



# Baldwin County Commission

## Legislation Details (With Text)

---

**File #:** 20-0069      **Version:** 1

**Type:** Consent      **Status:** Passed

**File created:** 10/22/2019      **In control:** Baldwin County Commission Regular

**On agenda:** 11/5/2019      **Final action:** 11/5/2019

**Title:** Baldwin County Animal Shelter Standard Operating Procedures Manual

**Indexes:**

**Attachments:** 1. Animal Shelter SOP - Oct 2019

Date	Ver.	Action By	Action	Result
11/5/2019	1	Baldwin County Commission Regular	Approved	

**Meeting Type:** BCC Regular Meeting

**Meeting Date:** 11/5/2019

**Item Status:** New

**From:** Wayne Dyess, County Administrator; Christie Davis, Interim Animal Shelter Manager

**Submitted by:** Christie Davis, Interim Animal Shelter Manager

---

### **ITEM TITLE**

Baldwin County Animal Shelter Standard Operating Procedures Manual

### **STAFF RECOMMENDATION**

Approve the updated Baldwin County Animal Shelter Standard Operating Procedures Manual.

### **BACKGROUND INFORMATION**

**Previous Commission action/date:** 02/06/2018

**Background:** The Baldwin County Animal Shelter Standard Operating Procedures Manual was approved by the Baldwin County Animal Control Advisory Board on January 11, 2018 and by the Baldwin County Commission on February 6, 2018. The Baldwin County Animal Control Advisory Board respectfully requests that the Baldwin County Commission approve updates to the Baldwin County Animal Shelter Standard Operating Procedures Manual as approved at the Advisory Board meeting on October 3, 2019.

Changes include heartworm protocol, microchip protocol and an updated vaccination schedule.

### **FINANCIAL IMPACT**

**Total cost of recommendation:** N/A

**Budget line item(s) to be used:** N/A

**If this is not a budgeted expenditure, does the recommendation create a need for funding?**  
N/A

### **LEGAL IMPACT**

**Is legal review necessary for this staff recommendation and related documents?**  
N/A

**Reviewed/approved by:** N/A

**Additional comments:** N/A

### **ADVERTISING REQUIREMENTS**

**Is advertising required for this recommendation?** N/A

**If the proof of publication affidavit is not attached, list the reason:** N/A

### **FOLLOW UP IMPLEMENTATION**

**For time-sensitive follow up, select deadline date for follow up:** N/A

**Individual(s) responsible for follow up:** Shelter staff

**Action required (list contact persons/addresses if documents are to be mailed or emailed):**  
Christie Davis will ensure the revised manual is posted on the Animal Shelter website and copies are provided to all shelter staff.

**Additional instructions/notes:** N/A