's residence.

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- i. If an animal does not have a current rabies vaccination and the owner cannot provided documentation from a veterinary clinic, will be quarantined at the Animal Shelter.
- ii. Employees may consent to quarantining the animal on the owner's premises if the animals can be confined from other animals and the general public and has documentation of a rabies vaccination. The owner of the animal shall be required to enter into an indemnity agreement on a form approved and prescribed by the Shelter Manager before consent may be given for such home confinement.
- iii. If the animal is confined and, after ten days following the bite, no rabies is found to be present or suspected, the animal may be removed from quarantine released to the keeper upon payment of any fee which may be due. If the animal dies during the ten-day period, the animal's head shall be submitted to the state for rabies testing.

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Approved by:



Dino Sgambellone
Chief of Police

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402 Adoption, Fostering, and Releasing of Animals from Animal Shelter			
Effective Date:	January 1, 2024	Rescinds: Amends:	All Prior
Distribution:	ALL PERSONNEL	Re-evaluation Date:	January 1, 2024
Related CALEA Standards:			

I. PURPOSE

The purpose of this General Order is to provide consistency and accountability for the release, adoption, and fostering of animals from the Los Alamos Animal Shelter.

II. POLICY

It is the policy of the Los Alamos County Police Department to release animals from the Los Alamos Animal Shelter by adoption, fostering, reclaiming, or transferring out of the Animal Shelter.

III. DEFINITIONS

None at this time.

IV. PROCEDURES

- A. Animals may be released from the shelter for the following circumstances after rabies tag information is obtained, if possible:
 - 1. Animal was reclaimed.
 - 2. Animal has been adopted.
 - 3. Animal has been transferred.
 - 4. Animal has been fostered.
 - 5. Animal has been euthanized.

- B. The following procedures will be followed when the owner claims an animal:
 - 1. A positive identification of the owner and the animal being claimed is made.
 - 2. Pick up, sterility, and boarding fees are collected if applicable.
 - 3. A reclaim agreement is signed by the owner.
 - 4. Citations issued, at the discretion of the Animal Control Officer (ACO).
 - 5. The owner provides verification of current rabies. If animal is unvaccinated staff member will give owner appropriate time to acquire Rabies vaccine or a citation can be issued.
 - 6. Receipts for all money transactions is/are issued by the attending Staff Member.

- C. Shelter fees [are established by the County Council and](#) can include:
 - 1. Pickup fees
 - 2. Boarding fees per day
 - 3. Veterinarian fees are the responsibility of owners if owner is found or comes forward Sterility fees, which is refundable if sterility is completed within 30 days Adoption fees
 - 4. Medical service fees
 - 5. Other applicable fees

- D. Employees will issue numbered receipts so that fee transactions will be accountable. All fees collected will be turned into the County by the next business day.
- E. The following procedures will be followed for the adoption of animals from the Animal Shelter.
 - 1. Anyone adopting an animal from the shelter will be charged the adoption fee and other applicable fees, unless waived by the Chief of Police or designee. If fees are waived, they should be documented by a Chief's report and on a financial log.
 - 2. The employee, at their discretion, may refuse to allow an animal to be adopted if they believe the safety of the animal is in jeopardy, if there is reason to believe the individual would not properly care for the animal or has a known history of neglect or abuse, or if in the employee's opinion the animal placement would not be proper. Anyone under the age of eighteen may not adopt an animal.
 - 3. An adoption application must be filled out and processed.
 - 4. The proper adoption agreement shall be completed and signed by the adopter.
- F. The following procedures will be followed for any animal being fostered from the Los Alamos Animal Shelter:
 - 1. An animal may be placed in a foster home, if the animal has been unclaimed, or not adopted within ten days or at any time for the medical or social benefit of the animal.
 - 2. A list of foster caregivers will be maintained and approved by the Shelter staff.
 - 3. Volunteers may be asked to make foster arrangements, with final approval from the Shelter Staff.
 - 4. Prior to an animal being fostered, a foster contract will be completed and signed. An inspection of the residence will be conducted to ensure it is a safe environment for the animal.
 - 5. The long-term foster caregiver agrees not to return the animal to the shelter except when they can no longer care for the animal or upon request from shelter staff.

