

**11.01**  
**CRAIG POLICE DEPARTMENT**  
**Office of Chief of Police**  
**General Order**

**Date Issued:** May 15, 1997

**Revision Date:** June 8, 2009

**Subject:** Community Services

**Reference:**

**To:** All Officers

**I. POLICY:**

The primary goal of the Community Service Section is to improve the quality of life in Craig and Moffat County by responding to, and dealing with animal complaints, parking violations, and code enforcement complaints.

The purpose of the Community Service Officer (CSO) is to investigate complaints concerning animals, parking and code enforcement ordinances.

When an CSO is not available, Police Officers will be assigned to animal complaints within the City limits. Therefore, Police Officers must familiarize themselves with this General Order.

**II. DEFINITIONS**

**Animal** – means all warm-blooded mammals, not including Homo Sapiens, both domesticated and undomesticated, male or female, whether or not neutered or sterilized.

**At Large** - shall mean OFF the premises of the owner, possessor or keeper and NOT under control of a human by means of leash, cord or chain

**Bodily Injury** – is an injury caused by animal bite, scratch or attack whereby at a minimum the skin is punctured, scratched or bruised

**Bovine** – means a cow, steer, bull, or any other member of the bovine family

**Canine** – means a dog or any animal of the canine family except coyote or fox

**Caprine** – means goat (doe, buck, kid)

**Equine** – means horse, mule, ass or any other member of the equine family

**Feline** – means cat or any animal of the feline family except large species of wild cats

**Feral Animal** – means a wild animal or animal that has escaped domestication and become wild

**Ovine** – means sheep (ram, ewe, lamb)

**Trained Officer** – is any officer which has received training in the use of the controlled substance from the CSO.

**Vicious Animal** - any animal that inflicts unprovoked bites, scratches or other injuries upon humans or other animals in a vicious or terrorizing manner or approaches any person or animal in an apparent attitude of attack.

**Wildlife** - any animal of a wildlife nature; skunks, bats, deer, elk, porcupine, fox, coyote, eagle, hawk, snake, etc.

### **III. PROCEDURE**

#### **A. Enforcement Responsibility**

The CSO reports to the Operations Division Commander, and shall have responsibility of enforcing all laws pertaining to all animals and providing animal control services within the corporate limits of the City of Craig as well as parking and code enforcement responsibilities.

The CSO may assist the Moffat County Sheriff's Office with animal complaints within 7 mile radius of Craig, and other agencies within Moffat County outside the 7 mile radius on a request basis, after receiving approval from a supervisor.

#### **B. Issuance of Summons and Complaint**

Pursuant to Colorado State Statutes, the CSO shall have authority to issue summons and complaints to violators and/or warning notices. When issuing a summons to a violator, the CSO shall request that the violator show a drivers license or other valid form of identification. If the violator refuses to cooperate, the CSO shall call for Police assistance. Violators shall be required to pay the fine on a penalty assessment citation or appear in court for violations.

The CSO shall complete the narrative section of the summons stating specific details of the offense for each Summons and Complaint issued. In some cases, an additional narrative report will be needed to accurately document details of an incident. Case numbers shall be entered in the appropriate space of the Summons and Complaint.

#### **C. Citizen Complaint - Summons and Complaint**

When a citizen wishes to sign a Summons and Complaint for a violation of an animal related law, the CSO shall investigate such complaint. Details of the investigation will be recorded in the incident screen. In some cases, an additional narrative report will be needed to accurately document details of an incident. If the CSO determines that a Summons and Complaint is inadvisable, the incident screen or report shall state that the citizen was advised against signing a Summons and Complaint and the reason why.

#### **D. Physical Arrest**

The CSO shall not participate in a physical arrest. Should a physical arrest be necessary, the CSO shall request assistance from a Police Officer.

#### **E. Records**

The CSO shall maintain current and accurate records of all animals handled or impounded and subsequently released to the owner, adopted, transferred or euthanized, and shall complete and submit the proper report for all violations and/or complaints answered. The original animal

impound report shall be forwarded to the records section and the gold copy will be retained by the CSO after the billing is completed for the month. Records of all code enforcement actions taken by a CSO will also be recorded to track date, location, type of violation and disposition.

Monthly, the CSO shall complete a report showing the number of impounds, complaints, releases, adoptions, transfers and euthanized animals. The monthly report shall also include a breakdown of the code enforcement complaints.

#### F. Court Appearances

The CSO shall be responsible for preparing court cases properly and for following up each individual case until final disposition. The CSO may request police officer assistance in preparing cases as needed.

The CSO shall appear in court promptly at the designated time and shall be in uniform or professionally attired.

#### G. Vehicle

All vehicles assigned for CSO use will at all times be maintained in a clean and sanitary condition. The CSO shall be responsible for seeing that the vehicle is properly maintained and serviced. As the vehicle needs maintenance or repairs, the CSO shall inform the Operations Division Commander, who will schedule the vehicle for repair.

