



BOARD OF ANIMAL SERVICES COMMISSIONERS  
CITY OF LOS ANGELES  
Tuesday, April 24, 2012  
10:00 A.M.

**Los Angeles City Hall  
200 North Spring Street  
Room 1060  
Los Angeles, California 90012**

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Dr. JAMES JENSVOLD  
TARIQ A. KHERO  
LISA McCURDY  
KATHLEEN RIORDAN  
ALANA YANEZ

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### **COMMISSION MEETING**

**1. 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.

### **2. COMMISSION BUSINESS**

- A. Welcome New Commissioners
- B. Approval of the Minutes from February 28, 2012 Meeting

### **3. DISCUSSION ITEMS**

None

### **4. GENERAL MANAGER RECOMMENDS FOR BOARD ACTION**

#### **A. Field Animal Handling and Chemical Capture Training**

That the Board direct staff to release a Request for Proposals (RFP) for the selection of a contractor to provide field animal handling and chemical capture training.

#### **B Use of Bullhooks in the City of Los Angeles**

That the Board Recommend to the Mayor and City Council that the City consider adopting an ordinance prohibiting in any context the use of bullhooks, baseball bats, axe handles, pitchforks and other implements and tools designed to inflict pain for the purpose of training and controlling the behavior of elephants. Additionally, this ordinance should provide that, in cases where violations of this prohibition take place in the context of any performance including animals that has received a permit from the Department of Animal Services (LAAS), the violation should lead to immediate revocation of the permit to operate within the city limits. Individuals found to be in violation would be subject to prosecution for a misdemeanor and potentially subject to prosecution for animal cruelty depending upon the severity of the offense. Furthermore, the Mayor and City Council also should adopt a policy strongly supporting a progressive elephant management method called "protected contact" as the approved system for training elephants in Los Angeles and affirm its intention to enforce existing state laws against the use of any electric prods, stun guns or other electrically-powered instruments in the handling of elephants or other animals in the context of public performances or training of animals for such performances.

#### **C. Expand Apollo Project Spay/Neuter Surgery Area**

Approve Second Amendment to Agreement Number C-116573 between the City of Los Angeles and The Amanda Foundation substantially in the form of the draft Amendment (see attachment), subject to approval of the Mayor and City Council, to allow Amanda to provide additional sterilizations as indicated below; and, direct staff to transmit the proposed Amendment to the Office of the City Attorney for approval as to form and legality, and authorize the General Manager, or designee, of the Department of Animal Services to execute the subject Amendment upon receipt of necessary approvals.

D. Vaccination Clinics at Animal Shelters

That the Board authorize the General Manager to release a Request for Proposals (RFP) for the selection of a contractor to provide vaccinations at six Department of Animal Services shelters; and that the General Manager report back to the Board on the contractor selected based on the recommendations of the evaluation panel.

E. Data Management System

That the Board authorize the General Manager to release a Request for Proposals (RFP) for the selection of a contractor to provide an animal data management system; and the General Manager report back to the Board on the contractor selected based on the recommendations of the evaluation panel.

## 5. ORAL REPORT OF THE GENERAL MANAGER

## 7. ADJOURNMENT

Next Commission Meeting is scheduled for 10:00 A.M May 8, 2012 at 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 (2<sup>nd</sup>) and fourth (4<sup>th</sup>) Tuesday 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, 5<sup>th</sup> Floor, Los Angeles, CA 90012. Board Agendas may also be viewed on the 2<sup>nd</sup> 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, MP-3 audio files of meetings 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. 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.

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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".

**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

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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.

**BOARD OF  
ANIMAL SERVICES  
COMMISSIONERS**

JIM JENSVOLD  
TARIQ A. KHERO  
LISA McCURDY  
KATHLEEN RIORDAN  
ALANA YANEZ

**City of Los Angeles**  
CALIFORNIA



**ANTONIO R. VILLARAIGOSA**  
MAYOR

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**BRENDA F. BARNETTE**  
General Manager

**Report to the Board of Animal Services Commissioners**  
**Brenda F. Barnette, General Manager**

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**COMMISSION MEETING DATE:** April 24, 2012    **PREPARED BY:** Brenda Barnette

**REPORT DATE:** April 19, 2012    **TITLE:** General Manager

**SUBJECT:** Use of Bullhooks in the City of Los Angeles

**BOARD ACTION RECOMMENDED:**

That the Board Recommend to the Mayor and City Council that:

The City consider adopting an ordinance prohibiting in any context the use of bullhooks, baseball bats, axe handles, pitchforks and other implements and tools designed to inflict pain for the purpose of training and controlling the behavior of elephants.

