COMMISSION MEETING

1. ORAL REPORT OF THE GENERAL MANAGER

2. COMMISSION BUSINESS
   A. Approval of the Commission Meeting Minutes for March 9, March 23 and April 14, 2009
   B. Oral Report by the Commission on Meetings and Events attended.

3. GENERAL MANAGER RECOMMENDS FOR BOARD ACTION
   None

4. DISCUSSION ITEMS
A. Notice from Clinico regarding price increases for Spay and Neuter services at the City’s clinics.

B. Draft procedure for designating animals as discounted under the Green or Red Alert Program.

C. Update on progress of Licensing Changes and the On-Line Licensing Program.

D. Oral report on the Letter of Agreement with the Puppy Store (Orange Bone).

E. Oral update on efforts to implement recommendations of the Spay and Neuter Advisory Committee.

5. PUBLIC COMMENT PERIOD - (Comments from the public on items of public interest within the Board’s subject matter jurisdiction and on items not on the Agenda.)

Public Comments: The Brown Act prohibits the Board and staff from responding to the speakers' comments. Some of the matters raised in public comment may appear on a future agenda.

6. FUTURE AGENDA ITEMS

Requests from Commissioners for future Agenda Items.

7. ADJOURNMENT

Next Commission Meeting is scheduled for 10:00 A.M., June 8, 2009, Los Angeles City Hall, Room 1060, 200 North Spring Street, Los Angeles, California 90012

AGENDAS - The Board of Animal Services Commissioners (Board) meets regularly every second (2nd) and fourth (4th) Monday of each month at 10:00 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, 5Pth 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

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

Please join us at our website: www.LAAnimalServices.com
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 except in public comment which is limited to three (3) minutes. 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”.

Please join us at our website: www.LAAnimalservices.com
**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.
APPEAL AGENDA

BOARD OF ANIMAL SERVICES COMMISSIONERS
CITY OF LOS ANGELES

Tuesday, May 26, 2009
6:00 P.M.

Exposition Park
Dr. Mary McLeod Bethune Regional Branch Library
3900 South Western Avenue.
Los Angeles, CA 90062

Commissioners:
Tariq Khero, President
Kathleen Riordan, Vice-President
Irene Ponce
Archie J. Quincey, Jr.
Ruthanne Secunda

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 traducción, favor de notificar la oficina con 24 horas por anticipado.

ADMINISTRATIVE APPEAL HEARING 6:00 P.M.

Barking Dog License Revocation Case Number 083106 NC

Appellant: Theodore & Rosalind Wiesand
Complaining Witness: David Ladelfa
Field Operations Supervisor, North Central Animal Shelter, Lt. William Tranzow
Hearing Coordinator, Department of Animal Services, Ross Pool, Management Analyst

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Time Limit for Speakers. Appellant and complaining witness will be limited to ten (10) minutes for presentations to the Board. Other 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.

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Date:        May 26, 2009

To:          Board of Animal Services Commissioners

From:        Edward A. Boks, General Manager

Subject:     CLINICO: CHANGE IN PRICE SCHEDULE

In accordance with Section VII.G. of Clinico’s agreement to operate the Department’s Harbor Spay/Neuter Clinic (and the soon-to-be executed agreements for East Valley and Northeast Valley), Clinico notified the Department on May 11, 2009, of their modified price schedule. The Department has reviewed these modifications, which offer low-cost spay/neuter through a separate price schedule for pet owners whose income falls below $40,000 per year. The Board has the option to disapprove the modification, detailed in Clinico’s letter (attached), although staff does not recommend disapproval.
May 11, 2009

Tarig Khero
President
Los Angeles City Commission
221 N. Figueroa St., 6th floor
Los Angeles, CA 90012

Dear Mr. Khero,

This letter will serve to notify LAAS and the Commission of Clinico’s intended price increases. Our current surgery fees average $50 and only cover approximately 40% of the actual surgery costs. With the opening of our second clinic in San Pedro, Clinico must move towards long-term sustainability. The new pricing structure reflects a small increase in the prices offered to qualifying low-income pet owners, and a separate “list” price structure for non-qualifying pet owners. Qualifying pet owners would be those pet owners whose income falls below $40K per year.

