

**BUCKSPORT POLICE DEPARTMENT
RULES AND REGULATIONS FOR THE
OPERATION OF THE BUCKSPORT ANIMAL SHELTER**

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 including State of Maine Chapter 701 Rules Governing Animal Welfare Section 2, Subsection B.

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 intent of the Town to provide shelter for dogs or cats that are surrendered by their owners. Access to the shelter may be offered for use to other neighboring communities upon approval by the Bucksport Town Council.

III. RULES AND REGULATIONS:

- A. An approved intake form for each animal that is kept at the Bucksport Animal Shelter will be completed within 24 hours after intake by the ACO. Information on the intake form will include at minimum (1) the name and address of the person from whom the animal was received. (2) the name and address of the person(s) receiving or adopting the animal. (3) records of vaccination or medical treatments given to the animal. (4) mortality records and causes of mortality (5) records of veterinary services, and (6) records of euthanasia. A monthly report will be provided by the ACO to the Police Chief and Town Manager. The report will include the monthly population count, type of animal boarded, community the animal is from, length of time each animal has been boarded and method of release.
- B. Each animal will be photographed; this photograph will be included on the intake form and placed on the Town's website for public viewing and possible adoption.
- C. Animals shortly after coming to the animal shelter will be assessed 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 they will be 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 ten working days of being placed on the adoption list, the ACO will begin the process of relocating the animal to a facility licensed by the Maine Department of Agriculture.. An animal may also be returned to its legal owner before or after the ten days have expired. In this event, the owner prior to receiving the animal will be responsible for the cost of boarding and caring for it including any license fee, vaccinations, and veterinarian cost, if applicable.

- D. Any animal that is not suitable 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. A record will be maintained of all animals euthanized.
- E. All kennels, cages and runs that are in use shall be cleaned daily and all waste properly disposed of. No rugs, blankets or other items of similar nature (made of cloth) will be kept in the pens or cages that are in use. Litter boxes that have been used will be disposed of properly and replaced with new boxes and/or litter.
- F. Puppies and kittens up to twelve weeks old 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.
- G. Animals that are quarantined must be placed in a segregated pen. No other animals can be placed in that pen or the quarantined animal have contact with other animals at the shelter.
- H. Animals shall not be placed in cages/pens over other animals unless the enclosure is properly constructed to prevent excreta from entering the lower enclosure..
- I. Dogs must be removed from the cage a minimum of twice every twenty-four hour period.
- J. Males and females capable of reproduction shall not be housed together.
- K. The shelter shall be maintained in good repair to protect the animal from injury and to contain the animal.
- L. Dogs and cats shall not be placed in the same cage/pen nor shall dogs or cats be housed in the same cage/pen with other species of animals.
- M. Female with litters shall be housed in an area that would minimize disruption.

- N. Areas housing puppies from birth to two (2) weeks old must be kept at a high enough ambient temperature to maintain their normal internal temperature. Manufactured grids that will not potentially injure the feet a acceptable.
- O. An area shall be provided to bury dead or euthanized animals.

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, set by the Town Council, will be assessed for each animal. In addition, the contracting community will be required to pay all other cost associated with boarding of the animal at the shelter.
- B. Identified owners from Bucksport will also be assessed a daily boarding fee, set by the Town Council for their animal(s). The fee must be paid prior to the owner retrieving the animal.
- C. The ACO will make every effort to identify and notify the owner of any animal held or housed the Bucksport Animal Shelter from Bucksport. The ACO will inform the owner of pending fees and cost resulting from the keeping 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 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 including an approved adoption contract.
- 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 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.
- I. The new owner of any adopted pet will be provided with written instructions as to the proper feeding, care, health information, and any special needs associated with the animal adopted or acquired.

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 will complete an application and be approved by the ACO.
 - 2. volunteers will complete a Volunteer Agreement, if selected.
 - 3. volunteers will be accompanied by the ACO or designee while at the shelter.
 - 4. volunteers will abide by the Policies and Regulations adopted by the Bucksport Town Council for the operation of the Bucksport Animal Shelter.
 - 5. volunteers will 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 will not admit or discharge or remove any animal to or from the Bucksport Animal Shelter.
 - 7. volunteers will 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 will report immediately to the ACO or the ACO's designee any noticeable injury, condition or illness with any animal being boarded at the shelter.
9. volunteers will pay notice to instructions that have been attached to cages or pens.
10. volunteers will not handle any animal they are uncomfortable with.
11. volunteers will not handle or work with any animal that has been quarantined.
12. volunteers will 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 or his or her designee.
13. volunteers will not have a key to the facility.
14. volunteers will 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 will attend a required work site training program prior to commencing any volunteer activity participate in all required annual safety training.
17. volunteers will be informed of the diseases that can be transmitted by sick animals.
18. the ACO will be responsible for providing volunteers with their work schedule.

Be it resolved by the Bucksport Town Council in town council assembled that the Rules and Regulation for the Operation of the Bucksport Animal Shelter be adopted as outlined above.

Be it further resolved that a copy of the Rules and Regulations be placed on the Town's website and a copy provided to the Police Chief and Animal Control Officer.