Additionally, this ordinance should provide that, in cases where violations of this prohibition take place in the context of any performance including animals that has received a permit from the Department of Animal Services (LAAS), the violation should lead to immediate revocation of the permit to operate within the city limits. Individuals found to be in violation would be subject to prosecution for a misdemeanor and potentially subject to prosecution for animal cruelty depending upon the severity of the offense.

Additionally, the Mayor and City Council also should adopt a policy strongly supporting a progressive elephant management method called "protected contact" as the approved system for training elephants in Los Angeles and affirm its intention to enforce existing state laws against the use of any electric prods, stun guns or other electrically-powered instruments in the handling of elephants or other animals in the context of public performances or training of animals for such performances.

**I. SUMMARY:**

On February 3, 2012, the City Council referred a motion (Koretz/LaBonge: Council File 12-0186) to the Personnel and Animal Welfare (PAW) Committee requesting LAAS to report to the committee with recommendations on banning the use of bullhooks in the

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handling of elephants in circuses and traveling exhibitions held in the City of Los Angeles, along with suitable enforcement mechanisms. Current City law is silent on this topic.

According to the motion, the bullhook (also known as an “ankus” or “guide”) is a stick with a sharp spike attached to it, whose use can lead to the abuse of elephants.

The Los Angeles Zoo dropped its use of bullhooks in 2010 upon opening its “Elephants of Asia” exhibit, switching instead to a more humane form of elephant handling known as “protected contact” first developed at the San Diego Zoo, in which a protective barrier separates trainer and elephant, and positive reinforcement training is used to elicit behaviors. Protected contact is safer for handlers and arguably more humane for the elephants. (Bullhooks are commonly used in the “free contact” method of handling, an approach in which the trainer instills fear as a way to dominate elephants.)

The motion goes on to define traveling circuses or exhibitions as any non-permanent live exhibition open to the public, including but not limited to any circus, public show, public photographic opportunity, carnival, fair, ride, parade, performance or similar undertaking, but does not include any use closed to the general public.

## **II. BACKGROUND:**

Few issues have aroused as much passion and concern before the Los Angeles City Council in recent years as the treatment of elephants. Multiple standing-room-only debates since 2006 over the fate of the elephant exhibit at the Los Angeles Zoo led to the enlargement of that exhibit and possibly influenced Zoo management in its decision in 2010 to implement the protected contact approach to the handling of elephants.

The same concerns underlying those debates also are relevant to the methodologies for training and handling of performing elephants in an entertainment context. The employment of techniques that allegedly could lead to physical and/or psychological injury has been questioned in complaints to the United States Department of Agriculture (which is responsible for enforcement of the federal Animal Welfare Act) and in litigation before the federal courts, with the fundamental issue of the welfare of elephants in captivity always looming in the background.

According to a 2008 report by the American Veterinary Medical Association (AVMA), “Between five and six hundred elephants are kept in North America, more than 280 of them in *Association of Zoos and Aquariums* (AZA)-accredited zoos and the rest by non-accredited zoos, sanctuaries, circuses, other entertainment providers, or private individuals.

“Because of their large size, intelligence, and social needs, elephants can be challenging to keep in a way that is safe for humans and satisfactory for animal welfare. Both Asian and African elephant species are dangerous to work with due to their size

and variable temperament. Males are currently less commonly maintained in captivity in the United States as they enter a periodic reproductive state called musth during which they may become excitable and intractable...

“Asian elephants have a long history, in many countries, of being intensively trained for purposes, including warfare, religious ceremonies, timber harvest and circus performances. Training can assist in assuring human safety when working with elephants, reducing the need for chemical restraint. For their own health and welfare, elephants must be able to calmly tolerate routine husbandry procedures such as foot care, checks of reproductive status, and tuberculosis testing. Training also provides elephants with intellectual challenge and exercise, and can encourage positive relationships with handlers. The use of training to provide care is becoming more widespread in zoos. The two main training approaches currently used for elephants are 'free contact' and 'protected contact...”

The report goes on to explain free and protected contact methodologies, methods of restraint and the evolving nature of elephant handling. It suggests that, for elephants involved with performing and breeding, free contact (with all that it implies) may be both preferred and necessary, while protected contact works best in circumstances in which “elephants that are potentially dangerous, do not need to perform, or have negligible need for human intervention.”

## **A. The Role of the Bullhook**

As noted above, the bullhook resembles a fireplace poker, with a pointed steel tip and hook at the end, and it can puncture and tear the skin. A handler may use the device to prod, jab, hook and even strike an elephant to elicit desired behaviors.

