MEETING AGENDA
BOARD OF ANIMAL SERVICES COMMISSIONERS
CITY OF LOS ANGELES
Monday August 14, 2006
10:00 a.m.
LOS ANGELES CITY HALL
200 N. Spring St.
Room 1050
Los Angeles, CA  90012

Commissioners:
Kathleen Riordan, President
Tariq Khero, Vice-President
Marie Atake
Glenn Brown
Deborah A. Knaan

Sign language interpreters, assistive listening devices, or other auxiliary aids and/or services may be provided upon request. To ensure availability, you are advised to make your request at least 72 hours prior to the meeting you wish to attend. For information please call (213) 482-9501.

Si require servicios de traduccion, favor de notificar la oficina con 24 horas por anticipado.

COMMISSION MEETING

1. ELECTION OF BOARD OF ANIMAL SERVICES COMMISSION OFFICERS

2. REPORT OF THE GENERAL MANAGER
   A. To Be Determined

3. OLD BUSINESS INCLUDING MATTERS FOR BOARD ACTION
   A. Board Report: Adoption Policy (Nancy Moriarty)

4. NEW BUSINESS
   A. Commission Recommendations For New Agenda Items

5. COMMISSION BUSINESS
   A. Approval of the Minutes for July 10, and July 24, 2006
   B. Meetings/Events Attended

6. GENERAL MANAGER RECOMMENDS FOR BOARD ACTION
   A. Board Report: Sam Simon and Amanda Pet Foundation Contracts (Jeff Brill)
7. **REGULAR AGENDA DISCUSSION ITEM**
   A. Discussion: Veterinary Vacancies
   B. Discussion: New Hope Alert Reporting Criteria

8. **PUBLIC COMMENT PERIOD** - (Comments from the public on items of public interest within the Board’s subject matter jurisdiction.)

9. **ADJOURNMENT**

   NOTE: THERE WILL BE AN APPEAL HEARING IMMEDIATELY FOLLOWING THE REGULAR COMMISSION MEETING OR 12:30 P.M., WHICHEVER COMES FIRST.

**AGENDAS** - The Board of Animal Services Commissioners (Board) meets regularly every second (2nd) and fourth (4th) Monday of each month at 9:00 A.M. Regular Meetings are held at City Hall, 200 North Spring Street, Room 1060, in Los Angeles, CA 90012. The agendas for Board meetings contain a brief general description of those items to be considered at the meetings. Board Agendas are available at the Department of Animal Services (Department), Administrative Division, 221 North Figueroa Street, 5th Floor, Los Angeles, CA 90012. Board Agendas may also be viewed on the 2nd floor Public Bulletin Board in City Hall East, 200 North Main Street, Los Angeles, CA 90012. Internet users may also access copies of present and prior agenda items, copies of the Board Calendar, as well as electronic copies of approved minutes on the Department’s World Wide Web Home Page site at [http://www.laanimalservices.com/CommissionAgendas.htm](http://www.laanimalservices.com/CommissionAgendas.htm)

Three (3) members of the Board constitute a quorum for the transaction of business. The Board may consider an item not listed on the Board Agenda only if it is determined by a two-thirds (2/3) vote that the need for action arose after the posting of an Agenda. Some items on the Agenda may be approved without any discussion.

The Board Secretary will announce the items to be considered by the Board. The Board will hear the presentation on the topic and gather additional information from Department Staff. Once presentations have finished, the Board President will ask if any Board Member or member of the public wishes to speak on one or more of these items. Each speaker called before the Commission will have one (1) minute to express their comments and concerns on matters placed on the agenda.

**PUBLIC INPUT AT BOARD MEETINGS – Public Participation on Agenda Items.** Members of the public will have an opportunity to address the Board on agenda items after the item is called and before the Board takes action on the item, unless the opportunity for public participation on the item was previously provided to all interested members of the public at a public meeting of a Committee of the Board and the item has not substantially changed since the Committee heard the item. When speaking to an agenda item other than during Public Comment (see Public Comment below), the speaker shall limit his or her comments to the specific item under consideration. California Government Code Section 54954.3.

**Public Comment.** The Board will provide an opportunity for public comment at every regular meeting of the Board. Members of the public may address the Board on any items within the subject matter jurisdiction of the Board as part of Public Comment.

**Speaker Cards.** Members of the public wishing to speak are to fill out one speaker card for each agenda item on which they wish to speak and present it to the Board secretary before the item is called.