The new low-income prices for surgery only are:

- Cat Neuter: $35
- Cat Spay: $45
- Dog Neuter: $50
- Dog Spay: $70

Additional charge of $100 for abdominal crypts or spays > 100 lbs.

The new “list” prices for surgery only are:

- Cat Neuter: $55
- Cat Spay: $75
- Dog Neuter <30 lbs: $100
- Dog Neuter >30 lbs: $125
- Dog Spay <30 lbs: $125
- Dog Spay >30 lbs: $150

Additional charge of $100 for abdominal crypts or spays >100 lbs.

The above prices will go into effect on 5/24/2009. Clinico remains dedicated to serving the low-income population, but our hope is that with a limited number of surgeries at the “list” prices, we will be better able to sustain our operations.

Sincerely,

Melody Fucini
Deputy Director
Clinico, 9225 Stanson Ave, Pico Rivera, CA 90660

Cc: Ed Boks
PURPOSE
The purpose of the New Hope Alerts is to distinguish for the New Hope Partners the animals that are most in need of being adopted/rescued and to encourage New Hope Partners to adopt/rescue animals on the Alerts list (Green/Red) by allowing the animals to be adopted/rescued at a discounted rate.

POLICY
As described in the New Hope Policy, New Hope Partners automatically enjoy a cost reduction adoption (pay s/n fee & deposit if required, microchip fee, license tax) on the adoption of any owner surrender dogs and cats after 3 days (intake + 2 days) and any stray dogs and cats after 2 days (review date + 1). In addition to the aforementioned discount, New Hope Partners receive a further discount if they adopt a Red or Green Alerted animal.

The New Hope Alerts program is solely to be used by those rescue groups that have entered into an agreement with the Department and are active New Hope Partners.

The New Hope Alerts program consists of two lists. The first list, Green Alert, is for animals that the Department has determined are in need of being rescued/adopted. The second list, Red Alert, is a list of animals that are most in need of being adopted and are at risk of being euthanized in 5 days if not rescued or adopted.

Green Alert
Every dog or cat placed on the Green Alert list qualifies for adoption to a New Hope Partner at a reduced fee. New Hope Partners receive an additional discount (pay s/n fee & deposit if required and license tax – no microchip fees) on animals that are Green (and Red) listed. Animals may be Green listed by either the ACT Supervisor or the New Hope Coordinator after the third day of availability.

Green listing an animal at the request of a New Hope Partner just prior to the adoption, can only be performed with the ACTS or the Center Manager prior approval. The approving supervisor must indicate in a memo in Chameleon the reason why the animal was Green listed. Green listing at the time of adoption is discouraged and should only be performed if the animal is unweaned, medically unsound, geriatric, or behaviorally challenged. The ACTS shall also take into consideration the current animal population at not only their Center, but throughout all Centers in the Department.
If the ACT Supervisor or the New Hope Coordinator determines that specific neonate kittens, puppies or rabbits need to be fostered and a New Hope Partner is willing to foster them, the kittens/puppies/bunnies are to be Green listed prior to being fostered by the New Hope Partner. Once weaned, the kittens/puppies/bunnies are returned to the Center and the New Hope Partner may adopt the kittens/puppies/bunnies at the Green listed price.

There are no time restraints on how long an animal can be Green Alerted.

**Red Alert**

The Red Alert list is intended to be the Department’s final notification to New Hope Partners that an animal is available for adoption. Animal Care Technician Supervisors are responsible for determining which animals will be placed on the Red Alert list. Unavailable animals may be red listed upon impound, but may not be euthanized until close of business on the first day that they become available for adoption.

Criteria for placement on the Red Alert list include:

- **Medical** – Dogs and cats that are not irremediably suffering, but according to medical staff, are not responding well to a standard course of treatment. Medical staff is responsible for informing the ACTS that an animal needs to be Red Alerted for medical reasons.