The bullhook is effective because the elephant has at some point learned to associate it with a painful consequence. If trainers were able to control elephants with light touches and voice commands, as some claim to be able to do, they could carry a lightweight stick instead of a steel-tipped weapon.

Even when not in use, the bullhook is a constant reminder of the painful punishment that can be meted out at any time, for any reason. The negative association with the bullhook is sufficiently powerful that an elephant who has not seen the device in years will respond immediately to its presence. Sometimes an elephant will, without a bullhook even being present, react negatively to the sight of a human who has used a bullhook on it in the past.

The bullhook is used in the “free contact” system of management, in which a trainer must dominate an elephant through the use of negative reinforcement training (an aversive stimulus, the bullhook, is withdrawn only when the correct behavior is performed), physical punishment or threat of it, and some positive reinforcement (food rewards). Trainers may embed the hook in the soft tissue behind the elephant's ears, in the trunk, and in tender areas under the chin and around the feet to elicit a behavior.



Though thick, an elephant's skin is quite sensitive. The bull hook is only used on elephants.

Training is always secretive and performed at animal training compounds to assure the total control and consistent performance that the handler needs during a performance before an audience. (Handlers never use this same training in front of an audience, which suggests they know that the public may find it unacceptable.) Elephant calves begin training at a young age, when they are taken from their mothers and subjected to a regimen that includes being bound with ropes, chained, and jabbed and struck with a bullhook. Coverage of free contact training in the *Washington Post*, *Mother Jones* and elsewhere revealed these realities.

This training is life-long and unrelenting, meant to force an elephant to be compliant and obedient. In the performance industry there can be no room for error with an animal as powerful and intelligent as an elephant. To ensure that elephants perform consistently they are kept under the constant control of a handler who always carries a bullhook. However, there have been several serious incidents in which handlers were powerless to stop an elephant from escaping or rampaging, despite use of the bullhook.

Based on the growing body of video evidence and legal testimony documenting the physical suffering inflicted on elephants with the bullhook, an increasingly vocal faction of elephant experts, renowned scientists, trainers and animal welfare organizations condemn its use. They allege that there is no humane or "right" way to use a bullhook which, by its very design, is meant to cause pain and fear.

## **B. Why Continue to Use a Bullhook?**

Setting aside for a moment the fundamental questions of whether it's healthful for elephants to be trained to regularly perform a series of actions and tricks that some experts argue are inherently unnatural and that may cause or contribute to health problems, whether it's wise to employ them in situations that expose members of the public to potential danger, and whether it's healthful to confine them in close captivity and subject them to the other rigors (such as extensive travel, restraints and standing around on hard pavement) associated with being performing animals in the first place, the basic argument for permitting the continued use of bullhooks and other free contact pain-infliction methodologies on performing elephants is straightforward: Many experts believe that, without being able to apply these methodologies, elephants simply would not be suitable participants in circuses and other performance situations.

## **C. Changing Circumstances**

Since the publication of the above-referenced AVMA report, attitudes about elephant handling and training have continued to evolve. The deliberate infliction of physical and psychological pain increasingly is viewed as cruel and inhumane. Negative training methods are now thought by some to result in aggression and chronic stress. Given the

widely acknowledged empathetic nature of elephants, even those animals not being poked or hit likely will feel stress as well when in the company of those that are.

The body that oversees accreditation of Zoos, the Association of Zoos and Aquariums (AZA), has mandated a transition to protected contact by September 1, 2014. Veterinarians and trainers are increasingly employing protected contact and positive reinforcement in the process of providing veterinary care, husbandry procedures and reproductive assessments. Zoos and circuses already employ protected contact in their handling of older male elephants, which are more unpredictable and dangerous than the females that primarily populate the performance arena.

#### **D. An Evolving Regulatory Environment**

The effectiveness of free contact training and handling in protecting trainers and the public also increasingly is being challenged. Since 1990, some 15 human deaths and 135 injuries in the U.S. have been attributed to elephants, primarily due to circus-related incidents. Since 2000, there have been 35 incidents of circus elephant escapes, some resulting in human deaths or injuries. First responders to elephant escapes are often local law enforcement, which, in some cases, have been responsible for destroying an elephant even though they lacked the firearms necessary to quickly kill one. Use of a tranquilizer may not be an option if human safety is immediately endangered. As has been repeatedly shown, even the bullhook is no protection against an elephant bent on escape.

