

ANIMAL CONTROL AD HOC COMMITTEE

**DRAFT - MEETING MINUTES**

Thursday, October 5, 2023 – 12:00 p.m.

Howard Male Conference Room

Commissioners Present: John Kozlowski, Chair  
Brenda Fournier  
Burt Francisco  
Bill Peterson

Others Present: Mary Catherine Hannah, County Administrator  
Kim MacArthur, Board Assistant  
Sheriff Erik Smith  
Michelle Reid, Animal Control Officer  
Myra DeCaire  
Tom Pelkey  
Polly McKillop MDARD (zoom)

CALL TO ORDER

Chair John Kozlowski called the meeting to order at 12:01 p.m.

ROLL CALL

Roll call vote was taken. All Committee members present.

ADOPT AGENDA

Chair Kozlowski presented the agenda for approval. Motion was made by Commissioner Fournier and supported by Commissioner Francisco to adopt the agenda as presented. Motion carried.

INFORMATION ITEM: Animal Control Officer Michelle Reid presented the Animal Control Shelter Intake Policy for review and approval (attachment #1). Motion was made by Commissioner Francisco and supported by Commissioner Fournier to recommend the action item approving the Animal Control Intake Policy as presented. Motion carried.

**ACTION ITEM #1: The Committee recommends approval of the Animal Control Shelter's Standard Operating Procedures Intake Policy as presented.**

INFORMATION ITEM: Deputy Reid presented the Animal Control Shelter Cleaning Policy for review and approval (attachment #2). Motion was made by Commissioner Fournier and supported by Commissioner Francisco to recommend the action item approving the Animal Control Cleaning Policy as presented. Motion carried.

**ACTION ITEM #2: The Committee recommends approval of the**

**Animal Control Shelter's Standard Operating Procedures Cleaning Policy as presented.**

INFORMATION ITEM: Deputy Reid presented the Animal Control Shelter Disposition Policy for review and approval (attachment #3). Commissioner Francisco inquired on the procedure for verifying ownership. Deputy Reid reported that vet records are not enough and they like pictures to prove ownership. Motion was made by Commissioner Francisco and supported by Commissioner Fournier to recommend the action item approving the Animal Control Disposition Policy as presented. Motion carried.

**ACTION ITEM #3: The Committee recommends approval of the Animal Control Shelter's Standard Operating Procedures Disposition Policy as presented.**

County Administrator Mary Catherine Hannah reported there was nothing in the intake policy regarding the shelter checking for ownership. Motion was made by Commissioner Peterson and supported by Commissioner Fournier to add a line into the intake policy regarding looking for proof of ownership as presented. Motion carried.

Discussion was made as to which policies the Committee would like to review for the next meeting. The Cremation Policy and Live Evidence Policies will be reviewed for the November meeting.

INFORMATION ITEM: Deputy Reid presented the Monthly Animal Control Report for September (attachment #4). Chair Kozlowski asked for a tally at the end of the year showing how many animals were owner surrenders. Deputy Reid will flag and keep track of separately and reported that she gives the information for the monthly reports to the Sheriff's Administrative Assistant Kat Tomaszewski to input. Sheriff Erik Smith will clarify with Kat what the Committee would like to see in the reports.

INFORMATION ITEM: Chair Kozlowski presented the contract between the City of Alpena and the Huron Humane Society for Committee discussion. A joint meeting will need to be the next step moving forward. Motion was made by Commissioner Fournier and supported by Commissioner Francisco to setup a meeting between Administrator Hannah, Chair Kozlowski, Sheriff Smith, City Manager Rachel Smolinski, City Police Chief Eric Hamp, and City Planning, Development, and Zoning Director Montiel Birmingham for further discussion on expectations regarding animal control. Motion carried.

Sheriff Smith reported following the inspection that was performed at the Animal Control Shelter, they will now have 90 days from this week to get the flooring at the Animal Control Shelter fixed. Deputy Reid will be getting estimates and quotes. Administrator Hannah reported that Maintenance Superintendent Wes Wilder may be able to do the work in-house and a new roof is also budgeted for the shelter.

INFORMATION ITEM: Chair Kozlowski presented the City of Alpena's Animal Ordinance and Zoning for Committee discussion. Polly McKillop with MDARD (Michigan Department of

Agriculture and Rural Development) joined the meeting by zoom to answer any questions the Committee had. Polly explained the difference between a control shelter and a protection shelter. A control shelter is owned and operated by a municipality. A protection shelter is a non-profit organization that owns and operates the shelter. There are also hybrid shelters where the county owns the building and contracts with a non-profit organization for day-to-day operations. Administrator Hannah asked for clarification on the licensing requirements between a control shelter and protection shelter. Polly reported the requirements are the same and that the city could decide to eliminate their ordinance all together in which everything would default back to the county. Chair Kozlowski thanked Polly for her information which the Committee will use moving forward. Administrator Hannah will set up scheduling the meeting with the City.

**\*Next Meeting: Thursday, November 2, 2023 at 12:00 p.m. in Howard Male Conference Room**


#### ADJOURNMENT

Motion was made by Commissioner Francisco and supported by Commissioner Fournier to adjourn the meeting. Motion carried. The meeting adjourned at 1:52 p.m.

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John Kozlowski, Chairman

kvm

	<p align="center"><b>ALPENA COUNTY SHERIFF'S OFFICE ANIMAL CONTROL SHELTER</b></p> <p align="center"><b>ERIK W. SMITH, SHERIFF</b></p> <p align="center"><b>STANDARD OPERATING PROCEDURES</b></p>	<p><b>Number:</b> 1.0</p> <p><b>Page:</b> 1 of 3</p> <p><b>Date:</b> 9/7/2023</p>
<b>SUBJECT: INTAKE</b>		

**PURPOSE:** This SOP provides shelter staff and animal care technicians with step-by-step procedures for preventive health care administered to dogs and cats on admission to the shelter and documenting the procedures and treatments in each animal's medical record.

**SCOPE:** This procedure shall apply to all Animal Control Shelter personnel.

**SUPPLIES:**

- Walk-on scale for dogs
- Disposable exam gloves
- Universal microchip scanner
- Vaccines
- Parasite treatments
- Camera (Animal Control Phone)
- Hand-washing soap

**DEFINITIONS:**

- CAPSTAR: is used kill adult fleas and is indicated for the treatment of flea infestations on dogs, puppies, cats and kittens 4 weeks of age and older and 2 pounds of body weight or greater.
- VECTRA 3D: is a topical flea and tick treatment for dogs and puppies, 8 weeks and older weighing 11 pounds or more, that is effective on contact and does not require the parasite to bite the dog in order to be killed. Vectra 3D also reduces mosquito and black fly bites.
- PETPOINT: is an animal shelter data management program designed to assist animal welfare organizations in efficiently managing shelter operations.
- STRAY: a canine not under the control of an owner or custodian and not on an owner or custodian's property.

