

BALDWIN COUNTY ANIMAL SHELTER – LAW ENFORCEMENT PROTOCOLS

Sheriff's Office – County Jurisdiction

1. Any Deputy call related to dogs or cats that meets one of the following circumstances will be given priority by the Animal Control staff:
 - a. Owner arrest
 - b. Owner death
 - c. Owner hospitalization
 - d. Owner being charged with animal cruelty/abandonment/neglect
 - e. Stray animal that is sick, injured, and/or aggressive
2. If the call is related to an owned animal (owner arrest, owner being charged, owner death, owner hospitalization) the Baldwin County Sheriff's Office form (See Appendix C) must be filled out prior to Animal Control taking the animal.
 - a. Case number, reason, owner information, and deputy, owner, and ACO signatures must be completed before the Animal Control Officer can take possession of the animal. If the owner is incapacitated, the owner signature must be received once the owner is no longer incapacitated.
3. Calls unrelated to the items listed in #1 will be addressed following citizen complaint protocols (See Appendix A).

Municipalities with a population over 5,000

1. Under § 3-7A-7, *Code of Alabama* (1975), the cities of Bay Minette, Daphne, Fairhope, Foley, Gulf Shores, Orange Beach, Robertsedale, and Spanish Fort, being cities with a population of over 5,000, must maintain a suitable pound or contribute their pro rata share to the staffing and upkeep of the county pound.
 - a. Municipalities are required to pay a fee of \$100.00 per dog that is brought into the county pound by the municipality or its employees and/or agents.
 - b. Municipalities requesting Animal Control call out services for areas that are within County Jurisdiction for animals but fall within Municipality police jurisdiction will be subject to a fee of \$200.00 per call out.
 - c. Fees are established by the Baldwin County Animal Control Advisory Board and the Baldwin County Commission and are subject to change at any time.
2. The Baldwin County Animal Shelter only accepts cats under the guidelines established by the Municipality Cat Program (See Appendix B).
3. All municipal representatives must sign in at the front desk of the Animal shelter facility and follow the instructions provided by the County employees.
 - a. Municipal representatives can park near the front office, walk in to sign in, complete all paperwork, and be assigned a shelter employee. They then will be instructed to pull their vehicle around the back to unload any animals into the temporary housing area.
 - b. Municipalities will be billed monthly for the number of animals brought to the shelter.
4. The Baldwin County Animal Shelter does not hold dogs that are part of any municipality law enforcement case unless §§ 3-6A-1 et seq., *Code of Alabama* (1975) applies, or there is a felony charge under § 3-1-29, *Code of Alabama* (1975). Please contact the shelter for additional information.
5. The Baldwin County Animal Shelter reserves the right to refuse the drop-off of any animal from the municipality if the animal exhibits extreme aggressive behavior or if the shelter is at maximum capacity.

Municipalities with a population under 5,000

1. Any Officer call related to dogs and one of the following circumstances will be given priority by the Animal Control staff during normal business hours:
 - a. Owner arrest
 - b. Owner death
 - c. Owner hospitalization
 - d. Stray animal that is sick, injured, and/or aggressive
2. If the call is related to an owner's arrest, the Municipality Law Enforcement form (See Appendix C) must be filled out completely and signed prior to Animal Control taking the animal.
3. The Baldwin County Animal Shelter does not hold dogs that are part of any municipality law enforcement case unless §§ 3-6A-1 et seq., *Code of Alabama* (1975) applies, or there is a felony charge under § 3-1-29, *Code of Alabama* (1975). Please contact the shelter for additional information.
4. Calls unrelated to the items listed in #1 will be addressed following citizen complaint protocols (See Appendix A).
5. Any Animal Control Officer call out outside of normal business hours should be related to the items listed in #1, and the County reserves the right to make the determination as to the validity of the sickness/injury/aggressiveness. If the municipality has the capability to hold the animal, they should do so, and then call the shelter for Animal Control assistance during normal business hours.

Baldwin County Animal Shelter contact information:

Main Shelter phone number: 251-972-6834

Animal Shelter Manager: 251-972-6856

On call phone numbers are distributed to dispatch by the Senior Animal Control Officer 251-525-0775