Between these threats to human safety and the humane concerns, public opinion against the use of bullhooks and other potentially injurious tools in elephant training has been growing. In 2011, the Ringling Brothers Barnum and Bailey Circus was fined \$270,000 for mistreatment of its animals and the Los Angeles Times published an editorial calling for Ringling to stop using elephants. Ringling also had to defend itself in court against charges of animal cruelty and, depending on whose arguments are to be believed, escaped further punishment for the time being primarily because of procedural issues and legal technicalities.

Additionally, a number of local jurisdictions have taken legislative steps to prohibit the use of bullhooks. The largest of these are Fulton County, GA (where Atlanta is located), Tallahassee, FL and Ft. Wayne, IN. The ban in Fulton County, enacted in 2011, is under legal challenge and, in February of this year, a judge stayed its enforcement apparently due to jurisdictional concerns.

In 2011, for the first time ever the Department employed an outside veterinarian to assist staff in inspecting Ringling Brothers' elephants upon their annual arrival in Los Angeles. We expect to continue this practice going forward.

## **E. The Goal in Los Angeles**

As set forth in the Koretz/LaBonge motion, the proposed ban on bullhooks primarily is intended to cover animal performances in public settings. It is silent on training and handling done in private and/or to prepare elephants for film and television appearances. It also is silent on other painful forms of control, such as the use of electric prods and stun guns, but since those already are illegal under California law, they don't need to be regulated at the municipal level.

While the Department does not desire to make it completely impossible for elephants to be used in performances, at events, and in films and TV, we do question the feasibility of allowing the use of free contact training methods and tools in private but banning them in public. We also question the benefit of banning only bullhooks, as proposed in the original motion, with other arguably inhumane tools remaining readily available.

Much as they are in zoos, elephants are fascinating, popular attractions in the performance realm, though their appearances in circuses are typically brief and represent just one of many performances in a show. Proposals to totally remove them from either context may arouse objections (though mainly from the circus industry). The Department believes that, much as the auto industry adapted to air quality and fuel economy regulations it initially claimed were unworkable, the performing animal industry should be given an opportunity to adapt as well.

Southern California circus audiences may already be leading the way with changing consumer habits, considering that Cirque du Soleil, with human-only performers, found it profitable to launch a new show, "IRIS, a Journey Through the World of Cinema," created exclusively for its permanent home at the Kodak Theatre in Los Angeles. In sharp contrast, Piccadilly Circus, a traveling circus that still uses wild animals, had to cancel shows across Southern California in 2011 due to poor ticket sales, and reports show that hundreds of people have come out in recent years to protest outside the Staples Center when the Ringling Bros. Circus performs.

## **F. Conclusion**

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If the City's goal is to take a step toward protecting the welfare of elephants when they are within the city limits, then banning the use of a bullhook as described in this motion would be consistent with that goal. Given that elephants are dangerous wild animals capable of causing great bodily harm to members of the public, the City would also be acknowledging the risk to public safety posed by reliance on the bullhook as a sole means of controlling an 8,000-10,000 pound elephant. If, at some point, the City's goal becomes broader, it might consider the more sweeping approach made by hundreds of other municipalities around the world, which is to ban the exhibition of wild animals in circuses and other public exhibitions. Since this was not the direction provided in the Council motion, it is not addressed here.

### **III. FISCAL IMPACT:**

In 2011, the Department issued six permits covering 18 days of performance-related activities involving elephants within the city limits of Los Angeles. These permits generated \$9,450 in permit fees paid to the Department to cover the cost of issuing and enforcing the permits. The proposed regulation could serve to reduce the number of permits issued at least for an interim period while the applicants adjust the training regimens of the elephants to achieve compliance.

Section 21.17 of the Los Angeles Municipal Code prohibits the public release of specific data on tax receipts received from individual payers, but tax rates for circuses specified in Section 21.74 allow for estimates to be calculated based on attendance. According to those estimates, the permittees appear to have generated approximately \$15,000-20,000 in direct and indirect tax revenues to the City in 2011, including taxes on the events and parking. As with permit application fees, this level of revenues could be impacted by this proposed regulation to an as-yet undetermined extent depending on choices made by the exhibitors based on the need to comply with the regulation in order to stage their performances in Los Angeles.

Approved:

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**Brenda F. Barnette, General Manager**

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### **BOARD ACTION:**

_____ Passed	Disapproved _____
_____ Passed with noted modifications	Continued _____
_____ Tabled	New Date _____

DRAFT

SECOND AMENDMENT  
TO PERSONAL SERVICES AGREEMENT NUMBER C-116573  
BETWEEN THE CITY OF LOS ANGELES  
AND  
THE AMANDA FOUNDATION  
FOR THE OPERATION OF A MOBILE SPAY/NEUTER CLINIC

THIS SECOND AMENDMENT to Agreement Number C-116573 is made and entered into by and between the City of Los Angeles ("City"), a municipal corporation, acting through the Department of Animal Services ("Department"); and The Amanda Foundation ("Contractor") with respect to funds donated to the Department by the Jason Debus Heigl Foundation.