**PROCEDURE:**

**Immediately upon intake:**

- A. Put on clean exam gloves.
- B. Start new intake sheet.
- C. Take good quality photographs of the animal.
  - a. Front
  - b. Right side
  - c. Left side
  - d. Top

- e. Any and all identifying markings and/or injuries
- D. Weigh the animal in pounds and record weight on the intake record.
  - a. Walk-on scale for dogs
  - b. cat scale for cats
- E. Record species, sex, estimated age, coat length, coat color, and record on intake form.
- F. Perform a thorough scan (using the microchip scanner) of the whole body for a microchip. Record the result in the intake record.
  - a. No microchip located
    - i. Record "no microchip found."
  - b. Microchip located/detected.
    - i. Record the microchip number if one is detected.
    - ii. Follow the Found Microchip SOP for detected microchips.
- G. Immediately notify the Animal Control Officer of any signs of respiratory illness, vomiting or diarrhea, skin disease, injuries such as wounds or lameness, bleeding, or if something appears painful to the animal.
- H. Hold the animal in the intake room runs/cages for the quarantine period of 7 days.
- I. If dog has fleas or shows signs of a flea allergy, administer CAPSTAR immediately.
  - a. Use as directed.
  - b. Log on medical log sheet.
  - c. Charge fee (see fee sheet).
- J. Wipe down the scales and exam tables with disinfectant.
- K. Discard gloves.
- L. Complete intake form.
- M. Scan paperwork into intake folder in computer in Animal Control Shared Drive.
- N. Upload photos into intake folder in computer in Animal Control Shared Drive.
- O. Log on intake log.
- P. Enter intake into PetPoint.
- Q. Post all stray dogs to the Animal Control Facebook page as soon as possible


**At 24 hours:**

- A. Start a medical log if not already started.
- B. If treated for fleas or signs of a flea allergy at time of intake, apply VECTRA 3D.
  - a. Follow Parasite Control SOP.
  - b. Use appropriate size according to weight.
  - c. Log on medical log sheet.
  - d. Charge fee (see fee sheet).
- C. Vaccinate with appropriate core vaccinations.
  - a. Follow Vaccination Administration SOP.
  - b. Write booster reminder date (2 week intervals – in shelter) on calendar.
  - c. Charge fee (see fee sheet).
- D. Administer parasite treatments based on body weight and record the treatments in the medical record.
  - a. Cats and kittens: Reference Parasite Control SOP.
  - b. Dogs and puppies: Reference Parasite Control SOP.
- E. After 7-day quarantine, move to general population.

**After 7 days:**

- A. Collect blood samples for FeLV/FIV testing of cats and for heartworm testing of dogs

- a. FeLV/FIV testing: follow the FeLV/FIV Screening SOP
  - b. Heartworm testing: follow the Canine Heartworm Screening SOP
- B. Add to medical log.
- C. Post adoption availability.

	<p align="center"><b>ALPENA COUNTY SHERIFF'S OFFICE ANIMAL CONTROL SHELTER</b></p> <p align="center"><b>ERIK W. SMITH, SHERIFF</b></p> <p align="center"><b>STANDARD OPERATING PROCEDURES</b></p>	<p><b>Number:</b> 2.00</p> <p><b>Page:</b> 1 of 4</p> <p><b>Date:</b> 9/7/2023</p>
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**SUBJECT: CLEANING – GENERAL**

**PURPOSE:** This SOP provides shelter staff and animal care technicians with step-by-step procedures for proper cleaning techniques within the animal control shelter. Careful and effective cleaning by well-trained employees is literally lifesaving. Although the main purpose of cleaning animal areas is to prevent the spread of infectious diseases, an additional benefit is increased willingness of the public to adopt from and support a shelter that looks and smells clean.

**SCOPE:** These procedures shall apply to all Animal Control Shelter personnel.

**SUPPLIES:**

- Disinfectant
- Cleaning solution
- Mop, mop heads & fresh mop water
- Mop bucket
- Scrub brushes
- Sponge
- Broom and dust pan
- Vacuum
- Clean rags/towels
- Paper towels
- Gloves
- Hose
- Squeegee
- Pooper scooper
- Trash can
- Garbage bag

**DEFINITIONS:**

- **CLEAN:** To make free from dirt, marks or stains.
- **CLEANING SOLUTION:** A liquid solvent to clean a surface of dirt, marks or stains.
- **SANITATION:** the process of making places/items free from dirt, infection, and disease.
- **SANITIZE:** To make clean; disinfect.
- **DETERGENT:** Cleaning agent which works by suspending dirt and grease. Does NOT kill harmful microorganisms.(Fabuloso\*, non-antibacterial soap, degreaser)
- **DISINFECT:** To clean with a chemical in order to kill microorganisms.
- **DISINFECTANT:** Chemical agent which kills harmful microorganisms. Does not necessarily remove dirt or grease. (Bleach, Odoban\*, Rescue, Alcohol, Hydrogen Peroxide, Chlorhexidine, and Iodine)
- **NON-ENVELOPED VIRUSES:** A virus that does not have an outer wrapping or "envelope."

## **GENERAL CLEANING**

### **DISINFECTANT INFORMATION:**

- Disinfectants **MUST** be used at the correct concentration in order to prevent toxicity if too much is used or ineffectiveness if too little is used.
- Adequate contact time is required. Virtually all disinfectants require a contact time of at least ten minutes. Spraying on, wiping off and immediately putting an animal in the freshly “cleaned” cage will not prevent disease spread.
- Disinfectants must be applied to a clean, non-porous surface, free of organic matter. Porous surfaces such as wood, carpeting, unsealed concrete and turf cannot be completely disinfected.
- Disinfectants and detergents can cancel each other's actions, and should not be mixed unless specifically directed by the manufacture. There is no single perfect disinfectant for use in all circumstances. It is important to consider the surface to be cleaned and the harmful microorganisms most likely to be present. Most disinfectants are effective against most bacteria, enveloped viruses and fungi. Non-enveloped viruses are more resistant, and are only killed by a few disinfectants safe enough for routine use. Non-enveloped viruses of importance in shelters include parvo, feline panleukopenia, and calicivirus (a significant component of feline URI). Other agents not reliably inactivated by most disinfectants include ringworm, some protozoal and coccidial cysts, parasite eggs such as roundworm and whipworm, and external parasites such as fleas, ticks and mites.

### **METHODS OF APPLICATION**

#### **MOPPING:**

- Mopping or wiping on disinfectant using a rag or paper towel is generally less efficient than spraying, but may be the only practical option in some circumstances, such as in rooms without drains or where the animal stays in the cage while it is cleaned.
- Mopping offers the advantage of reduced aerosolization of disinfectant and moisture compared with spraying.
- Mopping is more time consuming
- With mopping, there is the potential for the cleaning solution to get heavily contaminated by organic matter over the course of cleaning a number of cages/runs or a large floor surface, rendering the disinfectant ineffective and spreading disease through the contaminated water. This can be addressed with a two bucket system, by rinsing the mop or other applicator in a clear water bucket between each application of disinfectant. Buckets of disinfectant should be emptied, rinsed and refilled between cleaning each ward or area.

#### **SPRAYING:**

- Spraying as a method of application offers the advantage that disinfectant does not get contaminated by organic material as it would in a mop bucket.
- Spraying is faster than mop bucket application. (Commercial sprayers can be set to automatically supply the correct dilution)
- Hose-end or high-pressure sprayers coat the area to be cleaned more effectively than hand-held spray bottles, and should be used whenever practical.



## DETERMINING PROPER DISINFECTANT:

Whatever detergent/disinfectant combination is selected, it is important that storage, dilution and application be strictly adhered to.

LYSOL: Phenolic disinfectants are **toxic to cats** and should not be used in an animal shelter.

### BLEACH:

- Member of halogen family of disinfectants, which also includes iodine and related products.
- 5% solution diluted at 1:32 (1/2 cup per gallon) completely inactivates parvo, panleukopenia and calicivirus when used correctly.
- Inactivates ringworm at higher concentrations and with repeated application.
- Significantly inactivated by organic matter, light and extended storage: should be stored for limited time in light-proof containers.
- Low tissue toxicity, but fumes can be irritating at high concentration and bleach is corrosive to metal.
- Hard water reduces effectiveness
- Bleach has no detergent action, and cannot be used as the sole cleaning agent in a shelter. Disinfection with bleach requires prior cleaning of the surface with a detergent.

