

Medina Police Department

Subject: Animal Complaints	Policy Number: 2030	Animal Complaints 2030
Reference: Chief's Directive	Pages: 4	
Personnel: All Sworn and Non-Sworn Personnel		
Issue Date: 01-01-2004	Revised Date: 11-16-2020	

2030.1 – PURPOSE

The purpose of this policy is to familiarize the Medina Police and the Medina City personnel with the services of the City's impound facility and the costs involved with the picking up, disposing, and releasing impounded animals.

This policy also serves to provide guidelines on injured animals, impounds, transportation, quarantine, and the destruction of animals.

2030.2 – DISCUSSION

For the safety of the citizens and the care of animals, the City of Medina has contracted with a local kennel for the impoundment of dogs.

The kennel location and its phone number are updated annually.

2030.3 – POLICY

It will be the policy of the City of Medina and the Medina Police Department to impound animals for the protection of the citizens and the care of the animal.

Impounds will be made only after other alternatives to release the animal have failed.

The protection of the animal and the protection of Medina residents and Medina Police officers will be the determining factors when officers decide when to impound animals to the kennel.

2030.4 - INJURED ANIMALS

It should be noted that Medina Police officers and employees will make every attempt possible to prevent the death of animals; however, it is sometimes necessary to destroy animals for the safety of residents and to prevent animals from suffering.

Medina Police officers will respond to all calls of injured domestic and wild animals. The Department of Natural Resource's game warden should be notified for assistance in calls involving wild animals. If absolutely necessary, the injured animal may be destroyed by a police officer or community service officer at the scene. Conditions, which would warrant such action, are left to officer discretion, but the following is suggested.

- A. To prevent escape which would endanger the animal, other animals, or humans.
- B. To prevent further suffering of an animal which has been critically injured or wounded. In the case of a domestic animal, every possible attempt should be made to secure the owner's permission prior to destroying the animal. This is especially true in cases of valuable or show animals which the owner may have insurance or vested interest.
- C. When destroying an injured animal, extreme care and caution must be used. If possible, move the animal to a safe place where citizens and property are protected. In the absence of the owner, get names and addresses of witnesses to verify that the animal was critically wounded.

2030.5 - ANIMAL COMPLAINTS

Police officers will handle all animal complaints as soon as possible. If a community service officer is on-duty, the community service officer may handle the complaint under the direction of the officer on-duty. Apprehensions and transportation of animals should only be made as a last resort, where the owner can not be reached. Animals, which are in immediate danger or those causing immediate danger to property, other animals, or humans, are examples of animals that should be impounded.

If an animal complaint involves the apprehension or transport of an animal, the following procedure will be used:

- A. When a complainant is holding a dog, determine if the owner is known. If the dog has identification or if the owner is known, attempt to contact the owner and have the owner pick up the dog. The officer may then issue the appropriate citation(s) to the owner of the dog.
- B. If the owner cannot be reached or identified, the officer will take the dog into custody and transport it to either the police department or the kennel. The dog will be taken to the police department only if it can be cared for in a safe manner for a short time. If the dog cannot be cared for at the police department, it should be taken to the kennel for proper care.
- C. If the officer apprehends a dog in regard to a complaint, the above procedure will be followed. If the owner is known, the officer may transport the dog directly to the owner. In no circumstances will a dog be left unattended and not cared for.
- D. Dogs, which are returned directly to their owners, will not have a related impound fee.

Dogs which are a constant nuisance, impounded to the office, or taken to kennel, will require an impound fee be paid before the dog is released. The fee schedule is set by the City Council and is listed in the police department. The fee will be paid at the Medina Police Department before a dog can be released to its owner.

2030.6 - ANIMAL BITES QUARANTINES

When must an animal be impounded? An animal must be impounded if any of these conditions exist:

- A. When proof of current rabies shots for the animal is not available or able to be provided to the Medina Police Department within 24 hours, excluding weekends and holidays.
- B. When the owner and/or the person bitten request that the animal be impounded.

If an animal owner insists on keeping the pet at his or her own animal clinic, the animal will be transported immediately and directly to the clinic by the officer involved. If the clinic is located outside of this jurisdiction, the owner will be billed for mileage at current governmental rate per mile. In no cases will transports be made for a greater distance than 25 miles from any border of the City. The owner may also transport his or her own animal if it is done immediately and proof is provided to this department.

When will the animal be released from quarantine? The animal must be picked up at the impound facility by the owner and payment must be made at the end of 10 days and before the beginning of the 14th day. Times may be adjusted by the impound facility or the appropriate veterinarian.

When will the quarantine conditions officially end? Animals will not officially be released from quarantine until after the veterinarian gives the proper permission. It is the owner's responsibility to take the animal to the veterinarian, pay veterinarian fees, and get the official release.

2030.7 – PROCEDURES

A. Impound Record

When an animal is reported lost, the receiving officer must check the Animal Impounding Records to determine if the animal is in custody. Failure to check these records can result in unnecessary holding of the animal and poor public relations.

When an animal is impounded, an Animal Impounding Record (Dynaform) will be completed. When an animal is impounded and the owner is unknown, the impounding officer is responsible for checking to determine if an owner has reported the animal lost.

B. Animal Release

Upon release of the animal, the person's name, DOB, address, and phone number will be entered into the ICR. A receipt will be given to the owner for his or her payment of fees. Fees are as follows:

1. Dogs impounded to the office and released to the owner, from the office, will require a fee at the current rate.
2. Dogs impounded to the kennel will require a fee, payable at the current rate, for the first offense.
3. Boarding fees will be paid at the Medina Police Department at the time of release.

The City of Medina does not license dogs at this time, but no dog will be released without arrangements being made for the appropriate rabies shot to be administered.

An animal that has been impounded and not claimed within five (5) days may be sold for a reasonable fee, which will cover the accrued costs, at the discretion of the kennel.

2030.8 - LIABILITY RELEASE

If the animal owner is known, but for some reason refuses to pick up the animal, . the animal should be adopted, sold or destroyed after the five (5) days have lapsed. In all cases, the owner, if known, is responsible for the payment of boarding and impounds fees.

2030.9 DECEASED ANIMAL

If this department receives a call of a deceased animal, all attempts will be made to identify the owner. If the animal is of domestic variety, a report shall be made to record what occurred. Wild animals will be handled according to DNR recommendations. Animals found on City streets will be picked up and disposed of by the City. Animals found on county roads will be picked up and disposed of by Hennepin County. Animals found on and alongside State highways will be picked up and disposed of by the State of Minnesota.

It is important that these incidents be documented to assist animal owners in finding out what happened to their animals.