W I T N E S S E T H

WHEREAS, certain breeds of dogs in the City of Los Angeles, such as Chihuahuas, Pit Bulls and Pit Bull mixes, are prone to overpopulation more so than other breeds; and because of these breeds' overpopulation, they have a higher rate of euthanasia than other breeds; and

WHEREAS, targeting resources to sterilize these high-population breeds would reduce the City's euthanasia rates overall, and reduce the Department's operating costs by reducing impounds of these high-population breeds; and

WHEREAS, the Jason Debus Heigl Foundation previously offered the Department a donation of \$50,000 to help fund sterilizations of the above high-population breeds, and the Board of Animal Services Commissioners voted on July 13, 2010, to accept said donation and to authorize the Department to allocate \$30,000 from the Spay/Neuter Voucher Program to augment the Heigl Foundation's donation, for a total of \$80,000 to subsidize sterilizations of certain target breeds within the City; and

WHEREAS, one of the original conditions for the donation as reflected in Amendment Number 1 was that the sterilizations would be limited to persons living in the following zip codes: 91331 (Pacoima) and 91342 (Sylmar) in the City and the Jason Debus Heigl Foundation is now willing to have its funds used to help fund sterilizations of the above high-population breeds in any zip code in the City; and

WHEREAS, Contractor is able and willing to serve additional zip codes from its mobile spay/neuter clinic to sterilize these targeted breeds.

NOW THEREFORE, the City and Contractor agree that Agreement Number C-116573 be amended as follows:

## AMENDMENT

1. **Section V, Scope of Services**, is amended by deleting the restriction that the funds be used only for persons living in the following zip codes: 91331 (Pacoima) and 91342 (Sylmar) in subdivision 7 of Subsection C to read as follows:

**7. Additional Services to Targeted Communities and Breeds.**

Pursuant to this Amendment, the Contractor shall provide the additional spay/neuter services using the Mobile Van for Pit Bulls and Pit Bull mixes owned by Los Angeles residents living in any City zip code.

Pursuant to this Amendment and for the Additional Funds only, the Department continue to suspend the requirement that pet owners must demonstrate that they are low-income, and allow Contractor to provide said services to Los Angeles residents of any income level, on the condition that a) annual services to low-income residents, as set forth in this Agreement, are not reduced, and b) services to residents who are not low-income Los Angeles residents are targeted to the specific dog breeds note above, or other approved method, as mutually agreed with Department consistent with the terms of the donation from the Heigl Foundation and the approval by the Board of Animal Services Commissioners and the City Council. Contractor will provide the Department with the required proof of the client's residency as set forth herein to document that the City is provided with the services as intended.

3. Except as herein amended, all other terms and conditions shall remain in full force and effect.

4. This Amendment is executed in three (3) duplicate originals, each of which is deemed to be an original. This amendment consists of 3 pages, with the third page being the signature page.

**IN WITNESS THEREOF**, the parties hereto have caused this Amendment to be executed on the date indicated.

**The City of Los Angeles,  
Department of Animal Services**

By \_\_\_\_\_  
Brenda F. Barnette, General Manager

Date: \_\_\_\_\_

**APPROVED AS TO FORM:  
CARMEN TRUTANICH, City Attorney**

By \_\_\_\_\_  
Dov S. Lesel, Assistant City Attorney

Date \_\_\_\_\_

**ATTEST:  
JUNE LAGMAY, City Clerk**

By \_\_\_\_\_  
Deputy City Clerk

Date \_\_\_\_\_

**The Amanda Foundation**

By \_\_\_\_\_  
Teri Austin, President

Date \_\_\_\_\_

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Los Angeles City Business Tax License Number 0986065-00

IRS Taxpayer Identification Number 51-0183667

City Agreement Number C-116573-2

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COMMISSIONERS**

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**City of Los Angeles**  
CALIFORNIA



**ANTONIO R. VILLARAIGOSA**  
MAYOR

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**BRENDA BARNETTE**  
GENERAL MANAGER

**JOHN D. CHAVEZ**  
ASSISTANT GENERAL MANAGER

## **Report to the Board of Animal Services Commissioners**

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**COMMISSION MEETING DATE:** April 24, 2012

**PREPARED BY:** Brenda F. Barnette, General Manager

**REPORT DATE:** April 11, 2012

**SUBJECT: RFP FOR ANIMAL DATA MANAGEMENT SYSTEM**

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### **BOARD ACTIONS RECOMMENDED:**

1. That the Board authorize the General Manager to release a Request for Proposals (RFP) for the selection of a contractor to provide an animal data management system.
2. That the General Manager report back to the Board on the contractor selected based on the recommendations of the evaluation panel.