Approved by:



Dino Sgambellone
Chief of Police

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404 Shelter Animal Environment			
Effective Date:	January 1, 2024	Rescinds: Amends:	All Prior
Distribution:	ALL PERSONNEL	Re-evaluation Date:	January 1, 2024
Related CALEA Standards:			

I. PURPOSE

The purpose of this General Order is set standards for a safe and sanitary environment for animals, employees, volunteers and the public at the Animal Shelter.

II. POLICY

It is the policy of the Los Alamos County Police Department that the Animal Shelter will be maintained in a clean and sanitary condition. All animals at the shelter will be checked on, fed and watered daily. It is the policy of the Los Alamos County Police Department to seek or provide emergency medical care for injured or sick animals while in our care. This care will be provided in cooperation with local organizations capable of providing licensed veterinarian services.

III. DEFINITIONS

None at this time.

IV. PROCEDURES

A. Cleaning:

1. Housing Areas:

- i. Each day an employee or volunteer/community service person will clean and disinfect all kennels, dishes, beds, litter boxes and feeding dishes. The bedding will be washed as appropriate. Kennels will be spot cleaned throughout the day.
- ii. Proper infection control will be utilized by employees for sick animals to help reduce the spread of infections and disease. Employees will wear proper PPE's when cleaning kennels and contents of kennels for animals who are sick.
- iii. Outside exercise areas will be kept clean on a daily basis.

2. Portable kennels, transfer cages, and carriers:

- i. After each use, each portable kennel, transfer cage, or carrier will be disinfected and rinsed thoroughly with disinfectant and water.

3. Equipment/Facility:

- i. All equipment including vehicles, toys, restraints, bedding, and other gear will be kept clean and properly maintained.
- ii. The facility will be kept clean at all times by any means including sweeping, mopping, dusting, and trash removal.

- iii. Staff shall ensure, to the degree possible, conditions leading to vermin and insects will be addressed.

B. Feeding of animals

1. Upon intake of an animal into the shelter, the animal will be given an appropriate amount and type of food and a full bowl of water.
2. All animals housed in the shelter will be given fresh food and water on a daily basis, unless prescribed by a veterinarian.
3. Animals will not be given any food that has not been approved by shelter staff.
4. All animals will be given appropriate food according to species.
5. All food will be kept in enclosed containers.

C. Behavioral Assessments

1. All dogs aged 8 weeks and older shall have a behavioral assessment conducted prior to adoption or foster.
2. Each dog will be reassessed using the SAFER behavioral testing every 2 months after the first initial test, or sooner if the animal is showing signs of behavioral concerns by staff.
3. Each of the dog's color temperament will be written on the animal's kennel card, the folder for the animal and on the behavioral board located in the dog kennels with the dog's most current behavioral assessment.
4. Prior to a dog being adopted or fostered staff must go over the dog's behavioral assessment with the individual taking custody of the animal.
5. Prior to meeting or greeting an animal with any sort of bite history, visitors will be briefed about the history of the animal.

D. Enrichment

1. Enrichment for animals will not be considered optional.
2. Each animal will have their daily enrichment logged on the enrichment board and recorded.
3. Physical Exercise will consist of a minimum of 15 minutes per day for dogs, this can be with human interaction such as a walk or with another dog as in a play group.
4. Cats will have a minimum of 2 hours a week of interactive play which will include cats in the intake room being taken out of their kennel and allowed to play.
 - i. An exception can be made if the animal is fearful of people.
5. The animals will have species specific enrichment that will include rotation of senses including but not limited to:
 - i. Olfactory Stimulation: Novel scents or extractions mixed with water may be used with animals but must be checked prior to use to ensure it is safe for the species.

- ii. Scents will be sprayed only in the air and never directly onto bedding. Essential oils will not be used with cats. Cat pheromone or cat nip may be used.
- iii. Auditory Stimulation: Books, music and biological significant sounds can be played for animals. Music and sounds will be turned off prior to staff leaving the facility for the night so as not to have the sound disrupt the animals sleeping.
- iv. Visual Stimulation: Bubbles, lava lamps, mobiles and aquariums may be used to visually stimulate the animals.
- v. Cognitive Stimulation: Feeding bowls, puzzle plates and lick mats may be used. This will provide animals with investigatory opportunities. Yard time for dogs will be provided. Dogs will be placed in a play group and staff will mark and document which animals can socialize with another based on their behavior and temperament. Cats will be provided with the opportunity to access the "catio".
- vi. Taste Stimulation: Kongs with peanut butter and other various dog treats will be provided, ice blocks with food and treats will be made and provided to dogs. Lick mats with various types of treats will be provided to cats.
- vii. Animals who are on a protective custody hold or who are on a bite quarantine will be provided with daily enrichment by staff only.
- viii. Staff must watch for over stimulation and individualize enrichment as needed.