**Time Limit for Speakers.** Speakers addressing the Board will be limited to one (1) minute of speaking time for each agenda item. The Chairperson, with the approval of a majority of the Board, may for good cause extend any speaker’s
time by increments of up to one (1) minute. Total speaker time on any agenda item will be limited to ten (10) minutes per item and fifteen (15) minutes for Public Comment, unless extended as above. 

**Brown Act.** These rules shall be interpreted in a manner that is consistent with the Ralph M. Brown Act, California Government Code Section § 54950 et seq.

**STANDARDS OF CONDUCT.** Speakers are expected to behave in an orderly manner and to refrain from personal attacks or use of profanity or language that may incite violence.

All persons present at Board meetings are expected to behave in an orderly manner and to refrain from disrupting the meeting, interfering with the rights of others to address the Board and/or interfering with the conduct of business by the Board.

In the event that any speaker does not comply with the foregoing requirements, or if a speaker does not address the specific item under consideration, the speaker may be ruled out of order, their speaking time forfeited and the Chairperson may call upon the next speaker.

The Board, by majority vote, may order the removal from the meeting of any speaker or audience member continuing to behave in a disruptive manner after being warned by the Chairperson regarding their behavior. Section 403 of the California Penal Code states as follows: “Every person who, without authority of law, willfully disturbs or breaks up any assembly or meeting that is not unlawful in its character, other than an assembly or meeting referred to in Section 302 of the Penal Code or Section 18340 of the Elections Code, is guilty of a misdemeanor

**VOTING AND DISPOSITION OF ITEMS** – Most items require a majority vote of the entire membership of the Board (3 members). When debate on an item is completed, the Board President will instruct the Secretary to "call the roll". Every member present must vote for or against each item; abstentions are not permitted unless there is a Conflict of Interest for which the Board member is obliged to abstain from voting. The Secretary will announce the votes on each item. Any member of the Board may move to "reconsider" any vote on any item on the agenda, except to adjourn, suspend the Rules, or where an intervening event has deprived the Board of jurisdiction, providing that said member originally voted on the prevailing side of the item. The motion to "reconsider" shall only be in order once during the meeting, and once during the next regular meeting. The member requesting reconsideration shall identify for all members present the Agenda number and subject matter previously voted upon. A motion to reconsider is not debatable and shall require an affirmative vote of three members of the Board.

When the Board has failed by sufficient votes to approve or reject an item, and has not lost jurisdiction over the matter, or has not caused it to be continued beyond the next regular meeting, the issue is again placed on the next agenda for the following meeting for the purpose of allowing the Board to again vote on the matter.
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ADMINISTRATIVE APPEAL HEARING 12:30 P.M.

1. Appeal of the General Manager’s Decision in Dangerous Animal Case –BD-05542 WL
Appellant, Andrea Christensen
Complaining Witness: Ermanno Signorelli
District Manager, West Los Angeles Animal Care and Control, Derek Brown, Captain
Hearing Coordinator, Department of Animal Services, Helen Brakemeier, Captain

2. ADJOURNMENT

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Report to the Board of Animal Services Commissioners  
Edward A. Boks, General Manager

COMMISSION MEETING DATE:  August 14, 2006

SUBJECT: South LA Spay/Neuter Clinics and Mobile 
Spay/Neuter Van

REPORT DATE:  August 10, 2006

BOARD ACTION RECOMMENDED:

That the Board approve and authorize the General Manager to execute:

1. An agreement with the Sam Simon Foundation to operate the existing South Los Angeles Spay/Neuter Clinic.

2. An agreement with The Amanda Foundation to assume the existing mobile Spay/Neuter Van Contract.

SUMMARY:

In February 2005, an RFP was issued to provide Mobile Spay/Neuter Services to the residents of the City of Los Angeles. Two (2) proposals were submitted in April 2005. Of those two (2), a contract was signed with the Sam Simon Foundation in August 2005. The Sam Simon Foundation began service in September 2005.

As part of the contract with the Sam Simon Foundation, the Department does periodic reviews to ensure compliance. Because of this and with the South Los Angeles Spay/Neuter Clinic not being
utilized, the Department and The Sam Simon Foundation have agreed to allow the Sam Simon Foundation to operate the existing South LA Spay/Neuter Clinic to provide spay/neuter services using existing City Vouchers a minimum of four days a week. It is anticipated that three days will be to Spay Neuter Shelter Animals plus one day a week for the community surrounding the spay/neuter facility. In addition, the Department has also negotiated with the Amanda Foundation to assume the existing Sam Simon Foundation Mobile Spay/Neuter Van contract.

On June 12, 2006, the Board of Animal Services Commission (Commission) directed the General Manager to negotiate a contract with the Amanda Foundation to assume operation of the Mobile Spay and Neuter Van. Furthermore, the Commission directed the General Manager to negotiate a contract with the Sam Simon Foundation to operate the South Los Angeles Spay and Neuter Clinic.