- **Behavioral** – Dogs and cats that have demonstrated unsocialized behavior (aggression, feral behavior, etc.) observed and reported by staff.

- **Time/Space** – Any available dog or cat. Generally, those that have been impounded for the longest period of time are considered first for placement on the Red Alert list. Appearance, age, health and behavior may be considered.

All dogs, cats and rabbits must be placed on the Red Alert list for 5 full days (includes the first day of posting only if done by 10 a.m.) prior to euthanasia authorization, **EXCEPT** for the following:

1. Animals that are irremediably suffering or whose health declines dramatically at any point during their stay, whether they are on the Red list or not. **Requires Veterinarian Signature.**

2. Stray animals that demonstrates severe aggression (can be euthanized immediately after completion of hold period). **Requires Center Manager (or, in his/her absence, ACT Supervisor) and Veterinarian Signatures.** A memo must be entered in Chameleon specifying the observed behavior that constitutes severe aggression.

3. Neonates that are unable to eat on their own and fostering cannot be arranged.

4. Owner surrendered animals that demonstrate **severe aggression** documented by staff. **Requires Center Manager (or, in his/her absence, ACT Supervisor) and Veterinarian Signatures.** Memos must be entered in
Chameleon specifying the observed behavior that constitutes severe aggression.

5. Owner surrendered animals that have a documented history of aggression.

For this policy, "Severe Aggression" is defined as any animal whose behavior is such that, in the opinion of the Center Manager or a Department Veterinarian, the animal constitutes a direct and immediate threat to the safety and welfare of our employees and/or the public. Any animal that does not meet this threshold must be placed on the Red Alert list for 5 days prior to euthanasia.

ACT Supervisors are to review the red list daily to remove those animals that have been Red listed for more than 5 days and add animals that may need to be euthanized in 5 days. Animals must be Red listed by 10:00 a.m. each morning. In order to properly manage the kennels and avoid overcrowded conditions, Animal Care Technician Supervisors are responsible for ensuring that a sufficient number of animals at their Center are Red listed at all times. Failure to Red list animals on a regular basis will result in the inability to euthanize at will if an immoderate amount of animals are impounded at one time.

In no case shall any animal remain on the Red Alert list for more than five days. Animals may be removed from the Red Alert list at the discretion of the ACTS and/or other staff members authorized by supervision; however, they must again be placed on the list prior to euthanasia authorization.

Persons may not place an Interested Party on a Red listed animal on the 5th day. Animals that have been Red listed may be euthanized at or after close of business on the 5th day, or must be removed from the Red list and placed back on the Green list.

Red listed animals should not be transferred to another center unless it’s at the request of an adopter who will be adopting the animal that same day from the Center where the animal is being transferred.

If an animal is removed from the Red list and placed on the Green list, the animal must once again be Red listed for 5 days.

**PROCEDURES**

Qualifying animals will be automatically placed on the Green Alert list.

Initial entry of a dog or cat to Red Alert:

a. When a determination has been made to enter a dog or cat to the “Red Alert” the ACT Supervisor shall enter the “Red Alert” validation in the Outcome Type field in the Kennel window and their ID Number (last 3) in the Outcome By field.

b. The ACT Supervisor shall enter a memo with the “Red Alert” validation in the Type field in the Memo window and check to be sure that the Memo Date is correctly entered as the current date.

c. The body of the memo shall contain the following information:
1. Date,
2. ID Number of person entering the memo,
3. Name of the person entering the memo,
4. Reason for placement on the “Red Alert,” and
5. Any other pertinent information.

d. Both of the above procedures **must** be followed for the dog or cat to appear on the 
“Red Alert” on the web site. If one is missing, the animal will not be on the list.

A Daily evaluation list, called the New Hope Alert List is e mailed to the New Hope Partners so they

New Hope Coordinators are to send out regular e mail blasts to the New Hope Partners on animals that need rescuing.
At the meeting of May 11, 2009, the Board asked for an update on the status of efforts to accommodate on-line applications for new licenses (or renewal when rabies vaccination was needed). On February 23, 2009, the Board approved a slate of recommended changes to the Los Angeles Municipal Code (LAMC 53.00 et. seq.) that would allow customer-friendly and business-model changes in the administration of the City’s licensing program. This included flexibility in the method that would be used to verify rabies vaccinations to allow for use of modern technology solutions. The recommendations also expressed the Board’s desire that total license fee levels (currently $15 and $100 for altered and unaltered respectively) remain the same and be changeable only by ordinance.