Approved by:



Dino Sgambellone
Chief of Police

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405 Limits of Authority			
Effective Date:	January 1, 2024	Rescinds: Amends:	All Prior
Distribution:	ALL PERSONNEL	Re-evaluation Date:	January 1, 2024
Related CALEA Standards:			

I. PURPOSE

The purpose of this General Order is to establish guidelines regarding the limits of authority and discretionary powers of Public Service Aides (ACO's).

II. POLICY

It is the policy of the Los Alamos County Police Department to provide fair and unbiased animal enforcement services to the citizens of Los Alamos County.

III. DEFINITIONS: None at this time.

IV. PROCEDURES

A. Limits of Authority:

1. ACOs of the Department have the authority to enforce the laws of the State of New Mexico, and the County of Los Alamos, in regard to animals. Such authority is limited by Department, County Charter, County Ordinance, New Mexico State Statute laws, and the U.S. Constitution.

B. Discretion:

1. One of the most critical aspects of the use of enforcement authority is in the area of discretion. The use of discretion can be a highly successful tool to resolve problems and conflicts, but only if used properly. If used incorrectly by employees, it possibly becomes an instrument of unprofessional, unethical, or illegal conduct.
2. ACOs differentiate between the effects of enforcement on community relations, the effectiveness and efficiency of the overall operation, and their role in society.
3. ACOs are allowed the use of discretion in many areas. For instance, whether or not to charge for minor violations, or release with a warning, or to settle minor disputes.
4. The Department recognizes limitations when using discretion. ACOs do not have any discretion when given a lawful order, when dealing with compliance to Department policy or when specific laws mandate actions. ACOs should confer with Supervisors when faced with discretionary situations that require assistance.

C. Removal of animals from motor vehicles by Animal Control Officer or Los Alamos County Police Officer.

1. An Animal Control Officer/ACO or Los Alamos County Police Officer who finds an animal in a motor vehicle in violation of this chapter may enter the motor vehicle if necessary to remove the animal. The officer removing the animal shall take the animal to an Animal Shelter or other place of safe keeping. If a vehicle is entered, left unsecured and cannot be re-secured, an animal control/ACO or peace officer shall stay with the vehicle until the owner arrives. In the event

the person having custody cannot be contacted, the officer shall leave in a prominent place in the motor vehicle a written notice bearing their name and office and the address where the animal may be claimed by the owner. The animal shall be surrendered to the owner if the owner claims the animal within five (5) days from the time the animal was impounded.

Approved by:



Dino Sgambellone
Chief of Police

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406 Disposal of Dead Animals			
Effective Date:	January 1, 2024	Rescinds: Amends:	All Prior
Distribution:	ALL PERSONNEL	Re-evaluation Date:	January 1, 2024
Related CALEA Standards:			

I. PURPOSE

The purpose of this General Order is to establish procedures concerning the disposal of dead animals so as to avoid contamination of facility, equipment, live animals, and humans with diseases transmitted from animal carcasses.

II. POLICY

It is the policy of the Los Alamos County Police Department to dispose of dead animals in a safe manner to avoid contamination of live animals and humans with diseases transmitted from animal carcasses.

III. DEFINITIONS:

Double bag: Placing in a bag tying the first bag than place in a second and also tying that bag

IV. PROCEDURES

A. General handling of all dead animals.

1. The animal’s carcass should be picked up by an employee utilizing proper PPE’s.
2. Domesticated animals should be placed in a disposal bag which is tightly secured. The bag should be labeled or tagged with the animal’s species, a description, the date and location found and the microchip if known.
3. All domesticated animals will be placed in the chest freezer located in the back of the animal shelter for 5 days. If after the 5 days no owner is located the animal shall then be disposed of at the Eco Station.
 - i. A dead log shall be kept at the shelter for possible owners. It should have the date, time, description of animal, and location of pickup.
 - ii. If an animal’s death is due to euthanasia, it will be marked on the bag with red duct tape or a noticeable flag so it can be disposed of using cremation rather than the Eco Station. No animal shall be disposed of at the Eco Station if euthanasia is the cause of death.
4. If a pet owner is located or it is found that an animal is owned it will be the responsibility of the pet owner to properly dispose of their animal.
 - i. A case will be assigned, and a report taken for animal at large. Appropriate citations to the owner may be issued at the discretion of the Officer.
5. The dead animal will be placed in an empty compartment in the animal control truck. After disposal of the animal the kennel or bed of the truck should then be cleaned and disinfected.