H. The CSO shall properly dispose of all dead animal carcasses (small animals), on an as needed basis, at the dumpster at the animal shelter. Large animal carcasses within the city limits shall be disposed of by the City Sanitation Department, according to arrangements made with that department.

#### I. Animal Shelter

The designated City of Craig/Moffat County Animal Shelter shall be used for impounding all animals.

The on duty CSO shall do a daily morning check at the shelter or as soon as possible and be responsible for the completion of all paperwork for each impounded animal and the filing of such paperwork. The CSO shall also photograph new animals as they arrive or are brought in and scan the animal for micro chips.

#### J. Injured Animals

It shall be at the discretion of the CSO or Police Officer whether an injured animal should be euthanized or not. If an animal is severely injured, the CSO or Police Officer shall attempt to locate the owner. If an owner cannot be located, the CSO or Police Officer must make a decision on what to do with the animal, based on the severity of injuries, or if possible, after consulting with a veterinarian. If the owner is located, it shall be the owner's responsibility to have the animal treated by a veterinarian or request the animal is euthanized. The owner will make this decision, not the CSO or Police Officer. The owner will also be responsible for all veterinarian charges for treatment of the animal. If the injuries to the animal are moderate, the animal may be held until the next day and then shall be reevaluated. The animal may then be euthanized or may be held pursuant to state statute.

## K. Cruelty to Animals

The CSO shall investigate all complaints of cruelty to animals. This includes poisoning, abandonment, traps, adequate care, enclosed vehicles and animal fights. Under no circumstances shall the CSO illegally enter a structure to examine an animal. If the animal's life is determined to be in jeopardy, the CSO may obtain a warrant and impound the animal for treatment or humane euthanasia. Photographs, statements, or any other evidence pertinent to the case must accompany the reports.

## L. Barking Dogs

The CSO or Police Officer shall contact the complainant regarding barking dog complaints, if requested. When a barking dog complaint is determined to be valid, the CSO or Police Officer shall attempt to contact the owner of the offending animal(s) and issue either a warning or a summons and complaint. If the owner of the offending animal(s) is not home and no other method of quieting the dog is available, the CSO or Police Officer may pick up and impound the offending animal(s).

In the absence of audible proof, in the presence of the CSO or Police Officer that an animal is in fact disturbing the peace, the complainant shall be advised that they may sign a complaint and the case will be heard in front of the municipal court judge.

## M. Animal Bites - Vicious Animals

It shall be the duty of the CSO or Police Officer to investigate all complaints of vicious or dangerous animals. A vicious or dangerous animal is any animal that inflicts unprovoked bites, scratches or other injuries upon humans or other animals in a vicious or terrorizing manner, or approaches any person or animal in an apparent attitude of attack.

Upon completion of the investigation, and pursuant to city ordinance and state statute, the CSO or Police Officer shall quarantine the animal for a period of 10 days. The quarantine may be initiated using the following guidelines:

1. Home Quarantine:
  - a. The owner/caretaker must show proof of current rabies vaccinations at the time the report is taken.
  - b. Home quarantine rules include: the animal must be confined inside a dwelling; if the animal is taken outside to relieve itself it must be accompanied by the owner/caretaker; quarantine in a pen or fenced yard is not acceptable; walking the animal off of the owner/caretaker's property is not allowed. If these rules cannot be met the animal must be quarantined at the animal shelter.
  - c. The owner/caretaker must keep the animal away from all other people and pets, other than the family members and their pets.
  - d. If the animal is quarantined at home the officer or CSO shall check periodically to make sure the animal is being quarantined properly.

2. If the owner/caretaker can not show proof of current rabies vaccinations the animal must be quarantined at the animal shelter. If the animal has been impounded for quarantine at the shelter and the owner/caretaker later shows proof of current vaccinations and can properly quarantine the animal at home, the animal can be released to the owner for the remainder of the quarantine period.
3. If the bite is inflicted on the owner/caretaker or a family member the animal may be quarantined at home regardless of current vaccinations.
4. When the 10 day quarantine period is over the owner must have the animal checked by a licensed veterinarian.
5. At the end of the 10 days the owner will be required to pay the impound fee for animals held at the shelter and the animal will be returned to the owner.

If the CSO or Police Officer determines an animal to be vicious, the CSO or Police Officer shall issue the owner a warning or a summons and complaint charging the owner with harboring a vicious animal. An officer's report shall be completed to document the injuries upon the victim(s) and owner of the animal.

#### N. At Large

The CSO and Police Officers shall investigate all complaints of animals at large and may impound animals found at large. If the owner is known, the animal may be returned to the owner, possessor, keeper or caretaker. If the animal is a dog, the dog must have current license and rabies vaccination. If the dog does not have the proper tags, the owner, possessor, keeper or caretaker will be required to obtain the proper tags before the dog is released. The CSO and Police Officers have discretion on whether to issue a warning or a summons and complaint.

