

MUNICIPAL GUIDE TO ANIMAL CONTROL AND WORKING WITH THE ANIMAL WELFARE PROGRAM



When should we dispatch our ACO?

When should we refer the caller to AWP?

What if we don't have an ACO?

Who is going to pay for this?

What if we need help?

Why won't our contracted shelter do this?



Municipalities are required by 7§3947 to have an Animal Control Officer

- If a selectman or code enforcement officer is acting as an ACO, they must take the ACO certification training.
- Consider teaming up with another municipality or several municipalities to hire a full-time ACO.
 - Hancock County: 9 entities, ACO appointed by/employed by County,
- AWP's Humane Officers can provide guidance and may be able to assist but cannot step in to fulfill municipal duties.

Municipalities are required by 7§3949 to have a contracted shelter

- Why won't our contracted shelter provide ACO service/imound this dog/take these cats?
 - What services did you contract for? The animals that a shelter will receive from the animal control officer are directly tied to the services the town contracts with them for. Consider all needs when negotiating a contract.



When Should We Dispatch Our ACO?

Municipal Animal Control Duties: 7§3947:

- Dogs at Large
- Rabies Prevention- Enforcement of rabies vaccines and quarantine for bites/exposure to wild animals
- Dog Licensing
- Dangerous or Nuisance Dogs
- Any Local Regulations- town ordinances, noise complaints
- Animal Trespass (Livestock)- Livestock that are loose in the roadway or on another person's property
- Animal confined in a building, enclosure, car, boat, vehicle or vessel or any kind in extreme heat or extreme cold that would be harmful to the animal
- Animal Cruelty/Neglect Allegations (you may dispatch ACO or refer directly to AWP)
(see [Municipality/AWP Assistance program information](#) below)



When Should We Refer to AWP?

Animal Welfare Duties:

- Facility Licensing: Breeding Kennels, Boarding Kennels, Pet Shops, Shelters
- Investigation of complaints alleging cruelty to or abuse or neglect of animals:
 - Allegations of a person killing or attempting to kill an animal belonging to another without consent or legal privilege
 - Abandoned animals or Abandoned animals that die as a result of being abandoned
 - Allegations that an animal has been injured, overworked, tortured, tormented, cruelly beaten, intentionally mutilated, or drugs have been given to an animal with the intent to harm the animal
 - Allegations of lack of food/water, lack of shelter, filthy conditions, hoarding, lack of veterinary care



AWP's Municipality/ACO Assistance Program

Who will pay? What if we need help?

- Cruelty/Neglect cases
 - Immediate referrals: 100% covered by AWP,
 - ACO may be asked to provide any history of complaints, licenses, interactions with property or persons
 - ACO may be requested to assist the District Humane Agent throughout the case
 - Referrals after >1 ACO interaction OR >2 business days from any interactions: 50/50 cost split municipality and state
 - The District Humane Agent takes the lead on the case
 - ACO will provide all documentation, case notes, and communication notes to AWP
 - ACO may be asked to assist the District Humane Agent throughout the case
 - ACO may be asked to step back from the case
 - AWP will not accept referrals or cover any cost for a case once the town has been handling it on its own



- **Courtesy Assistance- District Humane Agents**
 - Telephone/Email guidance on the legal process or clarification of legal requirements
 - Telephone/Email guidance with Notices to Comply, case documentation, investigation planning
 - Assistance with assessing a situation the ACO is handling
 - Providing guidance or assisting in developing a plan for handling a situation
 - Connecting ACO with other entities who may be able to provide resources or assistance
 - Service of a summons in local law enforcement is not available
 - Assistance with securing placement or transportation of surrendered animals



- **Courtesy Assistance – Assistant State Veterinarian**
 - Telephone or email guidance regarding rabies response and control measure
 - Telephone or mail guidance in collaboration with a District Humane Agent when a veterinary issue is part of a case
 - As able, assist with a necropsy and interpretation of results, including a written summary report as necessary for legal purposes
 - Examination of animals removed via ex parte or search warrant when case was done in collaboration with assistance from a District Humane Agent