6. All dead animals will be properly disposed of and examined if necessary.
7. All dead animals should be scanned for microchips to identify and contact pet owners.

B. Livestock

1. In the event that a large animal (livestock) is found or reported dead, the animal's owner should be identified and notified.
 - i. NM Livestock board should also be contacted and advised if animal is branded.
2. The Parks and Recreation division can be contacted to assist with the removal of the animal at the request of the owner.
3. The County landfill should be notified prior to transport, so that burial preparations can be made.
4. A case should be assigned, and a report taken describing the circumstances of the animal's death.
5. At the owner's request, or in the event that the owner cannot be contacted, the animal will be transported to the Los Alamos County Transfer Station, where it will be disposed of. The Transfer Station fees will be the responsibility of the owner.

C. Wildlife

1. In the event a big game animal, such as deer, elk, bear, mountain lion, or turkey, is found or reported dead, the New Mexico Department of Game and Fish will be notified, or Tribal authorities if on Tribal land.
 - i. If found on LANL property, LANL must be contacted and given time to take a sample for testing.
2. If the animal is in an area in which it is creating a hazard for traffic, the animal should be immediately moved to a safe area, until the arrival of the Game and Fish Officer.
3. In the event that a small animal, such as a rabbit, squirrel, skunk, mouse, bird or other such animal, is found or reported dead, the Officer will pick up and dispose of at the Eco Station.
4. The same safety precautions as described above, for general handling of dead animals, should be taken when dealing with these dead animals.

Approved by:



Dino Sgambellone
Chief of Police

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409 Animal Trapping and Relocation			
Effective Date:	January 1, 2024	Rescinds: Amends:	All Prior
Distribution:	ALL PERSONNEL	Re-evaluation Date:	January 1, 2024
Related CALEA Standards:			

I. PURPOSE

The purpose of this General Order is to try to prevent animals from creating a health hazard, causing any destruction to property or becoming a nuisance to the public.

II. POLICY

It is the policy of the Los Alamos County Police Department to attempt the humane trapping and transport of domestic animals as well as to trap, transport and relocate unprotected species of wild animals so as to try and assure the safety of the public as well as the animal.

IV. PROCEDURES

- A. The following procedures will be followed for trapping animals:
1. Upon the availability of the proper trap, a ACO will place a trap at a business or residence upon the request of the resident.
 2. Upon the successful trapping of the target animal(s), the ACO will relocate the animal, unless the animal is sick or otherwise restricted from relocation.
 3. If there are additional animals needing to be trapped, the ACO will return the trap and attempt to trap additional animals.
 4. If a trap has been set and an animal has not been trapped in a one -week period, the ACO may recover the trap.
 5. In the event that other residents are waiting for a trap to become available no one trap will remain at a location for more than a one -week period.
 6. Residents requesting trapping services will be responsible for monitoring the trap and notifying the Public Service Aids when an animal has been trapped.
 7. Traps will not be left at a residence in which the resident will be out of town.
 8. Residents using their own traps are responsible for relocation and release of trapped animals.
- B. For all the above situations, a trap agreement will be utilized. The agreement will cover the policies and procedures for use. An agreement should be made showing they are to be loaned out for no more than a week at a time, showing what time they should be opened, how they should be left and if an extension of time is needed, it can be made with ACO approval.

Approved by:



Dino Sgambellone
Chief of Police

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410 Euthanasia			
Effective Date:	January 1, 2024	Rescinds: Amends:	All Prior
Distribution:	ALL PERSONNEL	Re-evaluation Date:	January 1, 2024
Related CALEA Standards:			

I. PURPOSE

The purpose of this general Order is to establish guidelines to determine what point a decision is made to euthanize the animal and to ensure that animals needing to be euthanized are done so in a humane manner.