#### O. Impounding Procedures

Animals are to be impounded at the Craig/Moffat County Animal Shelter. The owner or any person claiming the animal shall, pursuant to the number of days provided by state statute, of the date of impounding, pay all fees for impounding of the animal. Animals not claimed will be available for adoption or will be euthanized pursuant to guidelines set forth in state law. If the owner or keeper is known and does not claim the animal, the owner or keeper shall be responsible to the city for all boarding and euthanasia fees.

#### P. Inspection of Animals

The CSO or Police Officer shall be authorized to enter upon and make an inspection of any public or private premises (including fenced property) when in pursuit of or when actually observing an animal believed to be in violation of Chapter 6 of the Craig Municipal Code. The CSO or Police Officer is only allowed to enter a structure with permission of the owner or with a valid warrant.

#### Q. Euthanasia

Generally, all euthanasia will be done by the contracted veterinarian. However, there may be cases when the CSO and trained Officers shall be authorized to euthanize animals by the use of a controlled substance. A detailed record shall be kept by CSO and trained Officers of the use of

any amount of the controlled substance used for euthanasia and this record will be kept in the CSO vehicle at all times. An inventory will be completed every two years on the amount of the controlled substance used in the two year time period. A copy of the invoice of the purchase of the controlled substance will be kept with the State and Federal licenses file that is under the control of CSO.

While CSO's are on duty the controlled substance will be kept in the locked vehicle at all times.

When the CSO's are not on duty the controlled substance will be kept in a locked file cabinet in the locked office inside the safety center.

#### R. Parking Violations

The CSO shall issue warning tickets or penalty tickets to vehicles that are parked in violation. All tickets will be turned in to the front office clerks to be recorded. Either before or after turning them in, they will be recorded on the CSO activity log.

#### S. Weeds, Junk, Trash, Code Violations

A report shall be written on each complaint of code enforcement violations and supplemental reports written on all progress.

Upon notification or locating a property in violation, the CSO shall attempt to contact the property owner and advise them and warn them to correct the violations. A written warning shall be issued to the person, listing the specific violations. A 5 day time limit will be given to correct the violations. If the violations are not corrected in that time, an administrative summons will be issued. If the party is making noticeable progress in bringing the property into compliance, the CSO has the discretion to extend the time limit allowed.

Photographs will be taken of the entire property and specific violations.

If the CSO is unable to contact a responsible party at the residence, a written notice shall be left specifying the violations and the time allowed for correcting the violation.

The CSO shall utilize the assessor website to determine the property owner and if not the resident, attempts shall be made to contact the property owner by personal contact, telephone or administrative citation.

If no progress is made, an administrative summons will be issued to the property owner. If the property owner is the resident the CSO will serve the summons to that party. If the CSO is unable to contact the property owner, the summons may be posted in a noticeable location at the property. If the property owner is not the resident, the CSO shall either contact the owner in person, post the notice at the residence of the owner, or send the summons by certified mail.

Once the summons is issued, the property owner has 10 business days to bring the property into compliance. If the property is brought into compliance, the party does not have to pay the fine.

If the property is not brought into compliance, the CSO shall take additional photographs of the property. The CSO will then arrange for a crew to respond to the property to do the necessary work. A police officer may also be requested to be present.

Once clean up is accomplished, the property owner will be responsible for those costs and this process will be conducted by City Hall.

T. Abandoned Vehicles

Vehicles in the city of Craig must be licensed with current registration and be operable.

Upon a complaint or locating abandoned vehicles, the CSO shall attempt to contact the owner of the vehicle. If the owner cannot be located and the vehicle is on private property, the CSO shall either leave a written notice on the property or red tag the vehicle.

If the vehicle is on a public street and an owner can't be located, the CSO shall red tag the vehicle.

If the vehicle is not brought into compliance, it shall be towed. The amount of time before the vehicle is towed will depend upon the situation. If it is on private property and the property owner does not own the vehicle and wants it towed, it can be done immediately. If the vehicle is a traffic hazard or leaking fluid or other type of hazard, it should be towed immediately. Otherwise it will be towed within 10 days.

Vehicles towed by the city will be towed the impound lot behind the Public Safety Center and entered into CCIC/NCIC.

U. Vehicle Sales

The CSO's shall arrange a sale of all abandoned vehicles several times a year, depending on the number of vehicles in the impound lot. All money received shall be turned into the City Finance Department, except for funds received from the sale of vehicles sold for the Moffat County Sheriff.

Certified letters will be sent out to the last known owner/lien holder of the vehicle to come and pick up their vehicles or send the title and keys. All sales will be pursuant state law.

A notice will be sent to the newspaper stating when the silent bid process will begin and end, and what vehicles are for sale.

The CSO shall complete the necessary paperwork for the sale to take place and keep the paperwork in case files.

On the last day of the sale at the time listed for the sale to end, the CSO shall open the bids and contact the winners.

The purchasers are responsible for picking up the vehicles and are made aware that the vehicles are sold "as is".

As a courtesy the City sells abandoned vehicles for the Moffat County Sheriff's Office.

Approved By:



Walter K. Vanatta  
Chief of Police