On August 10, 2006 contracts with the Amanda and the Sam Simon Foundations were finalized (attachments).

FISCAL IMPACT:

None.

BACKGROUND / HISTORY:

In order to comply with the law, the Department must assume the dog and cat being adopted by the Shelter must be spay/neutered. At present, the adoption paperwork is completed and the unaltered animal is transported to a nearby Veterinary Hospital to be spay/neutered. Thereafter the new owner picks-up the Dog or cat from the Vet and it is altered. By having an operator at the existing South Los Angeles Spay/Neuter Clinic the dog or cat can be altered on the premises.

It is anticipated that the agreement with The Sam Simon Foundation will provide that Sam Simon Foundation will operate existing Clinic on Saturdays, Mondays and Thursday primarily for Spay/Neuter of Shelter Animals in the process of adoption. In addition, the Sam Simon Foundation will operate one day (TBD) to provide spay/neuter service for dogs and cats belonging to members of the public that live in the surrounding community of the South Los Angeles Animal Shelter.

The Sam Simon Foundation has agreed to accept existing spay/neuter vouchers for the services as follows:

1. Free Spay/Neuter Certificate Program - $60 per surgery
   a. Low-Income
   b. Senior Citizen
   c. Disabled
2. Discount Coupon Programs - $30 per surgery

3. Spay/Neuter Adoption Programs – Average of $44 per Surgery
   a. Pre-Release
   b. Post Release
   c. Pre-Adoption
   d. Large Dog Adoption (an extra $50 for dogs in excess of 55 pounds)

It is anticipated by the Sam Simon Foundation that they will be able to perform 25 spay/neuter’s per day. The Department will work with The Sam Simon Foundation to increase the number of spay/neuter through education of its Veterinary Staff. The Sam Simon Foundation anticipated its daily cost to operate the South LA Spay/Neuter Clinic to be approximately $1,500 per day. This cost would include labor costs for staff, supplies and equipment/facility maintenance.

The Department will provide the clinic space, utilities and will also allow the Sam Simon Foundation to use the existing equipment such as Auto Claves, Anesthesia, washer/dryer and any other equipment existing in the Spay/Neuter Clinic at no cost to the Sam Simon Foundation.

In the event that the Sam Simon Foundation’s monthly voucher income is greater than its operational costs, then The Sam Simon Foundation will pay the City an amount equal to the 50% of such excess to reimburse the City for the cost of utilities, use of equipment and in-lieu of rent for use of the facility. In addition, should there be any excess income over cost of operations, The Sam Simon Foundation will work in conjunction with the Department to hold special spay/neuter events for Feral Cats and other agreed upon events.

In order for The Sam Simon Foundation to undertake the operation of the Spay/Neuter Clinic The Amanda Foundation has agreed to assume the existing Sam Simon Foundation Mobile Spay/Neuter Van Contract. The Amanda Foundation will abide by all of the terms and conditions of the existing The Sam Simon Foundation Mobile Spay/Neuter Van contract except that the Amanda Foundation will use its best efforts to achieve the 7,000 spay/neuter per year for the remainder of the term contract.

The Department is currently drafting an RFP to find one or more operator for the spay/neuter Clinic and South LA existing spay/neuter clinics. It is expected that the RFP will be released by the Department in the next 60 days upon Board approval. Currently the South Los Angeles Spay/Neuter Clinic and its equipment are sitting vacant and unused. The benefit to the Department in having The Amanda Foundation take over the Mobile Van Agreement and The Sam Simon Foundation operate the Clinics is that the residents of the South Los Angeles community will benefit immediately. It is anticipated that the agreement with The Sam Simon Foundation to operate the South Los Angeles Spay/Neuter Clinic will be for approximately six (6) months or until the operator is selected through the RFP process that the Department will be releasing within the next 60 days.
RECOMMENDED SOLUTION:

The Department recommends that:

The Board of Animal Services Commissioners approve this report and authorize the General Manager of the Department to execute:

1. An agreement with The Sam Simon Foundation to operate the existing South Los Angeles Spay/Neuter Clinic.

2. An agreement with The Amanda Foundation to assume the existing mobile Spay/Neuter Van Contract.

Approved

Edward A. Boks, General Manager

BOARD ACTION:

_______  Passed  Disapproved  _______

_______  Passed with noted modifications  Continued  _______

_______  Tabled  New Date  _______________
Report to the Board of Animal Services Commissioners

Edward A. Boks, General Manager

COMMISSION MEETING DATE: August 14, 2006
SUBJECT: Adoption Procedures
REPORT DATE: August 10, 2006

BOARD ACTION RECOMMENDED:
It is recommended that the Board of Animal Services Commissioners (Commission) adopt an Adoption Policy and criteria as detailed in this report for identifying types of individuals who should be precluded from adopting animals from City shelters.

