

City of Hampton
Animal Control
Administrative Guidelines

Title: <p style="text-align:center">Animals at Large - Strays</p>	Guideline Number: <p style="text-align:center">OP-102</p>
References:	Date Issued: <p style="text-align:center">May 2006</p>

I. Purpose

To outline procedures for handling complaints regarding stray animals.

II. Policy

Stray animal complaints are frequent and each call must be handled in a professional manner. While strays / animals at large are non-emergency calls, failure to capture the animal in a timely manner could result in a future emergency call.

III. Procedure

- A. Officers will respond to the last location given to check for the animal. If the officer is unable to locate the animal immediately, he/she should check the surrounding streets to ensure that the animal has not traveled a short distance.
- B. When the animal is located, the Officer will make every effort to safely capture the animal using the appropriate equipment. Officers may call for assistance to capture any animal if needed. Officers may follow any animal they have observed running at large onto, into, or through any property.
- C. Upon capturing the animal, if an **owner/custodian is located**, the officer shall:
1. Have the person identify the animal.
 2. Ask why or how the animal was at large.
 3. Conduct an animal license and a rabies vaccination investigation.
 4. Issue any Notice or Summons as required.
 5. Return the animal after all paperwork is completed and signed
- D. Upon capturing the animal, if an **owner is located and not present**, the officer shall:
1. Leave a Notice posted on/in the front door.
 2. Leave a Notice posted on the front door and leave with a responsible adult if available.
 3. Impound the animal.

E. Upon capturing the animal, if an **owner is not located or known** the officer shall:

1. Check with neighbors or residents in the area who may be able to identify the dog.
2. Transport the animal to the shelter.
3. If the animal is sick or injured, follow the guidelines for sick or injured animals, taking the animal to a veterinarian within the city limits or to the emergency vet afterhours if required.

Authorized by: 	Revision Date: September 15, 2011
---	--------------------------------------