### **SUMMARY**

Since 2000, the Department of Animal Services has contracted with HLP, Inc. to provide us with an animal shelter data management system called "Chameleon."

Chameleon is designed to help manage and track animal shelter data such as intake and outcomes, like adoptions. It also captures data related to inventory, spay/neuter, licensing, medical history, incoming calls, citations and donations, among others. This information resides on a server.

The Department can then extract this data and run reports to guide its work and inform elected officials and the public on our operations. As important to Department management are reports showing performance in key areas – adoptions, spay/neuter

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**Subject:** RFP for Animal Data Management System

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surgeries, and intake. Monitoring these critical metrics and directing resources to change them favorably will help lead to an increase in our life-save rate.

Since information technology changes rapidly, and with 12 years invested in Chameleon, we believe it is prudent to determine whether there is a more efficient and effective animal data management system that can benefit the Department.

Given the current budget situation, it is also in the best interest of the Department to look at less costly ways of doing business. It is unlikely that hiring additional staff will occur to meet existing operational needs or to embark on new initiatives. Therefore, added emphasis will be placed on technology to help manage current operations and to implement new initiatives. In addition, a recent audit of the Department underscores the need to improve existing activities – such as animal inventories and tracking of dog licenses – in a manner that is efficient and which could include technology as a solution.

To begin the research into other shelter management software, the Department queried members of the Society of Animal Welfare Administrators (SAWA), via the organization's list serve. (SAWA includes animal control agencies across the U.S. and in other countries.) The Department asked which shelter software organization's use. The most-employed systems were as follows:

1. PetPoint
2. Shelter Buddy
3. Chameleon

The Department met with representatives of PetPoint to discuss their system. However, after it was determined that the procurement would be going out to bid, LAAS ceased communication with that company.

**PROPOSED SCOPE OF WORK**

Animal Services is requesting the authority to release an RFP for a new animal data management system. The new animal data management system proposal should offer:

- Web-based, or “cloud,” computing. This would allow “anywhere access” to shelter database information for both administrative and field staff. For example, an Animal Control Officer who picks up a stray dog could use a smart phone to determine the address of the animal and deliver it directly home<sup>1</sup>.
- A detailed plan to convert from the Department's existing animal shelter software to a new system, if applicable. A new contractor would have to ensure that there would be no negative impact on the Department or the public if there was a change in service providers. A new contractor would need to show a plan it

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<sup>1</sup> It is important to note that server-based systems are not excluded from competing.

**Subject:** RFP for Animal Data Management System

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would implement to prevent conversion problems and provide an ability to interface with the LAAS website and/or other legacy systems.

- A detailed implementation plan, including training.
- A detailed cost breakdown, including costs related to query (report-writing) tools, data conversion/extraction/migration, or any customization costs needed for Animal Services. Proposers must provide information on any applicable pricing tiers, fees and discounts to an organization the size of the City of Los Angeles.
- Details on standard reports, charts, graphs, spreadsheets, and notices, and additional reports that will cost extra. Proposers must provide information as to whether reports can be broken down by Council District and Zip Code boundaries.
- Integration with the Department's "Vet Portal."
- Note value-added services including, but not limited to, pet insurance and microchipping. (If there are costs associated with value-added services, this should be included in the proposal.)
- Demonstrated experience providing services to government and a list of references.
- Emergency and contingency plans when the web-based connection goes down.
- Ability to use bar-coding technology to assist in animal inventories.

**FISCAL IMPACT:**

This cannot be determined until proposals and their respective costs are submitted to the Department. Preliminary research indicates that a switch to a new contractor may be cost neutral.

Approved:

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**Brenda F. Barnette, General Manager**

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**BOARD ACTION:**

_____ Passed	Disapproved _____
_____ Passed with noted modifications	Continued _____
_____ Tabled	New Date _____

**BOARD OF  
ANIMAL SERVICES  
COMMISSIONERS**

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LISA McCURDY

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ALANA YANEZ.