SUMMARY:
Irresponsible pet ownership is problematic in many ways. Whether owned or stray, unrestrained animals can attack people or other animals, get hit by cars or cause traffic accidents, and even spread disease. Animals depend on their caretakers to provide them with necessary sustenance, to make them comfortable and keep them safe from abuse and neglect. In addition, society depends on pet owners to prevent animals from becoming nuisances, straying and harming humans or other animals.

The Department of Animal Services (Department) wants to establish an Adoption Policy and criteria to ensure that animals are not placed in environments where they can be abused, neglected, create a danger to the public, or become a nuisance within the community. Companion animals are not just commodities, which can be easily exchanged, mistreated, or cast aside. Rather, they are an integral part of society and as such provide companionship and comfort to their owners.

BACKGROUND/HISTORY:
At its meeting of May 8, 2006, the Commission requested the Department to develop a criteria to enable employees to avoid placing animals with owners who do not have the ability to provide for their care and maintenance.
Over the years, the Department has had to deal with pet owners who turn in companion animals that have been abused, neglected, or have easily correctible behavior problems. After turning in their pets to the shelter, these individuals then proceed to adopt another animal from the shelter. Without an adoption policy and criteria, shelter staff has been unable to preclude such individuals from adopting another animal.

**FISCAL IMPACT:**
There will be an increase in the amount of time required by staff to adhere to these procedures, however, the fiscal impact should be manageable with the projected staffing increase associated with the new facilities.

**RECOMMENDED SOLUTION:**
The Department hereby adopts a policy that will serve to mitigate adoption of department-available companion animals into home environments that fail to provide all necessary care, attention and commitment for the full duration of the animals’ lives.

To meet this goal, the Department has identified two areas of shelter operations where proactive efforts can target potential “at-risk” adopters, these being definite pre-adoption requirements/restrictions and owner surrender evaluation and restrictions.

Pre-adoption requirements set forth unambiguous terms for adoption that address issues that often lead to owner abuse, negligence and/or surrender of the animal to Department shelters. Currently, the Department has no requirements for adoption other than the required monetary payment, age restriction of “at least 18 years of age” and denial of adoption for those convicted of animal abuse (if a record of such conviction has been placed in the Chameleon database). Benchmarking of other animal welfare agencies and organizations found that most had, at the very least, age, proof of landlord consent and adoption counseling approval requirements. Many had extensive pre-adoption requirements and restrictions, including proof of veterinarian approval, home checks and inside confinement only.

However, due to the mass numbers of available animals that the Department is challenged with placing in suitable homes with minimal support staff to conduct such detailed pre-adoption processing at this time, the following enforceable pre-adoption requirements and restrictions are set forth:

**Reasons for adoption denial may include, but are not limited to:**

- A documented history of inability or refusal to comply with local ordinances/state laws (i.e., multiple violations of Los Angeles Municipal Code Sections 53.50 and 53.06.2).
- Intention to violate any conditions of the adoption contract or evidence of past violation of adoption contracts (i.e., failure to spay/neuter deferred animals).
- Documented animal abuse convictions or allegations of such under investigation by the Department or other jurisdictional agencies.
• Supervisory review of any “Suspect Animal Cruelty” report noted under the potential adopter’s name in Chameleon wherein the situation, giving rise to the report filing has not changed (i.e., inability to provide medical care).
• Companion animal to be maintained outside on a tether or in an inadequate/unsafe environment.
• Inability to physically control the chosen pet (i.e., animal-aggressive dog of such a weight or strength as to over-power its handler/owner).
• Conditions/facilities under which pet would pose a safety risk (i.e., pitbull breed types or other recognized bully breed type dogs displaying aggressive tendencies adopted to families with very young children or to be housed in an apartment setting wherein dogs must pass strangers in very close proximity on a daily basis).
• Intent to have the animal live somewhere other than with the potential adopter wherein the potential new owner was not involved in the adoption selection and processing.
• Intention of use of the adopted animal for human or animal food or for any activity wherein the animal may be treated as prey by other animals or humans.