II. POLICY

It is the policy of the Los Alamos County Police Department to euthanize animals that are determined to be un-adoptable, have a serious illness, have a serious/life-threatening injury, or are determined to be dangerous.

IV. PROCEDURES

- A. All attempts will be made to place all healthy sociable animals in good homes by means of adoption or foster care. Animals that cannot be placed because of illness, injury, undue pain, suffering, based off a veterinarian’s recommendation or that are determined to be dangerous may be euthanized. When an animal is to be euthanized, the following procedures shall take place:
 - 1. In Shelter:
 - i. Shelter volunteers may be notified prior to the scheduling the euthanasia to ensure last minute accommodations have not been found for the animal.
 - ii. Approval will be obtained from the Chief of Police or designee.
 - iii. An appointment will be made with a local veterinarian.
 - iv. The animal will be transported to the veterinarian and euthanized by the veterinarian.
 - v. The carcass of animal will be placed in double plastic bags and or cremated by the veterinary clinic to avoid wildlife contamination. If the animal has an owner, the owner should make proper disposal arrangements with the veterinary clinic, or the animal should be returned to the owner if requested.
 - vi. A Chief’s Report shall be completed. A chief’s report will document the approval or request describing why euthanasia is being sought. This will include the recommendation of any veterinarian. If approved, the email or documentation will be placed within the animal’s file.
 - 2. Out of Shelter:
 - i. During emergency situations, animals will be humanely euthanized. The Officer shall notify the CDC prior to firing their weapon. The officer shall notify proper authorities, will properly dispose of the carcass, and complete a Chief’s Report.
 - ii. Within 1000 feet of a dwelling, a handgun should be utilized to dispatch the animal absent particularly large animals or unusual circumstances. In all cases, discharging a firearm shall require a proper shot assessment to include background, pedestrian and

vehicular traffic, the potential for ricochet, the type of round used, and overall scene safety. The incident shall be recorded on a body worn camera.

Approved by:



Dino Sgambellone
Chief of Police

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412 Volunteer Shelter Programs			
Effective Date:	January 1, 2024	Rescinds: Amends:	All Prior
Distribution:	ALL PERSONNEL	Re-evaluation Date:	January 1, 2024
Related CALEA Standards:			

I. PURPOSE

The purpose of this General Order is to establish guidelines and procedures to enhance the quality of life for animals housed in the Los Alamos County Animal Shelter (Shelter); to find proper homes for all adoptable animals at the shelter; and to educate the public on responsible pet ownership.

II. POLICY

It is the policy of the Los Alamos County Police Department to utilize the efforts of the members of the Volunteer Shelter Program (VSP) for the benefit of the animals housed at the Shelter.

III. DEFINITIONS

Volunteer Shelter Program Members – means individuals at least eighteen (18) years of age that have signed a waiver of liability who without compensation or expectation of compensation, performs tasks at the direction of the Department or on behalf of the County of Los Alamos; or Individuals sixteen (16) to eighteen to (18) years of age that have signed a waiver of responsibility which is co-signed by their parent or legal guardian who without compensation or expectation of compensation, performs tasks at the direction of the Department or on behalf of the County of Los Alamos; parents must also sign a waiver of liability; or individuals under sixteen (16) years of age accompanied by a parent or legal guardian who have signed a waiver who without compensation or expectation of compensation, performs tasks at the direction of the Department or on behalf of the County of Los Alamos. The designation of intern may be applied to some volunteers at the discretion of shelter staff. Volunteers are not considered employees of Los Alamos County.

Short Term Volunteer- must meet the same requirements as VSP members but the term of volunteering is 60 Days or less.