### ALCOHOL: (usually in hand sanitizer)

- Effectiveness similar to quaternary ammonium.
- Commonly used in hand sanitizers, not used as an environmental cleaner.
- Less irritating to tissue than quaternary ammonium or bleach.
- Ethanol at 70% concentration is more effective than other alcohols against calicivirus.
- No effect on parvo, panleukopenia, ringworm. Gloves should be worn whenever these diseases are suspected.
- Adequate contact time required (15-30 seconds recommended by manufacturer)
- Hand washing with soap and water is preferable when possible.

### CHLORHEXIDINE (Nolvasan\*)

- Very gentle, with low toxicity, but not very powerful.
- Relatively expensive.
- Ineffective against non-enveloped viruses, including calicivirus. Should not be used as a general purpose cleaning agent.

## AREAS TO BE CLEANED:

- Office areas (lower priority if shelter animals are not allowed in offices, however, employees and visitors will still track debris, viruses and bacteria in from animal housing areas.
- Lobbies and hallways
- Animal housing areas
- Outside animal areas
- Medical/surgical areas
- Animal transport vehicles
- Transport crates
- Restroom(s)
- Bedding, toys, dishes, tools (cleaning, poop scoopers, garbage cans, etc)

- Miscellaneous items in the shelter (walls, door knobs, phones, keyboards, shelving, any other, and anything else that is frequently handled or has a surface)

## **RESTROOM**

### **INDICATIONS FOR DISINFECTION:**

- As needed, with a minimum of once per week.

1. Scrub toilet bowls with a disinfecting cleaner and a toilet brush. Wipe the seat, the lid, the outside circumference of the bowl, the tank and the base of the toilet with disinfectant. Use toilet bowl deodorizing cakes to maintain freshness in between cleanings.
2. With a clean rag, wipe sink and counter areas with a disinfecting cleaner.
3. Sweep and mop the floors. Use a clean mop head and when finished, remove the mop head and place in laundry to be cleaned.
4. Refill soap dispensers, paper towel holders, and replace toilet tissue rolls (if needed).



**ALPENA COUNTY SHERIFF'S OFFICE  
ANIMAL CONTROL SHELTER**

**ERIK W. SMITH, SHERIFF**

**STANDARD OPERATING PROCEDURES**

**Number: 2.1**

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**Date: 9/7/2023**

**SUBJECT: CLEANING – ORDER OF CLEANING**

**PURPOSE:** This SOP provides shelter staff and animal care technicians with the order in which to clean the shelter areas.

**SCOPE:** These procedures shall apply to all Animal Control Shelter personnel.

**SUPPLIES:**

- Disinfectant
- Cleaning solution
- Mop, mop heads & fresh mop water
- Mop bucket
- Scrub brushes
- Sponge
- Broom and dust pan
- Vacuum
- Clean rags/towels
- Paper towels
- Gloves
- Hose
- Squeegee
- Pooper scooper
- Trash can
- Garbage bag

**DEFINITIONS:**

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- **NON-ENVELOPED VIRUSES:** A virus that does not have an outer wrapping or "envelope."

## **ORDER OF CLEANING (AREAS CONTAINING ANIMALS)**

1. Healthy adoptable puppies
2. Healthy adoptable adult canines
3. Healthy adoptable kittens
4. Healthy adoptable adult cats
5. Stray/Quarantine puppies
6. Stray/Quarantine adult canines
7. Other non-feline and non-canine animals
8. Isolation animals

**\*\* Animals that are likely to be healthy but may have compromised immune systems, such as those recovering from spay/neuter surgery or being treated for other non-infectious medical conditions, should also be cleaned relatively early in the cycle.**



**ALPENA COUNTY SHERIFF'S OFFICE  
ANIMAL CONTROL SHELTER**

**ERIK W. SMITH, SHERIFF**

**STANDARD OPERATING PROCEDURES**

**Number: 2.2**

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**Date: 9/7/2023**

**SUBJECT: CLEANING – DEEP CLEANING DOG LIVING ENCLOSURE**

**PURPOSE:** This SOP provides shelter staff and animal care technicians with step-by-step procedures for proper cleaning techniques within the animal control shelter. Careful and effective cleaning by well-trained employees is literally lifesaving. Although the main purpose of cleaning animal areas is to prevent the spread of infectious diseases, an additional benefit is increased willingness of the public to adopt from and support a shelter that looks and smells clean.

**SCOPE:** These procedures shall apply to all Animal Control Shelter personnel.

**SUPPLIES:**

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- **NON-ENVELOPED VIRUSES:** A virus that does not have an outer wrapping or “envelope.”
- DEEP CLEAN DOG LIVING ENCLOSURE**

### **INDICATIONS FOR SANITATION**

- After all dogs have left the enclosure and new dog(s) will be housed in the enclosure
- When the enclosure is heavily soiled
- Minimum of once a week when dogs are housed long-term in the same enclosure.
- When the occupant has been diagnosed or exposed to an infectious disease

**\*\*If the enclosure is heavily soiled, e.g. food has been smeared over large areas, but the risk of infectious disease is LOW and the same dog(s) will be returning to the enclosure, the application of disinfectant may be eliminated.**

### **GENERAL SANITATION PRACTICES:**

Individuals performing sanitation should wear appropriate, clean, protective outerwear.

Each animal housing area should have designated, labeled cleaning equipment for use exclusively in that area. Such equipment should be thoroughly cleaned and disinfected after use.

### **PROCEDURE**

1. Remove occupant from kennel or confine them to a physically separate compartment.
  2. Remove food and water bowls, cage furnishings, and toys and place in the designated area for disposal or sanitation, as appropriate.
  3. Using a poop scooper or gloved hand and plastic bag remove all visible solid contaminants (e.g. food, feces, vomit, etc.) from kennel.
  4. Apply detergent making sure to coat all surfaces of enclosure including both sides of the door.
  5. Physically scrub all surfaces of the enclosure using a scrub brush.
  6. Rinse all surfaces with clean water.
  7. If pooling of water is evident, use squeegee and/or clean towel to remove pooled water from enclosure.
  8. Apply disinfectant solution thoroughly coating all surfaces of enclosure including both sides of the door. Check proper dilution prior to application.
  9. Allow appropriate contact time based on product label.
  10. Rinse all surfaces with clean water.
  11. If pooling of water is evident, use squeegee and/or clean towel to dry all animal contact surfaces.
- \*\* If squeegee was used in step 7, make sure to disinfect it or use a clean one for this step.**
12. Re-set kennel and/or return occupant to enclosure.

**\*\* Some products have both detergent and disinfectant properties; therefore, the same product can be used for both cleaning (step 4) and disinfection (step 8). Even when using a dual-purpose product, it is important to perform both the cleaning and disinfection step to ensure appropriate sanitation.**





**ALPENA COUNTY SHERIFF'S OFFICE  
ANIMAL CONTROL SHELTER**

**ERIK W. SMITH, SHERIFF**

**STANDARD OPERATING PROCEDURES**

**Number: 2.3**

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**Date: 9/7/2023**

**SUBJECT: CLEANING – SPOT CLEANING DOG LIVING ENCLOSURE**

**PURPOSE:** This SOP provides shelter staff and animal care technicians with step-by-step procedures for proper cleaning techniques within the animal control shelter. Careful and effective cleaning by well-trained employees is literally lifesaving. Although the main purpose of cleaning animal areas is to prevent the spread of infectious diseases, an additional benefit is increased willingness of the public to adopt from and support a shelter that looks and smells clean.