**City of Los Angeles**  
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**ANTONIO R. VILLARAIGOSA**  
MAYOR

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BRENDA BARNETTE  
GENERAL MANAGER

JOHN D. CHAVEZ  
ASSISTANT GENERAL MANAGER

## **Report to the Board of Animal Services Commissioners**

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**COMMISSION MEETING DATE:** April 24, 2012

**PREPARED BY:** Brenda F. Barnette, General Manager

**REPORT DATE:** April 18, 2012

**SUBJECT: RFP FOR VACCINATION CLINICS AT ANIMAL SHELTERS**

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### **BOARD ACTIONS RECOMMENDED:**

1. That the Board authorize the General Manager to release a Request for Proposals (RFP) for the selection of a contractor to provide vaccinations at six Department of Animal Services shelters.
2. That the General Manager report back to the Board on the contractor selected based on the recommendations of the evaluation panel.

### **SUMMARY**

For several years, the Department of Animal Services has allowed the Society for California Veterinary Vaccine Care (SCVVC) to provide animal owners with vaccinations and microchips at all six shelters. These clinics are usually from 4:30 p.m. to 6:30 p.m. and are scheduled at each shelter on a rotating basis.

To memorialize this arrangement, the Department executed a Letter of Agreement with SCVVC. The agreement ensured that a yearly calendar was created, rabies certificates were provided, and that the pet owners purchased a dog license prior to the clinic, among other conditions.

However, Animal Services is requesting the authority to release an RFP because the Department wants to ensure that vaccinations are provided at the lowest possible price.

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**Subject:** RFP for Vaccination Clinics at Animal Shelters

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In addition, other organizations have expressed interest in providing these vaccination and microchip clinics.

**PROPOSED SCOPE OF WORK**

A new vaccination and microchip clinic program should provide:

- Competitive low-cost pricing on dog and cat vaccines.
- A yearly calendar demonstrating the ability to serve all six City shelters and providing certainty to the public.
- A Certificate of Liability that meets the City's insurance coverage requirements.
- All necessary medicines, paperwork, supplies and staff to inoculate pets, including rabies certificates.
- That all dogs be licensed or their owner be required to purchase a license prior to participating in the clinic.
- Reporting on the number of clinics held, dog/cat rabies vaccinations, and licenses sold, among other statistics.
- Notice of any proposed vaccine price increases.

The Department will report back to the Board with recommendations on the proposed contractor(s).

**FISCAL IMPACT:**

None. The contractor(s) will be providing this service at its own expense. However, because the contractor will ensure that all dogs are licensed prior to vaccinations, this would have a beneficial impact on General Fund revenues.

Approved:

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**Brenda F. Barnette, General Manager**

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**BOARD ACTION:**

_____ Passed	Disapproved _____
_____ Passed with noted modifications	Continued _____
_____ Tabled	New Date _____

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**BRENDA BARNETTE**  
GENERAL MANAGER

**JOHN D. CHAVEZ**  
ASSISTANT GENERAL MANAGER

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**Report to the Board of Animal Services Commissioners**

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**COMMISSION MEETING DATE:** April 24, 2012

**PREPARED BY:** Brenda F. Barnette, General Manager

**REPORT DATE:** April 20, 2012

**SUBJECT: SECOND AMENDMENT TO AMANDA FOUNDATION AGREEMENT**

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**BOARD ACTIONS RECOMMENDED:**

1. Approve Second Amendment to Agreement Number C-116573 between the City of Los Angeles and The Amanda Foundation substantially in the form of the draft Amendment (see attachment), subject to approval of the Mayor and City Council, to allow Amanda to provide additional sterilizations as indicated below; and,
2. Direct staff to transmit the proposed Amendment to the Office of the City Attorney for approval as to form and legality, and authorize the General Manager, or designee, of the Department of Animal Services to execute the subject Amendment upon receipt of necessary approvals.

**SUMMARY**

On December 17, 2009, the City of Los Angeles executed an agreement with The Amanda Foundation to operate a mobile spay/neuter clinic. Through this clinic, the Department subsidizes dog and cat sterilizations. Amanda receives \$500,000 a year to pay for approximately 6,000 pet sterilizations.

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**Subject:** Second Amendment for the Amanda Foundation

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Funding sterilizations of companion animals in the City, regardless of breed, is a core function of the Department. However, pit bulls and pit bull mixes dominate the breed of dogs taken in and euthanized. Directing additional resources to spay/neuter specific dog populations was deemed a priority.

An opportunity to address the problem of the large number of pit bulls and pit bull mixes in our shelters was offered by the Jason Debus Heigl Foundation. Working with the Foundation, the Department agreed to implement a pilot project to target pit bulls and mixes in two zip codes with the highest intake numbers in the City: 91331 (Pacoima) and 91342 (Sylmar).

