

**ANIMAL SHELTER REVIEW COMMITTEE MEETING
7:00 P.M., WEDNESDAY, OCTOBER 12, 2011
CONFERENCE ROOM-BUCKSPORT TOWN OFFICE**

AGENDA

1. Review the proposed rules for the animal shelter.

**BUCKSPORT POLICE DEPARTMENT
RULES AND REGULATIONS**

DRAFT FOR DISCUSSION ONLY

I. POLICY:

The Bucksport Police Department/Animal Control Officer (ACO) will abide by the rules and regulations set forward as to the operation of the Bucksport Animal Shelter.

II. PURPOSE:

These policies define the operating procedures to be followed regarding the intake and care of animals (cats and dogs) at the Bucksport Animal Shelter. The Bucksport Animal Shelter will serve only dogs and cats that are strays or have been abandoned. It is not the purpose of the shelter to house dogs or cats that are no longer wanted by their owners. Access to the shelter may be offered to other neighboring communities upon approval by the Bucksport Town Council.

III. RULES AND REGULATIONS:

- A. An intake form for each animal that is kept at the Bucksport Animal Shelter will be completed by the ACO. All pertinent information for each animal will be included on the intake form. A monthly report will be provided by the ACO to the Police Chief and Town Manager. The report will include the daily population at the shelter, type of animal boarded, community the animal is from, length of time each animal has been boarded and method of discharge.
- B. Each animal will be photographed; this photograph will be included on the intake form and put on the Town's website for public viewing and possible adoption.
- C. Animals shortly after coming to the animal shelter and during their entire stay will be observed by the ACO to determine whether there are any common signs of illness that may warrant the services of a licensed veterinarian. If it is determined that the animal requires the services of a licensed veterinarian, those services will be obtained at the Bucksport Veterinarian Clinic. All treatment administered to the animal while at the shelter will be documented. Animals will be held at the shelter for seven days during which time fed and observed. After seven days, each animal will be available for adoption unless the ACO determines that the animal is not fit for adoption. If an animal is not adopted within seven days of being placed on the adoption list, the ACO will begin the process of relocating the animal to the Bangor Human Society or other suitable facility. An animal may also be returned to its rightful owner before or after the seven days have expired. In this event, the owner prior to receiving the animal will be responsible for the cost of boarding and caring for the animal including any license fee, vaccinations, and veterinarian cost, if applicable.
- D. Any animal that is not fit for adoption due to illness, injury or temperament will be

taken to the Bucksport Veterinary Clinic to be euthanized by a licensed veterinarian. The determination to euthanize an animal will be made by the ACO in consultation with the veterinarian at Bucksport Veterinary Clinic.

- E. All kennels, cages and runs that are in use shall be cleaned daily and all waste properly disposed of.
- F. Puppies and kittens twelve weeks to twelve months of age will be fed twice a day while adults will be fed at least once a day. All food will be stored in air-tight plastic containers to prevent spoilage and to avoid attracting rodents and insects.

IV. FEES:

- A. Neighboring communities allowed use of the facility will be assessed an annual fee to support the capital needs for the facility and a daily boarding fee each animal that will be set by the Bucksport Town Council. In addition, the contracting community will be required to pay all other cost associated with boarding of the animal at the shelter.
- B. Known owners from Bucksport will also be assessed a daily boarding fee for their animal(s) as set by the Bucksport Town Council.
- C. The ACO will make every effort to identify and notify the owner of any animal boarded at the Bucksport Animal Shelter from Bucksport. The ACO will inform the owner of pending charges resulting from the boarding of their animal(s) at the shelter.

V. ADOPTION:

The following procedures will be followed for the adoption of animals from the Bucksport Animal Shelter:

- A. An appointment for viewing of the animals will be set up by the adopting party through the ACO.
- B. When the adopting party has made a decision which animal they wish to adopt, the ACO will set up an appointment with a licensed veterinarian at the Bucksport Veterinary Clinic to have the animal examined.
- C. The ACO will transport the animal to the Bucksport Veterinary Clinic where the animal will be examined and administered rabies and distemper shots.
- D. The ACO will set up an appointment to meet with the adopting party and to complete the required adoption papers.
- E. A copy of the adoption papers will be provided to the adopting party, a copy forwarded to the Bucksport Town Clerk and accompanied with the required fee and the original will be retained by the ACO.

- F. All costs associated with the adoption will be the responsibility of the adopting party including an initial \$100 deposit that will be refunded once the animal is spayed or neutered pursuant to the following:
- G. When the animal can be spayed or neutered at time of adoption, the adopting party within 30 days after the adoption will have the animal spayed or neutered by a licensed veterinarian. Once this has been completed a statement shall be forwarded to the (ACO) by the veterinarian that the procedure has been completed and the initial deposit will be refunded to the adopting party.
- H. When the animal cannot be spayed or neutered at the time of the adoption due to the age of the animal, the ACO will obtain a statement from a licensed veterinarian specifying when the animal will be eligible to be spayed or neutered. Once the animal has been spayed or neutered by a licensed veterinarian a certificate will be provided to the ACO and the adopting party will be refunded \$75 of the initial \$100 deposit. The remaining \$25 will be retained by the Town.

V. VOLUNTEERS:

- A. The Town encourages the use of volunteers at the Bucksport Animal Shelter. All volunteers must abide by the Rules and Procedures required by the Bucksport Town Council.
- B. The Rules and Procedures are as follows:
 - 1. volunteers shall complete an application and be approved by the ACO.
 - 2. volunteers shall complete a Volunteer Agreement, if selected.
 - 3. volunteers shall be accompanied by the ACO or designee while at the shelter.
 - 4. volunteers shall abide by the Policies and Regulations adopted by the Bucksport Town Council for the operation of the Bucksport Animal Shelter.
 - 5. volunteers shall not be permitted to solicit funds or items for use at the shelter without first obtaining permission from the ACO and Town Council.
 - 6. volunteers shall not admit or discharge any animal to or from the Bucksport Animal Shelter.
 - 7. volunteers shall not address questions or comments from the public regarding the operation of the shelter or care of animals without the knowledge and approval of the ACO.
 - 8. volunteers shall report immediately to the ACO any noticeable injury, condition or illness with any animal being boarded at the shelter.
 - 9. volunteers shall pay notice to instructions that have been attached to cages or pens.
 - 10. volunteers shall not handle any animal they are uncomfortable with.
 - 11. volunteers shall not handle or work with any animal that has been quarantined.
 - 12. volunteers shall not approach or handle any animal that appears hesitant, is aggressive or behaves in an unusual manner and will report the condition(s) immediately to the ACO.
 - 13. volunteers will not have a key to the facility.

14. volunteers shall not allow entry to the facility without first getting approval from the ACO.
15. volunteers will participate in a training and orientation session offered by the ACO prior to volunteering services at the shelter.
16. volunteers must attend a required work site training program prior to commencing work and participate in all required annual safety training.
17. the ACO will be responsible for providing volunteers with their work schedule.