**SCOPE:** These procedures shall apply to all Animal Control Shelter personnel.

**SUPPLIES:**

- Disinfectant
- Cleaning solution
- Mop, mop heads & fresh mop water
- Mop bucket
- Scrub brushes
- Sponge
- Broom and dust pan
- Vacuum
- Clean rags/towels
- Paper towels
- Gloves
- Hose
- Squeegee
- Pooper scooper
- Trash can
- Garbage bag

**DEFINITIONS:**

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- **NON-ENVELOPED VIRUSES:** A virus that does not have an outer wrapping or "envelope."

## **SPOT CLEAN DOG LIVING ENCLOSURE**

### **INDICATIONS FOR SANITATION**

- Daily when dog will be remaining in the same enclosure
- When the enclosure is lightly soiled
- When the occupant(s) is generally healthy

### **GENERAL SANITATION PRACTICES:**

Individuals performing sanitation should wear appropriate, clean, protective outerwear.

Each animal housing area should have designated, labeled cleaning equipment for use exclusively in that area. Such equipment should be thoroughly cleaned and disinfected after use.

### **PROCEDURE:**

1. Remove occupant from kennel or confine them to a physically separate compartment.
2. Remove food and water bowls from enclosure and place aside. Shake out bedding into trash as needed.
3. Remove soiled linens or objects and remove any feces, vomit, or food items from the kennel floor.
4. Inspect kennel floor, walls, and furnishings for lightly soiled areas. If found, apply detergent solution directly to soiled area.
5. Using a clean rag or scrub brush, wipe soiled areas until visibly clean and dry.
6. Replace any soiled items with clean ones.
7. After performing hand sanitation or changing gloves, refresh food and water bowls as needed and return them to the enclosure.
8. Ensure occupant has full access to enclosure.
9. Clean and disinfect any cleaning equipment prior to using in another enclosure.





**ALPENA COUNTY SHERIFF'S OFFICE  
ANIMAL CONTROL SHELTER**

**ERIK W. SMITH, SHERIFF**

**STANDARD OPERATING PROCEDURES**

**Number: 2.4**

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**Date: 9/7/2023**

**SUBJECT: CLEANING – DEEP CLEAN CAT LIVING ENCLOSURE**

**PURPOSE:** This SOP provides shelter staff and animal care technicians with step-by-step procedures for proper cleaning techniques within the animal control shelter. Careful and effective cleaning by well-trained employees is literally lifesaving. Although the main purpose of cleaning animal areas is to prevent the spread of infectious diseases, an additional benefit is increased willingness of the public to adopt from and support a shelter that looks and smells clean.

**SCOPE:** These procedures shall apply to all Animal Control Shelter personnel.

**SUPPLIES:**

- Disinfectant
- Cleaning solution
- Mop, mop heads & fresh mop water
- Mop bucket
- Scrub brushes
- Sponge
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- Vacuum
- Clean rags/towels
- Paper towels
- Gloves
- Hose
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- **NON-ENVELOPED VIRUSES:** A virus that does not have an outer wrapping or "envelope."

## DEEP CLEAN CAT LIVING ENCLOSURE

### INDICATIONS FOR SANITATION

- After cats have left the enclosure and new cat(s) will be housed in the enclosure
- When the enclosure is heavily soiled
- Minimum of every 2 weeks when cats are housed long-term in the same enclosure.
- When the occupant has been diagnosed or exposed to a severe infectious disease (e.g. panleukopenia)
- If the enclosure is heavily soiled, e.g. food has been smeared over large areas, but the risk of infectious disease is LOW and the same cat(s) will be returning to the enclosure, the application of disinfectant may be eliminated.

### GENERAL SANITATION PRACTICES:

Individuals performing sanitation should wear appropriate, clean, protective outerwear.

Each animal housing area should have designated, labeled cleaning equipment for use exclusively in that area. Such equipment should be thoroughly cleaned and disinfected after use.

### PROCEDURE:

1. Remove occupant from enclosure or confine them to a physically separate compartment.
2. Remove food and water bowls, cage furnishings, and toys and place in a designated "dirty" area for disposal or sanitation as appropriate.
3. Using rag and dustpan, remove all visible solid contaminants (e.g. food, feces, vomit, etc.) from enclosure.
4. Apply detergent\* using a garden sprayer or spray bottle, coating all surfaces of enclosure including both sides of the door.
5. Physically scrub all surfaces of the enclosure using a hand-held scrub brush or clean rag.
6. Rinse all surfaces with a clean rag soaked in clean water.
7. Apply disinfectant solution using a garden sprayer or spray bottle, thoroughly coating all surfaces of enclosure including both sides of the door.
8. Allow appropriate contact time based on product label.
9. Rinse all surfaces with a clean rag soaked in clean water.
10. Use a clean rag or paper towel to dry all animal contact surfaces or allow enclosure to air dry.
11. Re-set enclosure and/or return occupant to enclosure.

\*\* Some products have both detergent and disinfectant properties; therefore, the same product can be used for both cleaning (step 4) and disinfection (step 7). Even when using a dual-purpose product, it is important to perform both the cleaning and disinfection step to ensure appropriate sanitation.



**ALPENA COUNTY SHERIFF'S OFFICE  
ANIMAL CONTROL SHELTER**

**ERIK W. SMITH, SHERIFF**

**STANDARD OPERATING PROCEDURES**

**Number: 2.5**

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**Date: 9/7/2023**

**SUBJECT: CLEANING – SPOT CLEANING CAT LIVING ENCLOSURE**

**PURPOSE:** This SOP provides shelter staff and animal care technicians with step-by-step procedures for proper cleaning techniques within the animal control shelter. Careful and effective cleaning by well-trained employees is literally lifesaving. Although the main purpose of cleaning animal areas is to prevent the spread of infectious diseases, an additional benefit is increased willingness of the public to adopt from and support a shelter that looks and smells clean.

**SCOPE:** These procedures shall apply to all Animal Control Shelter personnel.

**SUPPLIES:**

- Disinfectant
- Cleaning solution
- Mop, mop heads & fresh mop water
- Mop bucket
- Scrub brushes
- Sponge
- Broom and dust pan
- Vacuum
- Clean rags/towels
- Paper towels
- Gloves
- Hose
- Squeegee
- Pooper scooper
- Trash can
- Garbage bag

**DEFINITIONS:**

- **CLEAN:** To make free from dirt, marks or stains.
- **CLEANING SOLUTION:** A liquid solvent to clean a surface of dirt, marks or stains.
- **SANITATION:** the process of making places/items free from dirt, infection, and disease.
- **SANITIZE:** To make clean; disinfect.
- **DETERGENT:** Cleaning agent which works by suspending dirt and grease. Does NOT kill harmful microorganisms. (Fabuloso\*, non-antibacterial soap, degreaser)
- **DISINFECT:** To clean with a chemical in order to kill microorganisms.
- **DISINFECTANT:** Chemical agent which kills harmful microorganisms. Does not necessarily remove dirt or grease. (Bleach, Odoban\*, Rescue, Alcohol, Hydrogen Peroxide, Chlorhexidine, and Iodine)
- **NON-ENVELOPED VIRUSES:** A virus that does not have an outer wrapping or "envelope."