The Mayor’s office acted rapidly to forward the recommendations to the City Administrative Officer (CAO) for analysis and recommendation. The CAO report supported all the Board’s recommendations and the Mayor concurred. In light of the City-wide interest in expediting changes that could result in better license compliance, the City Council’s Public Safety Committee waived consideration of the matter and on May 19, 2009, the City Council adopted the recommendations and directed the City Attorney to prepare the necessary ordinance to change the LAMC.

Concurrently, Department staff has been working to develop an in-house, web-based application to accept dog licenses renewals and other on-line payments. Since 2006, the Department has paid to use a Chameleon application that allows license renewals and on-line donations. The goals of developing our own in-house application are to save licensing fees, provide the Department better controls over content and financial reporting, and to simplify changes necessary when transitioning from Bank of America to Wachovia. The City’s Information Technology Agency assisted in several ways, such as expediting our own “security certificate” for on-line transaction security, and beta-testing started in April 2009. The new site is scheduled for launch to the public on May 21, 2009. We have already started work on the module that would accept new license applications (or renewals when rabies vaccinations are required) by requiring
sufficient information to verify the vaccination, such as: Veterinarian name and office telephone; date of vaccination; vaccine producer, product, type, and serial number; date vaccination expires. This type of information is available on paperwork given to pet owners and is uniquely difficult as a complete set to falsify.

At a future meeting, staff will be bringing to the Board for consideration and approval several licensing-related fees, which are likely to include: late fees to motivate renewal compliance, fee discounts for an amnesty program, and a penalty for falsifying rabies information on a license application. This process will be timed so that the fees can be considered by Council before or at the same time as the final ordinance.

Below are screen shots of the new in-house donation and license renewal applications.
The department of Animal Services has several special funds set up to accept individual gifts, donations, and bequests, that have been established within the Treasury of the City of Los Angeles to augment established programs and activities of the Department.

Please click on the name of the fund below to make your online donation or contact us at (213) 482-9588 to discuss other donation options.

**Animal Welfare Trust Fund**
Donations to the Animal Welfare Trust Fund enhance the quality of life for shelter animals by funding animal supplies, medical equipment and improvements to Animal Service Centers.

**The Foster Program**
The Foster Program trains volunteers to provide temporary homes for special needs animals until they are healthy enough for adoption. Foster Program webpage: [http://www.lanimalservices.com/volunteer_fostercare.htm](http://www.lanimalservices.com/volunteer_fostercare.htm)

**The Spay/Neuter Trust Fund**
The Spay/Neuter Trust Fund helps provide low/no cost spay/neuter services for pets in low-income households and funds our mobile spay/neuter clinics.

**The Star Program**
Sasha, a chubby, brown and white, 2-year-old female Pic-Bull Terrier that was brought to the North Central Animal Care Center with a dislocated left hind leg, probably due to trauma. I was very scared when she came to the shelter, but now I understand that people just want to help me and I am proving to be a very sweet dog. I am quiet and mature, and very well trained. My staff was surprised that I go to my kennel on command.
Date: May 26, 2009
To: Board of Animal Services Commissioners
From: Edward A. Boks, General Manager
Subject: DRAFT PROCEDURE FOR DESIGNATING ANIMALS AS DISCOUNTED UNDER THE GREEN AND RED ALERT PROGRAM

Attached for the Board’s review, discussion, and input, is a draft Standard Operating Procedure (SOP) entitled “DRAFT - NEW HOPE ALERTS - GREEN ALERT/RED ALERT.” This draft will become the procedure document used by staff to designate animals for discount of all fees except spay/neuter (and applicable licensing tax until other code changes remove that requirement) to members of the Department’s New Hope Program.