IV. PROCEDURES

- A. All Volunteers must be approved by the Los Alamos County Animal Shelter prior to volunteering at the Shelter.
- B. Volunteer screening. All Volunteers must successfully complete the following:
 1. Complete and submit an application form approved by County and demonstrate an ability to be around animals.
 2. Receive, read and comply with relevant County policies and procedure manuals. Volunteers must sign and submit an acknowledgment and waiver form
- A. As requested by the Department, Volunteers may assist the Shelter staff with the following functions:
 1. Welfare of the animals;
 2. Provide supplies and care for the animals to enhance their quality of life;

3. Provide additional care for special needs animals such as those needing extended medical care; or special diets
 4. Socialization and obedience training;
 5. Grooming of animals;
 6. Promote the Shelter and assist in animal adoptions;
 7. Transportation of animals to other shelters, animal rescue groups and new owners;
 8. Pet education programs;
 9. Provide the public with educational information on responsible pet ownership, training and grooming;
 10. Provide new VSP members with training and animal handling, behavior assessment and grooming; and
 11. Offer clinics for the public on various other animal related topics of public interest.
- B. Approval of Short-term volunteers
1. Shelter Staff may approve the use of short-term volunteers at their discretion. Short term volunteers may typically include community service, Detainee's, and Interns.
 - i. Upon Department approval, the volunteer must sign a liability waiver. If, at any time, the volunteer is unable or unwilling to follow directives, Shelter Staff may remove them from volunteer status.
- C. Department Standards for Volunteers
1. Sign In & Out. When reporting to the Shelter or a Shelter sponsored event, Volunteers must sign in/out on the Volunteer Sign-in Sheet.
 2. Reporting an Accident or Incident. All accidents, injuries, illnesses, and near-misses must be reported immediately to the Shelter Manager or Chief of Police whether they are related to an animal or not. An incident form **MUST** be filled out (animal or non-animal related) and both the Shelter Manager or Chief of Police and the injured person must sign the completed form.
 3. Volunteers shall comply with all County policies and rules relating to the Shelter and animals at the Shelter.
 4. Volunteers must acknowledge and remember that the County has final say in all situations regarding the shelter and the animals impounded therein. Foster animals are property of the County Animal Shelter. All policies and established shelter procedures and requests from the County Animal Shelter staff must be strictly followed.
 5. Confidentiality. Volunteers may have access to records, staff discussions, and other information that may be confidential. Volunteers are not permitted to share such information with others, doing so could result in volunteer status being withdrawn.
 6. Professionalism. Volunteers must always maintain a professional and courteous demeanor with customers, staff, as well as with other volunteers. Volunteers shall not report for duty at the


Shelter or any Shelter sponsored event while under the influence of alcohol or drugs. Volunteers should educate themselves about the effects of prescription and nonprescription medications which may impair the ability to perform Volunteer work safely. Violence, threats, harassment, intimidation, and other disruptive behavior in the Shelter or County perpetrated by Volunteers, customers, co-workers, family, friends, or others doing business for or with County will not be tolerated. Any incident of threat or acts of physical violence witnessed shall be reported.

- 7. Visitors. Volunteers may not bring friends or children to the Shelter during their scheduled volunteer hours.
- 8. Media. Volunteers are not permitted to speak to the Media on behalf of the County Animal Shelter and must refer Media personnel to the County Animal Shelter Manager, or County Manager's Office.

D. Shelter Access Outside Normal Hours.

- 1. Access to the Shelter is prohibited for Volunteers unless prior approval in writing is granted by the Shelter Manager or Police Chief or designee. Outside normal hours' access is only granted under the following conditions:
 - i. The purpose of requesting after-hours access is for volunteer activities that cannot be performed or completed during regular Shelter hours. Volunteers may not use after-hours access for personal business or activities.
 - ii. A written request must be submitted and contain the names of those Volunteers seeking access outside normal hours, the purpose of their after-hours activities, and the reason why these activities cannot occur during normal hours.
 - iii. Volunteering outside normal hours without County staff member present is generally not permitted, but may be addressed on a case-by-case basis.
 - iv. If permission for after-hours access is granted, Volunteers agree to the following rules and expectations:
 - a. Entry doors may NOT be left open or ajar.
 - b. Only the approved individuals may be present in the approved areas.
 - c. The last person that leaves the Shelter must notify the Police Department Dispatch that they have vacated the Shelter.
 - d. All rules, restrictions, and directions received by the Shelter Manager, Police Chief or designee.
 - e. Those approved to be in the Shelter outside normal hours should limit their presence to their assigned area.

Approved by:


Dino Sgambellone
Chief of Police

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Moved (insertion) [1]

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Moved up [1]: <#>Those approved to be in the Shelter outside normal hours should limit their presence to their assigned area.¶

Deleted: <#>Those with approved access before the Shelter has opened or after the Shelter has already closed may contact the Police Department for Shelter access.¶

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