## **SPOT CLEAN CAT LIVING ENCLOSURE**

### **INDICATIONS FOR SANITATION**

- Daily when cat will be remaining in the same enclosure
- When the enclosure is lightly soiled
- When the occupant(s) is generally healthy
- Spot cleaning is generally preferred for cats with URI and ringworm.

### **GENERAL SANITATION PRACTICES:**

Individuals performing sanitation should wear appropriate, clean, protective outerwear.

Each animal housing area should have designated, labeled cleaning equipment for use exclusively in that area. Such equipment should be thoroughly cleaned and disinfected after use.

### **PROCEDURE:**

1. Remove occupant from enclosure or confine them to a physically separate compartment.
2. Remove food and water bowls from enclosure and place aside. Shake out bedding into trash as needed.
3. Remove soiled linens or objects and brush any loose debris into a dustpan.
4. Scoop or dispose of litter box(es) as needed.
5. Inspect cage walls and furnishings for lightly soiled areas. If found, apply detergent solution to clean rag or paper towel and wipe soiled areas until visibly clean and dry. Replace soiled items with clean ones.
6. After performing hand sanitation or changing gloves, refresh food and water bowls as needed and return them to the enclosure.
7. Ensure occupant(s) has/have full access to enclosure.
8. Clean and disinfect any equipment prior to using in another enclosure.



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**Number: 2.6**

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**Date: 9/7/2023**

**SUBJECT: CLEANING – DEEP CLEAN OUTDOOR DOG KENNEL ENCLOSURE**

**PURPOSE:** This SOP provides shelter staff and animal care technicians with step-by-step procedures for proper cleaning techniques within the animal control shelter. Careful and effective cleaning by well-trained employees is literally lifesaving. Although the main purpose of cleaning animal areas is to prevent the spread of infectious diseases, an additional benefit is increased willingness of the public to adopt from and support a shelter that looks and smells clean.

**SCOPE:** These procedures shall apply to all Animal Control Shelter personnel.

**SUPPLIES:**

- Disinfectant
- Cleaning solution
- Mop, mop heads & fresh mop water
- Mop bucket
- Scrub brushes
- Sponge
- Broom and dust pan
- Vacuum
- Clean rags/towels
- Paper towels
- Gloves
- Hose
- Squeegee
- Pooper scooper
- Trash can
- Garbage bag

**DEFINITIONS:**

- **CLEAN:** To make free from dirt, marks or stains.
- **CLEANING SOLUTION:** A liquid solvent to clean a surface of dirt, marks or stains.
- **SANITATION:** the process of making places/items free from dirt, infection, and disease.
- **SANITIZE:** To make clean; disinfect.
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- **DISINFECT:** To clean with a chemical in order to kill microorganisms.
- **DISINFECTANT:** Chemical agent which kills harmful microorganisms. Does not necessarily remove dirt or grease. (Bleach, Odoban\*, Rescue, Alcohol, Hydrogen Peroxide, Chlorhexidine, and Iodine)
- **NON-ENVELOPED VIRUSES:** A virus that does not have an outer wrapping or “envelope.”

## DEEP CLEAN OUTDOOR DOG KENNEL ENCLOSURE

### INDICATIONS FOR SANITATION:

- At the end of every day
- When the occupant has been diagnosed or exposed to an infectious disease

### GENERAL SANITATION PRACTICES:

Individuals performing sanitation should wear appropriate, clean, protective outerwear.

Each animal housing area should have designated, labeled cleaning equipment for use exclusively in that area. Such equipment should be thoroughly cleaned and disinfected after use.

### PROCEDURE:

1. Make sure all occupants have been removed from kennel.
2. Remove all objects from kennel.
3. Using a poop scooper or gloved hand and plastic bag remove all visible solid contaminants (e.g. food, feces, vomit, etc.) from kennel.
4. Apply detergent making sure to coat all surfaces of enclosure including both sides of the door.
5. Physically scrub all surfaces of the enclosure using a scrub brush.
6. Rinse all surfaces with clean water.
7. If pooling of water is evident, use squeegee to remove pooled water from enclosure.
8. Apply disinfectant solution thoroughly coating all surfaces of enclosure including both sides of the door. Check proper dilution prior to application.
9. Allow appropriate contact time based on product label.
10. Rinse all surfaces with clean water.
11. If pooling of water is evident, use squeegee to dry all animal contact surfaces.  
*\*\* If squeegee was used in step 7, make sure to disinfect it or use a clean one for this step.*
12. Re-set kennel

*\*\* Some products have both detergent and disinfectant properties; therefore, the same product can be used for both cleaning (step 4) and disinfection (step 8). Even when using a dual-purpose product, it is important to perform both the cleaning and disinfection step to ensure appropriate sanitation.*





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ANIMAL CONTROL SHELTER**

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**Number: 2.7**

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**Date: 9/7/2023**

**SUBJECT: CLEANING – SPOT CLEAN OUTDOOR DOG KENNEL ENCLOSURE**

**PURPOSE:** This SOP provides shelter staff and animal care technicians with step-by-step procedures for proper cleaning techniques within the animal control shelter. Careful and effective cleaning by well-trained employees is literally lifesaving. Although the main purpose of cleaning animal areas is to prevent the spread of infectious diseases, an additional benefit is increased willingness of the public to adopt from and support a shelter that looks and smells clean.

**SCOPE:** These procedures shall apply to all Animal Control Shelter personnel.

**SUPPLIES:**

- Disinfectant
- Cleaning solution
- Mop, mop heads & fresh mop water
- Mop bucket
- Scrub brushes
- Sponge
- Broom and dust pan
- Vacuum
- Clean rags/towels
- Paper towels
- Gloves
- Hose
- Squeegee
- Pooper scooper
- Trash can
- Garbage bag

**DEFINITIONS:**

- **CLEAN:** To make free from dirt, marks or stains.
- **CLEANING SOLUTION:** A liquid solvent to clean a surface of dirt, marks or stains.
- **SANITATION:** the process of making places/items free from dirt, infection, and disease.
- **SANITIZE:** To make clean; disinfect.
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- **DISINFECT:** To clean with a chemical in order to kill microorganisms.
- **DISINFECTANT:** Chemical agent which kills harmful microorganisms. Does not necessarily remove dirt or grease. (Bleach, Odoban\*, Rescue, Alcohol, Hydrogen Peroxide, Chlorhexidine, and Iodine)
- **NON-ENVELOPED VIRUSES:** A virus that does not have an outer wrapping or "envelope."

## **SPOT CLEAN OUTDOOR DOG KENNEL ENCLOSURE**

### **INDICATIONS FOR SANITATION:**

- After occupation of each dog
- When the enclosure is lightly soiled
- When the occupant(s) is generally healthy

### **GENERAL SANITATION PRACTICES:**

Individuals performing sanitation should wear appropriate, clean, protective outerwear.

Each animal housing area should have designated, labeled cleaning equipment for use exclusively in that area. Such equipment should be thoroughly cleaned and disinfected after use.

### **PROCEDURE:**

1. Make sure all occupants have been removed from kennel.
2. Wipe tether down with disinfectant on a clean rag. Then clip tether to side of kennel so that it is out of the way.
3. Remove all object, bowls, feces, vomit, fur, or food items from the kennel floor.
4. Inspect kennel floor, walls, and furnishings for lightly soiled areas. If found, apply detergent solution directly to soiled area.
5. Using a scrub brush, clean soiled areas until visibly clean and dry.
6. Refresh food and water bowls as needed and return them to the enclosure.
7. Ensure occupant has full access to enclosure.
8. Clean and disinfect any cleaning equipment prior to using in another enclosure.