Shelter address: 15050 County Road 49
Summerdale, Alabama 36580

Shelter normal business hours: Monday – Friday: 9:00am to 5:00pm

Appendix A

Citizen Complaint SOP

1. Citizens living within County jurisdiction wishing to make a complaint related to an animal that meets one of the following requirements should contact the animal shelter via telephone during normal business hours.
 - a. Stray dogs roaming at large;
 - b. Sick or injured dogs; or
 - c. Sick or injured cats.
2. Citizens should avoid picking up any animals on the side of the road or setting any type of trap. The citizen should call the shelter to file a complaint immediately.
3. The Shelter does not take owner surrenders or any animal drop offs.
 - a. As defined by § 3-7A-1, *Code of Alabama* (1975), an owner is defined as “Any person having a right of property in a dog, cat, ferret, or other animal, or who keeps or harbors the animal, or who has it in his or her care, or acts as its custodian, or who permits the animal to remain on or about any premises occupied by him or her.”
 - b. No animals are taken “over the counter” at the shelter.
4. Complaints are addressed in the order they are received unless the animal is sick, injured, or aggressive.
5. The Shelter does not handle neighbor disputes. If an owned animal is running around in violation of § 3-7A-1, *Code of Alabama* (1975), the Animal Control Officers will only visit the owner to discuss the violation.
 - a. Barking dogs, a cat using a flower bed as litter box, etc. are not issues handled by Animal Control.
6. Wellness checks can be conducted by Animal Control Officers during normal business hours.
7. If there is an emergency animal situation involving a sick, aggressive, or injured dog or cat after normal business hours, citizens must contact the Sheriff’s Office at 251-937-0202 to receive assistance.
8. Animal Control does not handle livestock or wildlife.

Appendix B

Municipality Cat Program

The Baldwin County Animal Shelter has the current capability to intake cats from local municipality shelters/animal control. The requirements for the cats are as follows:

1. Cat(s) must be 6 weeks of age or older;
2. Cat(s) must have been held for at least a 10-day stray/quarantine hold;
3. Cat(s) must have had their 1st set of shots (FVRCP); and
4. Cat(s) must be domesticated and healthy.

Municipality shelters/animal control must complete the Municipality Cat Program Release Form, and the Baldwin County Animal Shelter will help arrange pick up or drop off for the cats.

Appendix C

BCSO Form

Municipality Law Enforcement Form

Municipality Cat Program Release Form



Baldwin County Sheriff's Office

Animal Control Form

BCSO Case # _____

Date: _____

Reason for Seizure/Surrender select one)

☐

Arrest

☐

Hospitalization

☐

Death

☐

Other _____

Owner Info:

Name: _____

Address: _____

Phone: _____ Alt Phone: _____

Next of Kin/Reliable Responsible Party Contact Info:

Name: _____

Address: _____

Phone: _____ Alt Phone: _____

Animal Info:

Name: _____ Age: _____

Breed: _____ Veterinarian: _____

Description: _____

Medication: _____

Deputy Signature _____

ACO Signature _____

Witness Signature _____

I authorize Baldwin County Animal Control to release the listed animal to the listed responsible party or handle disposition of the animal per Baldwin County Animal Control policies and procedures.

Owner Signature _____



Baldwin County Animal Shelter

Municipality Law Enforcement Form

Law Enforcement Case # _____ Date: _____

Reason for Seizure/Surrender select one)

☐ Arrest ☐ Hospitalization ☐ Death ☐ Other _____

Owner Info:

Name: _____

Address: _____

Phone: _____ Alt Phone: _____

Next of Kin/Reliable Responsible Party Contact Info:

Name: _____

Address: _____

Phone: _____ Alt Phone: _____

Animal Info:

Name: _____ Age: _____

Breed: _____ Veterinarian: _____

Description: _____

Medication: _____

Officer Signature _____

ACO Signature _____

Witness Signature _____

I authorize Baldwin County Animal Control to release the listed animal to the listed responsible party or handle disposition of the animal per Baldwin County Animal Control policies and procedures.

Owner Signature _____

Municipality Cat Program Release Form

Shelter Name and Phone Number _____

Authorized Shelter Contact Person _____

Authorized Shelter Contact Person Signature _____

I certify that the cat(s) being relinquished to the Baldwin County Animal Shelter meet(s) the requirements listed below, and I understand that the Baldwin County Animal Shelter reserves the right to return any cats that do not meet the requirements or appear ill within 48 hours of pick up.

The following requirements must be met for the Baldwin County Animal Shelter to take possession of the cat(s). The cat(s):

- a) must be 6 weeks of age or older;
- b) must have been held for at least a 10-day stray/quarantine hold;
- c) must have had their 1st set of shots (FVRCP); and
- d) must be domesticated and healthy.

The Animal Shelter Manager, or his/her designee, will make the final determination of the eligibility of any cat(s) to be turned over to the Baldwin County Animal Shelter.

Authorized Shelter Contact Person Signature _____

Cat Name(s)/ID Number(s) _____

Intake Date _____ Sex _____ Age _____ Weight _____

Vaccination type and date _____

Additional medical treatment(s) _____

Cat Name(s)/ID Number(s) _____

Intake Date _____ Sex _____ Age _____ Weight _____

Vaccination type and date _____

Additional medical treatment(s) _____