Pre-Adoption Requirements for the adopter shall include the following:

• Be 18 years or older.
• Have a valid photo ID.
• Be able to provide proof of landlord consent to have the animal on or maintained at the rented/leased property.
• Understand that the Department reserves the right to deny the adoption of any pet for any reason, including the reasons listed above.
• Meet any additional requirement for the specific pet they are interested in adopting (i.e., required training for “behavioral at-risk” animals wherein a private citizen waiver of liability was issued).
• Be willing to make a 10 to 20 year commitment to the dog/cat/bunny.
• Be familiar with their homeowner insurance policy, as many include specific breed bans.
• Understand that, if they have other dogs or cats at home, they should be spayed/neutered and up to date on all veterinary care (shots and preventatives) as the chances of dogfights are much higher if one of the dogs is unaltered, particularly if the dogs are of the same gender.

The Adoption Contract* sets forth the following requirements wherein all adopters sign and agree:

• Animals will be adopted for companion purposes and maintained in such a manner as to provide significant human-animal social interaction on a daily basis (i.e., indoor home access). Animals will not be confined by chaining, or tethering or restricted from “at large” activities with other animals or humans within a secure and safe environment.
• Dogs are not to be transported in any open vehicle, such as the bed of a truck, unless in a secured crate or other “safety harness”.
• Children will not be the principal caregivers of the adopted pet.
• Cosmetic surgery is prohibited.
• Animals will not be discarded on the streets or abandoned to fend for themselves in any fashion.
• To provide appropriate veterinary care, including recommended vaccinations, to keep the adopted pet in good health (see chart for projected costs).
• The Department shall have the right to do home inspections and/or to make follow-up phone calls in an effort to verify that the terms of this contract are being adhered to and to ensure the adopted animal's welfare.
• The Department reserves the right to repossess the dog/cat/rabbit with no refund of the adoption fee if the adopter is found in violation of our adoption requirements, including all medical or spay/neuter requirements set for in an issued Form D-300.
• I acknowledge and agree that the information that I have provided to the Department in its Screening Form, in this Adoption Agreement, and in any other issued form is true and correct. I understand and agree that my failure to provide truthful and accurate information shall constitute a material breach of this Adoption contract and that LAAS shall have the absolute right to the return of the animal being adopted.
• I acknowledge and agree that I have read and understand this Adoption Agreement and each of its terms and conditions.

*Note: The above requirements shall be in addition to the information of services provided to their adopted animal and other requirements set forth therein.

Owner Surrender Evaluations:

Owners surrendering their animals have multitude of reasons for such action and as the Department has an “open admission” policy, punitive or restrictive action shall not be taken against the legitimate surrender of an animal. However, in the cases wherein the condition of the animal displays signs of possible abuse, neglect or careless abandonment due to illness or injury that was avoidable with responsible pet care, Department employees booking such animals shall note such surrender on the “Suspect Cruelty Form” and send the form with the animal to medical staff for their evaluation of the animal's condition. This form will be returned to the Field Supervisor for further processing.

If the situation does not warrant further investigation for possible criminal filing, the form will be turned over to the Center Manager for evaluation to determine if a “Do Not Adopt” notation should be attached to the Person's ID in Chameleon.

In the case of owner surrenders due to lack of money to provide medical care, the cause and extent of the injuries should be taken into account. In the case of illness, again the age and type of illness and associated costs should be taken into account. These "Suspect Cruelty Forms" shall be maintained in the squad room under the Person ID for future reference.
should the person seek to adopt an animal from the Department. For owners turning in their animals that are healthy and adoptable but stated reasons force their relinquishment, their reason shall be noted in the Person’s ID window in Chameleon. Should that person seek to adopt an animal, the reason for the previous surrender shall be reviewed. As in the case of a surrender due to “moving” and the person still resides at their previous address, this is cause for denial of adoption. The Center Manager or their acting representative is solely responsible to perform this review process.

In the cases wherein a documented on-going criminal investigation/prosecution or conviction for animal abuse has been established, that person’s name and reason for adoption denial shall be entered by the Center Manager or their acting representative into the Person’s ID window in Chameleon.

In the event that the investigation proves false, the Center Manager or their acting representative shall update the Person’s ID window in Chameleon to reflect such exoneration or abatement of the investigation.

Any person otherwise prohibited from adopting an animal from the Department based on any of the above criteria, may petition the General Manager (or his designated representative) to have the designation removed from their Person’s ID window in Chameleon. To qualify for such consideration, the individual must be able to demonstrate to the satisfaction of the General Manager that they have become a responsible pet owner and/or prove that the initial determination that led to their exclusion was erroneous. The decision by the General Manager in these matters shall be final.

Approved

Edward A. Boks, General Manager

BOARD ACTION:

________ Passed

________ Passed with noted modifications

________ Tabled

Disapproved ________

Continued ________

New Date ________________