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**Date: 9/7/2023**

**SUBJECT: CLEANING – CLEANING AND DISINFECTING TRANSPORT VEHICLE**

**PURPOSE:** This SOP provides shelter staff and animal care technicians with step-by-step procedures for proper cleaning techniques within the animal control shelter. Careful and effective cleaning by well-trained employees is literally lifesaving. Although the main purpose of cleaning animal areas is to prevent the spread of infectious diseases, an additional benefit is increased willingness of the public to adopt from and support a shelter that looks and smells clean.

**SCOPE:** These procedures shall apply to all Animal Control Shelter personnel.

**SUPPLIES:**

- Disinfectant
- Cleaning solution
- Mop, mop heads & fresh mop water
- Mop bucket
- Scrub brushes
- Sponge
- Broom and dust pan
- Vacuum
- Clean rags/towels
- Paper towels
- Gloves
- Hose
- Squeegee
- Pooper scooper
- Trash can
- Garbage bag

**DEFINITIONS:**

- **CLEAN:** To make free from dirt, marks or stains.
- **CLEANING SOLUTION:** A liquid solvent to clean a surface of dirt, marks or stains.
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- **DISINFECTANT:** Chemical agent which kills harmful microorganisms. Does not necessarily remove dirt or grease. (Bleach, Odoban\*, Rescue, Alcohol, Hydrogen Peroxide, Chlorhexidine, and Iodine)
- **NON-ENVELOPED VIRUSES:** A virus that does not have an outer wrapping or "envelope."

## CLEANING AND DISINFECTING TRANSPORT VEHICLE

### INDICATIONS FOR DISINFECTION:

- After occupation of any dog(s)/cat(s)
- When the enclosure is lightly soiled

### PROCEDURE:

1. Park and position vehicle on an incline (if possible) where the rear is lower than the front, which will help drain water and sanitizing solutions out of the back of the vehicle.
2. Remove all occupants, crates, and supplies from the vehicle. Place items that are going back into the vehicle a sufficient distance away from the vehicle to avoid overspray.
3. Put on disposable gloves.
4. Remove all organic material and trash and place in a trash bag.
5. Sweep out the empty vehicle to remove any small items.
6. Rinse the vehicle out with water.
7. Coat all surfaces with a detergent solution and scrub the surfaces with a clean rag or brush.
8. Rinse all surfaces with water.
9. If pooling of water is evident, use squeegee and/or clean towel to remove pooled water from enclosure.
10. Apply disinfectant solution thoroughly coating all surfaces of enclosure including both sides of the door. Check proper dilution prior to application.
11. Allow appropriate contact time based on product label.
13. Rinse all surfaces with clean water.
14. If pooling of water is evident, use squeegee and/or clean towel to dry all surfaces.  
*\*\* If squeegee was used in step 7, make sure to disinfect it or use a clean one for this step.*
15. Ensure the inside of the vehicle is completely dry and reload items that are kept in the transport vehicle back into the transport vehicle.

*\*\* Some products have both detergent and disinfectant properties; therefore, the same product can be used for both cleaning (step 4) and disinfection (step 8). Even when using a dual-purpose product, it is important to perform both the cleaning and disinfection step to ensure appropriate sanitation.*



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**Number: 2.9**

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**Date: 9/7/2023**

**SUBJECT: CLEANING – CLEANING AND DISINFECTING TRANSPORT CRATES**

**PURPOSE:** This SOP provides shelter staff and animal care technicians with step-by-step procedures for proper cleaning techniques within the animal control shelter. Careful and effective cleaning by well-trained employees is literally lifesaving. Although the main purpose of cleaning animal areas is to prevent the spread of infectious diseases, an additional benefit is increased willingness of the public to adopt from and support a shelter that looks and smells clean.

**SCOPE:** These procedures shall apply to all Animal Control Shelter personnel.

**SUPPLIES:**

- Disinfectant
- Cleaning solution
- Mop, mop heads & fresh mop water
- Mop bucket
- Scrub brushes
- Sponge
- Broom and dust pan
- Vacuum
- Clean rags/towels
- Paper towels
- Gloves
- Hose
- Squeegee
- Pooper scooper
- Trash can
- Garbage bag

**DEFINITIONS:**

- **CLEAN:** To make free from dirt, marks or stains.
- **CLEANING SOLUTION:** A liquid solvent to clean a surface of dirt, marks or stains.
- **SANITATION:** the process of making places/items free from dirt, infection, and disease.
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- **DISINFECTANT:** Chemical agent which kills harmful microorganisms. Does not necessarily remove dirt or grease. (Bleach, Odoban\*, Rescue, Alcohol, Hydrogen Peroxide, Chlorhexidine, and Iodine)
- **NON-ENVELOPED VIRUSES:** A virus that does not have an outer wrapping or "envelope."

## CLEANING AND DISINFECTING TRANSPORT CRATES


### INDICATIONS FOR DISINFECTION:

- After occupation of each dog/cat
- When the enclosure is lightly soiled

### PROCEDURE:

1. Remove occupant.
2. Cut and remove zip ties, if crate is going back into storage.
3. Put on disposable gloves.
4. Remove all objects and bedding. Shake out bedding into trash as needed.
5. Remove all organic material and dispose in trash.
6. Rinse crate, inside and out, with water.
7. Coat all surfaces with a detergent solution. Using a scrub brush, clean soiled areas until visibly clean and dry.
8. Rinse thoroughly with water.
9. Apply disinfectant solution thoroughly coating all surfaces of enclosure including both sides of the door. Check proper dilution prior to application.
10. Allow appropriate contact time based on product label.
11. Rinse all surfaces with clean water.
12. Allow crate to dry.
13. Place crate in storage.
14. Clean and disinfect any cleaning equipment prior to using again.

**\*\* Some products have both detergent and disinfectant properties; therefore, the same product can be used for both cleaning (step 4) and disinfection (step 8). Even when using a dual-purpose product, it is important to perform both the cleaning and disinfection step to ensure appropriate sanitation.**

	<p align="center"><b>ALPENA COUNTY SHERIFF'S OFFICE</b>  <b>ANIMAL CONTROL SHELTER</b></p> <p align="center"><b>ERIK W. SMITH, SHERIFF</b></p> <p align="center"><b>STANDARD OPERATING PROCEDURES</b></p>	<p><b>Number:</b> 3.1</p> <p><b>Page:</b> 1 of 1</p> <p><b>Date:</b> 9/26/2023</p>
<b>SUBJECT: DISPOSITIONS – RETURN TO OWNER (RTO)</b>		

**PURPOSE:** To reunite a lost animal with its owner.

**SCOPE:** This procedure shall apply to all Animal Control Shelter personnel.

**SUPPLIES:** NONE

**DEFINITIONS:**

- RTO: Return to owner
- ACO: Animal Control Officer
- PETPOINT: is an animal shelter data management program designed to assist animal welfare organizations in efficiently managing shelter operations.
- LOCKDOWN: is a banking software to manage funds.

**PROCEDURE:**

- A. Verify ownership.
- B. Complete RTO form and review the Michigan Dog Law compliance requirement with the owner.
- C. Collect the impound fee and any other fees accrued while the animal was in care and custody of the Alpena County Animal Control Shelter, including but not limited to daily fee(s), charges for vaccination(s), parasite treatment/prevention, and veterinary charges.
- D. Provide the owner a copy of the RTO form.
- E. Deposit money into lockdown.
- F. Update the intake binder with disposition information
- G. Scan the RTO form into the animals file on the Animal Control drive and rename the animal's file to include the intake number as well as the animal's name and owner's last name
- H. Complete an "Outcome" for the animal in Pet Point
- I. Place animal's file into the ACO's bin



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**Date: 9/26/2023**

**SUBJECT: DISPOSITIONS – ADOPTION**

**PURPOSE:** The purpose of the Alpena County Animal Control shelter's rehoming program is to find responsible, permanent homes for animals. This SOP provides procedures that will help shelter staff make the best decisions for the animals being adopted and can reduce the likelihood of animals being poorly cared for, returned to the shelter or abandoned.