The animal care center supervisors and managers have been following the general guidelines of the attached procedure for some time, but in the last months have given particular attention to working through refinements, clarifications, and modifications that resolve any conflicting or confusing situations and provide clear, life-saving principles for staff to follow.

In accordance with the action of the City Council in approving the Fee Ordinance for the Department on May 15, 2009, which included language about Board approval of the criteria for waivers to rescues, this policy when finalized will be presented to the Board for final approval.

Of particular note in the attached draft:

- The New Hope Alerts program is solely to be used by those rescue groups that have entered into an agreement with the Department and are active New Hope Partners.

- Green Alert
  - Animals may be Green Alerted by either the ACT Supervisor or the New Hope Coordinator after the third day of availability. The ACT Supervisor shall also take into consideration the current animal population at not only their Center, but throughout all Centers in the Department.
  - Green alerting an animal at the request of a New Hope Partner just prior to their adoption by the partner, can only be performed with prior approval of the ACTS
or Center Manager; however, green alerting at the time of adoption is discouraged and should only be performed if the animal is unweaned, medically unsound, geriatric, or behaviorally challenged.

- There are no time restraints on how long an animal can be Green Alerted.

**Red Alert**

- The Red Alert list is intended to be the Department’s final notification to New Hope Partners that an animal is available for adoption. ACT Supervisors are responsible for determining which animals will be placed on the Red Alert list.

- Unavailable animals may be red listed upon impound, but may not be euthanized until close of business on the first day that they become available for adoption.

- Criteria for placement on the Red Alert list include:
  - Medical – Dogs and cats that are not irremediably suffering, but according to medical staff, are not responding well to a standard course of treatment. Medical staff is responsible for informing the ACTS that an animal needs to be Red Alerted for medical reasons.
  - Behavioral – Dogs and cats that have demonstrated unsocialized behavior (aggression, feral behavior, etc.) observed and reported by staff.
  - Time/Space – Any available dog or cat. Generally, those that have been impounded for the longest period of time are considered first for placement on the Red Alert list. Appearance, age, health and behavior may be considered.

- All dogs, cats and rabbits must be placed on the Red Alert list for 5 full days (includes the first day of posting only if done by 10 a.m.) prior to euthanasia authorization, EXCEPT for the following:
  - Animals that are irremediably suffering or whose health declines dramatically at any point during their stay, whether they are on the Red list or not. Requires Veterinarian Signature.
  - Stray animals that demonstrates severe aggression (can be euthanized immediately after completion of hold period). Requires Center Manager (or, in his/her absence, ACT Supervisor) and Veterinarian Signatures. A memo must be entered in Chameleon specifying the observed behavior that constitutes severe aggression.
  - Neonates that are unable to eat on their own and fostering cannot be arranged.
  - Owner surrendered animals that demonstrate severe aggression documented by staff. Requires Center Manager (or, in his/her absence, ACT Supervisor) and Veterinarian Signatures. Memos must be entered in
Chameleon specifying the observed behavior that constitutes severe aggression.
  o Owner surrendered animals that have a documented history of aggression.

- For this policy, “Severe Aggression” is defined as any animal whose behavior is such that, in the opinion of the Center Manager or a Department Veterinarian, the animal constitutes a direct and immediate threat to the safety and welfare of our employees and/or the public. Any animal that does not meet this threshold must be placed on the Red Alert list for 5 days prior to euthanasia.

- In no case shall any animal remain on the Red Alert list for more than five days. Animals may be removed from the Red Alert list at the discretion of the ACTS and/or other staff members authorized by supervision; however, they must again be placed on the list prior to euthanasia authorization.

- Persons may not place an Interested Party on a Red listed animal on the 5th day. Animals that have been Red listed may be euthanized at or after close of business on the 5th day, or must be removed from the Red list and placed back on the Green list.

- Red listed animals should not be transferred to another center unless it’s at the request of an adopter who will be adopting the animal that same day from the Center where the animal is being transferred.

- If an animal is removed from the Red list and placed on the Green list, the animal must once again be Red listed for 5 days.