

**WINONA POLICE DEPARTMENT**

**NUMBER: 108-03 PAGES: 4**

**EFFECTIVE DATE: July 27, 2004**

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**SUBJECT: ANIMAL CONTROL AND SUSPECTED RABIES CASES**

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**1.0 PURPOSE:**

It is the purpose of this general order to define departmental responsibilities in regard to suspected cases of rabies, animal bites, and other animal control related issues.

**2.0 POLICY:**

The Animal Control Officer shall have the lead responsibility in fulfilling the procedural requirements detailed herein. When the Animal Control Officer is unavailable, the Police Department shall assume the Animal Control Officer's responsibilities established by this general order.

**3.0 PROCEDURE:**

**3.1** The Animal Control Officer shall order the confinement of any domesticated animal that makes suspicious contact with a human when the possibility of rabies is suspected.

**3.1.1** If the animal that made the contact is a domestic dog or cat, is licensed, and has been properly vaccinated, the Animal Control Officer shall order the animal to be confined for ten days on the pet owner's property, if in his/her judgment the pet owners are capable of properly confining the animal. If the pet is to be confined on the pet owner's property, the Animal Control Officer shall fully advise the pet owner of rabies symptoms and let him/her know "what to watch for." Once the animal has been confined, the Animal Control Officer shall view the confined animal at least every other day to determine if further action is warranted.

**3.1.2** If the animal that made the contact with a person is unlicensed or unvaccinated, or if, in the judgment of the Animal Control Officer, the pet owner is not capable of properly confining the animal, the Animal Control Officer shall order the confinement of the animal at Mar-Lar Kennel or a veterinary clinic of the owner's choice for a period of ten days. The Animal Control Officer shall transport the animal to the kennel. During the ten-day confinement, the Animal Control Officer shall view the animal at least every other day to determine whether further action is warranted.

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**3.1.3** Any animal confined by the order of the Animal Control Officer shall be inspected by him/her to determine if further action is necessary. If an animal displays symptoms of rabies or dies during confinement, the Animal Control Officer shall immediately refer the case to the veterinarian utilized by the city under agreement. If the animal dies during confinement, the veterinarian shall package the cadaver (or cadaver head) and arrange transportation of the same to the Minnesota Department of Health Rabies Laboratory for expert diagnosis. Upon receipt of the diagnosis, the veterinarian shall promptly inform the Animal Control Officer and the physician treating the contact victim of the diagnosis. If a live, confined animal displays rabies symptoms, the veterinarian shall take action as necessary to secure and relay a diagnosis when warranted.

**3.1.4** If rabies is detected, public notices shall be issued by the Animal Control Officer.

**3.2 Wild Animals - Human Exposure:**

In the event a wild animal makes contact with a person, every effort shall be made by the Animal Control Officer and the Police Department to capture the animal, dead or alive. Once the animal is captured, the Animal Control Officer shall immediately contact the Minnesota Department of Health Rabies Lab to determine if the animal species is a potential carrier of rabies. The Animal Control Officer shall immediately turn the animal over to the veterinarian for submission to the Minnesota Department of Health Rabies Lab for expert diagnosis and information referral to the physician treating the contact victim. If during the initial inquiry it is determined beyond a doubt that the animal is not vulnerable to rabies infection, the Animal Control Officer shall release or destroy the animal as directed by DNR Wildlife Regulations.

**3.3 Emergency Call Out - Animal Control Officer:**

**3.3.1** When the department receives a call of an emergency nature (person bitten by animal, injured animal, abused animal, etc.) and the Animal Control Officer is not on duty, the Shift Commander shall contact the Animal Control Officer and/or back-up Animal Control. Calls of a non-emergency nature should be deferred until the Animal Control Officer's normal working hours.

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**3.3.2** The emergency call out of the City Animal Control Officer shall be at the discretion of the Shift Supervisor.

**3.3.3** Under no circumstances will animals be carried in a police vehicle unless ordered by a Supervisory officer.

**3.3.4** When a call is received regarding the welfare of an animal during the night, the following steps should be taken:

**3.3.4.1** If the animal is not in immediate danger due to injury, size, or exposure to bad weather, try to convince the complainant to hold the animal for morning pick up by the Animal Control Officer.

**3.3.4.2** If the on-duty Supervisor feels that an animal should be contained for any reason (suspected rabies, protection, etc.) and the Animal Control Officer is unavailable, he/she may contact a veterinarian listed in 6.0 of this general order. If a veterinarian listed in 6.0 is not available, the on-duty Supervisor may use his/her discretion in locating another.

**3.3.4.3** If the Winona Police Department is responsible for the investigation of an animal bite, the investigating officer shall verify, through the owner's veterinarian, the date of the most recent rabies shot. The investigating officer (when the Animal Control Officer is unavailable to perform the investigation) shall obtain the information as soon as possible.

**4.0** COORDINATION OF RESPONSIBILITIES:

**4.1** The Animal Control Officer and veterinarian (or Police Department in their absence) shall provide any and all pertinent information concerning any suspected rabies case to the physician treating the contact victim.

**4.2** The Animal Control Officer shall discharge his/her duties in accordance with advice from the Minnesota Department of Health Rabies Lab and Compendium of Animal Rabies Control.

**5.0** FINANCIAL RESPONSIBILITIES:

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Costs incurred as a result of confining animals and any other expense shall be in accordance with Administrative Procedure 113-07 (Administrative Manual, Suspected Rabies Cases).

**6.0 PHONE NUMBERS:**

**6.1** Mar-Lar Kennels, Route 3 Box 132, Witoka MN 55987, 457-0310

**6.2** Town & Country Veterinarian Clinic, 479 Mankato Avenue, Winona MN 55987, 452-8665

**6.3** Minnesota Department of Health Rabies Laboratory, 717 SE Delaware, Minneapolis MN 55440, (612) 623-5254 or (612) 623-5414