**SCOPE:** This procedure shall apply to all Animal Control Shelter personnel.

**SUPPLIES:** NONE

**DEFINITIONS:**

- **LOCKDOWN:** is a banking software to manage funds.
- **PETPOINT:** is an animal shelter data management program designed to assist animal welfare organizations in efficiently managing shelter operations.
- **STRAY:** a canine not under the control of an owner or custodian and not on an owner or custodian's property.

**PROCEDURE:**

- A.** If the animal is a "stray", hold for the required stray hold period as indicated in the Alpena County Animal Control Ordinance (Article 7 Section 7.1) UNLESS the animal's welfare is compromised then immediate euthanasia should be considered.
- B.** Evaluate the animal's state of health and behavior for adoptability. If the animal is found to be adoptable, continue with the adoption procedure. If the animal is deemed not adoptable, reference the euthanasia or transfer protocol.
- C.** Screen prospective adopters using established adoption standards (pre-adoption interview and questionnaire to provide shelter staff with a better understanding of the potential adopter's past animal history, their expectations for a pet, lifestyle, and environment in which the new pet would be living).
- D.** Canine: vaccinate with core vaccinations following established shelter vaccination protocol, including booster(s), vaccinate for rabies, maintain deworming and flea treatment/prevention protocol, test for heartworm, microchip, and spay/neuter prior to adoption when age appropriate (at least 6 months of age), if possible.
- E.** Feline: vaccinate for rabies, maintain deworming and flea treatment/prevention protocol, test for FeLV/FIV, and spay/neuter prior to adoption when age appropriate (approximately 3-4 months), if possible.
- F.** Post to the Animal Control Shelter social media page to promote the animal available for adoption.
- G.** Choose a suitable, best match adopter for the animal
- H.** Complete adoption form and review the adoption agreement with the adopter
- I.** Collect the adoption fee
- J.** Provide the adopter a copy of the signed adoption form
- K.** Provide the adopter a copy of the animal's medical records
- L.** Obtain an adoption photo

- M.** Deposit money into Lockdown
- N.** Update the intake binder with disposition information
- O.** Scan the adoption form into the animals file on the Animal Control drive and rename the animal's file to include the intake number as well as the animal's name and owner's last name
- P.** Complete an "Outcome" for the animal in Pet Point
- Q.** Place animal's file into the ACO's bin





**ALPENA COUNTY SHERIFF'S OFFICE  
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**Date: 9/26/2023**

**SUBJECT: DISPOSITIONS – FOSTER TO ADOPT (FTA)**

**PURPOSE:** To expedite the placement of shelter animals into adoptive homes until the final adoption process can be completed. The adoption process can be completed after the animal is spayed/neutered.

**SCOPE:** This procedure shall apply to all Animal Control Shelter personnel.

**SUPPLIES:** NONE

**DEFINITIONS:**

- **PET MEDICAL RECORD:** A record of tasks completed in regard to the animal's health and well-being including the date the task was completed and the name or initials of the person who completed the task. The tasks may include the animal's information, grooming, health testing, procedures, and vaccinations. Mandatory tasks include those tasks included in the adoption fee.
- **FTA:** Foster to adopt
- **LOCKDOWN:** is a banking software to manage funds.

**PROCEDURE:**

- A. Complete the foster-to-adopt form and review the agreement with the adopter
- B. Collect the adoption fee
- C. Provide the adopter a copy of the signed foster-to-adopt form
- D. Verify the animal's medical record is up-to-date and inform the adopter when incomplete mandatory tasks are to be completed.
- E. Provide the adopter a copy of the animal's medical records including dates, times, and places mandatory tasks are to be completed.
- F. Obtain an adoption photo
- G. Deposit money into Lockdown
- H. Update the intake binder with disposition information
- I. Scan the foster-to-adopt form into the animals file on the Animal Control drive and rename the animal's file to include the intake number as well as the animal's name and owner's last name
- J. Place the animal's file into the "Foster-to-adopt" area of the file cabinet.
- K. Update both the physical and computer files as mandatory tasks are completed.
- L. Upon completion of all mandatory tasks, complete the adoption form with the adopter. (Follow adoption procedure from this point on).





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**Date: 9/26/2023**

**SUBJECT: DISPOSITIONS – TRANSFER**

**PURPOSE:** For the responsible relocation of adoptable shelter animals by moving them to another licensed shelter or rescue where there may be greater adoption demand for them and/or greater resources available to address any medical or behavioral conditions they might have.

**SCOPE:** This procedure shall apply to all Animal Control Shelter personnel.

**SUPPLIES:** NONE

**DEFINITIONS:**

- **PETPOINT:** is an animal shelter data management program designed to assist animal welfare organizations in efficiently managing shelter operations.

**PROCEDURE:**

- A. Locate another licensed animal shelter or animal rescue organization to accept the transfer of ownership of the animal(s) being transferred.
- B. Make arrangements to transfer the animal(s).
- C. Verify all state regulations and requirements in MCL287.335a are met.
- D. Complete the transfer form with the participating animal shelter or animal rescue.
- E. Collect or pay any fees associated with the transfer, if applicable.
- F. Deposit money into Lockdown, if applicable.
- G. Update the intake binder with disposition information
- H. Scan the transfer form into the animals file on the Animal Control drive and rename the animal's file to include the intake number followed by the word "transfer"
- I. Complete an "Outcome" for the animal in Pet Point
- J. Place animal's file into the ACO's bin

**PET SHOPS, DOG POUNDS, AND ANIMAL SHELTERS (EXCERPT)  
Act 287 of 1969**

## **287.335a Prohibited conduct.**

### **Sec. 5a.**

(1) A person who operates a pet shop shall not import or cause to be imported into this state a dog or cat that is less than 8 weeks old. A person who operates an animal control shelter or an animal protection shelter shall not import or cause to be imported into this state a dog or cat that is less than 8 weeks old unless the dog or cat is imported with its dam. A large-scale dog breeding kennel shall not import or cause to be imported into this state a dog that is less than 8 weeks old unless the dog is imported with its dam.

(2) A person who operates a pet shop shall not sell, exchange, transfer, or offer for sale, exchange, or transfer a dog or cat that is less than 8 weeks old. A large-scale dog breeding kennel shall not sell, exchange, or transfer a dog that is less than 8 weeks old.

(3) A person that operates a pet shop, an animal control shelter, an animal protection shelter, or a large-scale dog breeding kennel shall not import or cause to be imported into this state, or sell, adopt, exchange, or transfer, or offer for sale, adoption, exchange, or transfer a dog, unless all of the following are satisfied before the dog's entry into this state:

(a) The dog has been vaccinated against distemper, parvovirus, and canine adenovirus-2. The dog shall also be vaccinated against rabies and leptospirosis if the dog is 12 weeks of age or older. If a rabies vaccine is required under this subdivision, the vaccine shall be administered by an accredited veterinarian. A person operating a pet shop or a large-scale dog breeding kennel shall ensure that vaccinations other than the rabies vaccination are administered not less than 7 days before the dog's entry into this state. The director may require vaccinations against other diseases not specified in this subdivision.

(b) If indicated, the dog has been treated for external and internal parasites so that the dog is not capable of spreading external or internal parasites to another animal at the time it is imported into this state.

(c) The dog is accompanied by an interstate health certificate or certificate of veterinary inspection signed by an accredited veterinarian licensed to practice veterinary medicine in the dog's state of origin, including records of the dog's medication and immunization.

(4) A person who operates a pet shop, an animal control shelter, or an animal protection shelter shall not import or cause to be imported into this state, or sell, adopt, exchange, or transfer, or offer for sale, adoption, exchange, or transfer a cat, unless all of the following are satisfied before the cat's entry into this state:

(a) The cat has been vaccinated against feline panleukopenia, calici viruses, and feline herpes virus-1. The cat shall also be vaccinated against rabies if the cat is 12 weeks of age or older. If a rabies vaccine is required under this subdivision, the vaccine shall be administered by an accredited veterinarian. A person operating a pet shop shall ensure that vaccinations other than the rabies vaccination are administered to the cat as required by this subdivision not less than 7 days before the cat's entry into this state. The director may require vaccinations against other diseases not specified in this subdivision.

(b) If indicated, the cat has been treated for external and internal parasites so that the cat is not capable of spreading external or internal parasites to another animal at the time it is imported into this state.

(c) The cat is accompanied by an interstate health certificate or certificate of veterinary inspection filled out and signed by an accredited veterinarian licensed to practice veterinary medicine in the cat's state of origin, including records of the cat's medication and immunization.

(5) A person who operates a pet shop or a large-scale dog breeding kennel shall not sell, exchange, transfer, or deliver a dog, cat, or ferret without providing to the purchaser a valid pet health certificate.

For purposes of this subsection, a pet health certificate is only valid for 30 days after the date the animal was examined by the veterinarian who signed the certificate.

**History:** Add. 1980, Act 214, Imd. Eff. July 18, 1980 ;-- Am. 2016, Act 392, Eff. Mar. 29, 2017



**ALPENA COUNTY SHERIFF'S OFFICE  
ANIMAL CONTROL SHELTER**

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**Date: 9/26/2023**

**SUBJECT: DISPOSITIONS – EUTHANASIA**

**PURPOSE:** To provide as humane, painless and rapid a death as possible for animals whom euthanasia is the best option given medical, financial or behavioral constraints.

**SCOPE:** These procedures shall apply to all Animal Control Shelter personnel.

**SUPPLIES:** NONE

**DEFINITIONS:**

- Euthanasia: A good death without fear or distress
- EBI: Euthanasia by injection
- Suffering: Irremediable physical suffering" means an animal who has a poor or grave prognosis for being able to live without severe unremitting pain even with comprehensive, prompt, and necessary veterinary care, as determined by a veterinarian licensed to practice in the state.

**PROCEDURE:**

Note: This procedure shall apply to all Animal Control Shelter personnel properly trained to perform euthanasia by successfully completing the EBI course recognized by LARA and MDARD. Federal and state guidelines regarding euthanasia methods and administration shall be followed.

If no properly trained shelter personnel are available to perform the euthanasia, it shall be performed by a licensed veterinarian.

- A. For "stray" animal: the "stray" shall be held for the appropriate stray hold as regulated in the Alpena County Animal Control ordinance Article 7 Section 7.1. However, if the animal is suffering due to severe injury or illness, the animal may be euthanized before the hold period is completed, with a veterinarian's approval. Records must be clearly noted with the medical reasons for euthanasia.
- B. Any animal regardless of size, sex or breed who is known to be aggressive or exhibits signs of aggression toward people or other animals may be euthanized. Determination of aggression is made from past history, day-to-day interaction with shelter staff and volunteers, and through behavior evaluations. Aggression includes, but is not limited to defensive and threatening behaviors, actual attacks, lunging at humans and other animals, and baring teeth.
- C. Animals that have been placed for adoption may be considered for euthanasia for any of the following reasons:
  1. If the animal's behavior deteriorates to the point of trying to bite or attack people or other animals
  2. If the animal becomes ill with a poor prognosis, will have a long and painful rehabilitation process with little chance of meaningful recovery, acquires an incurable debilitating illness, or is not responding to the available treatment.

Animal Control Donation Balance  
Date of Report 9/30/2023

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\$ 48,578.40

September 2023 Revenue

101-430-630.000 Impound Fees	\$	940.00
101-430-384.000 Misc Rev/Donation	\$	5,326.00
101-430-677.000 Reimbursements/Restitutio	\$	-

Monthly Intake Totals

Species	Total
DOG	26
GUINEA PIG	1
<b>Grand Total</b>	<b>27</b>

Jurisdiction	Total
ALPENA TWP	8
CITY OF ALPENA	12
MAPLE RIDGE TWP	3
GREEN TWP	4
<b>Grand Total</b>	<b>27</b>

Intake Type	Total
CASE	6
MEDICAL	1
OWNER SURRENDER	1
STRAY	17
QUARANTINE	2
<b>Grand Total</b>	<b>27</b>

Intake Type	Jurisdiction Count
<b>ALPENA TWP</b>	<b>8</b>
DOG	8
<b>CITY OF ALPENA</b>	<b>12</b>
DOG	11
GUINEA PIG	1
<b>MAPLE RIDGE TWP</b>	<b>3</b>
DOG	3
<b>GREEN TWP</b>	<b>4</b>
DOG	4
<b>Grand Total</b>	<b>27</b>

**Average Daily Population**

Dogs	19
Cats	11
<b>Total</b>	<b>30</b>

STRAYS TRANSPORTED BY

AGENCY	Total
APD	5
ACSO	5
OWNER	2
CITIZEN	11
ACO	4
<b>Grand Total</b>	<b>27</b>

Jurisdiction	Total
ALPENA TWP	8
CITY OF ALPENA	12
MAPLE RIDGE TWP	3
GREEN TWP	4
<b>Grand Total</b>	<b>27</b>

Number of Strays Dropped off (by the public) to Shelter by Jurisdiction

Jurisdiction	Total
ALPENA TWP	8
CITY OF ALPENA	12
GREEN TWP	4
MAPLE RIDGE TWP	3
<b>Grand Total</b>	<b>27</b>

Number of Owner Surrenders

Jurisdiction	Total
ALPENA TWP	8
CITY OF ALPENA	12
MAPLE RIDGE TWP	3
GREEN TWP	4
<b>Grand Total</b>	<b>27</b>

Surrender Reason	Total
<b>OWNER SURRENDER</b>	<b>1</b>
ADOPTED	1
<b>STRAY</b>	<b>17</b>
RTO	17
<b>CASE</b>	<b>6</b>
ADOPTED	1
IN CARE	5
<b>QUARANTINE</b>	<b>2</b>
RTO	1
IN CARE	1
<b>MEDICAL</b>	<b>1</b>
RTO	1
<b>Grand Total</b>	<b>27</b>

## Number of Abuse Neglect Cases Initiated by ACO

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<b>Jurisdiction</b>	<b>Total</b>
City of Alpena	0
County	3
<b>Total</b>	<b>3</b>

## Outcomes

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### Intakes from September

<b>Disposition Type</b>	<b>Total</b>
<b>ADOPTED</b>	<b>2</b>
<b>IN CARE</b>	<b>6</b>
<b>RTO</b>	<b>19</b>
<b>Grand Total</b>	<b>27</b>

### Intakes from Previous Month

<b>Disposition Type</b>	<b>Total</b>
RTO	2
ADOPTED	12
<b>Grand Total</b>	<b>14</b>