On July 13, 2010, the Board of Animal Services Commissioners approved the acceptance of \$50,000 from the Heigl Foundation to help fund sterilizations of pit bull and pit mixes in those two zip codes. The Board also agreed to allow the Department to allocate \$30,000 from the Animal Sterilization Trust Fund to augment the Heigl Foundation's donation, so that a total of \$80,000 was available to subsidize sterilizations of this breed.

The Board also approved amending the Amanda Foundation's contract and adding the \$80,000 to target pit bulls and pit bull mixes two zip codes. The City Council approved this targeted spay/neuter strategy on October 26, 2010 (C.F. 10-2451).

Since that time, the Heigl Foundation has agreed to drop the zip code requirements and *allow any pit bull or pit bull mixes to be eligible for free sterilization services*. The dog owners must be City residents. The Amanda Foundation has agreed to provide Citywide sterilizations to this breed.

All other terms and conditions of Amanda's agreement will remain in full force and effect. The second amendment will not change the price of each sterilization which the Department already pays to Amanda under their Agreement.

**FISCAL IMPACT:**

There is no fiscal impact. The only change is programmatic: eliminating zip code restrictions by allowing all City zip codes to be eligible for free spay/neuter of pit bulls and pit bull mixes.

Approved:

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**Brenda F. Barnette, General Manager**

Attachment: Draft Second Amendment to Personal Services Agreement C-116573

**Subject:** Second Amendment for the Amanda Foundation

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**BOARD ACTION:**

\_\_\_\_\_ Passed

Disapproved \_\_\_\_\_

\_\_\_\_\_ Passed with noted modifications

Continued \_\_\_\_\_

\_\_\_\_\_ Tabled

New Date \_\_\_\_\_

**BOARD OF  
ANIMAL SERVICES  
COMMISSIONERS**

Dr. JAMES JENSVOLD

TARIQ A. KHERO

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**City of Los Angeles**  
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BRENDA BARNETTE  
GENERAL MANAGER

JOHN D. CHAVEZ  
GENERAL MANAGER

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**Report to the Board of Animal Services Commissioners**

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**COMMISSION MEETING DATE:** April 24, 2012

**PREPARED BY:** Brenda F. Barnette, General Manager

**REPORT DATE:** April 24, 2012

**SUBJECT: REQUEST FOR PROPOSALS FOR FIELD ANIMAL HANDLING AND  
CHEMICAL CAPTURE TRAINING**

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**BOARD ACTION RECOMMENDED:**

That the Board direct staff to release a Request for Proposals (RFP) for the selection of a contractor to provide field animal handling and chemical capture training.

**BACKGROUND**

The Department of Animal Services employs 68 Animal Control Officers (ACOs). They are crucial members of the Department's team and are responsible for the care, treatment, licensing, and impounding of animals in the field. ACOs pick up and trap sick, injured, stray, vicious, or unwanted animals, and may put down animals using firearms.

In July 2011, due to concerns about management of the Department's weapons and ammunition, the Los Angeles Police Department (LAPD) removed most of the guns from the ACOs until a full inventory was completed. Due to the reduction of handguns, ACOs were instructed to transport injured animals back to the shelters for treatment, transfer to wildlife "rehabbers," or for euthanization by medical staff. Putting down animals by firearms in the field was to be done as a last resort.

LAPD was responsible for inventorying Animal Services' weapons. It determined, after an extensive investigation, that there were no missing guns.

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## **NEW APPROACHES TO ANIMAL HANDLING, CAPTURE, AND EUTHANIZATION**

It was found during this inventory that the Department was armed with 103 .38-caliber hand guns, 16 shotguns, two rifles, and one assault weapon. No consistent procedures were being followed to control the ammunition.

The Department viewed this inventory as providing an opportunity to improve its gun and ammunition control procedures (see attached *Firearms Policy and Procedure* and the directive regarding deer and large animal injured calls) as well as to reduce the number of guns. This led to an assessment on whether there was a better way to capture or euthanize animals in the field.

In addition, on October 31, 2011, the Mayor directed the Department to develop alternatives to the use of handguns in the field (see attached memo).

To begin the research into best practices for field animal handling and chemical capture, the General Manager posted an email on the Society of Animal Welfare Administrators (SAWA) list serve that reaches animal control agencies across the U.S. and in other countries. The Department also contacted other jurisdictions to find out how they handle animals in the field.

The information we have gathered about best practices indicates that the use of hand guns and rifles is not considered the safest for staff, the public or the most humane for the animals. Based on this research, the Department is following a direction of very limited use of rifles, and no handguns or assault rifles. This approach calls for the training of certain personnel to handle the rifles and to train selected officers to use chemical capture, such as dart guns. All ACOs would be trained in animal handling.

## **PROPOSED SCOPE OF WORK**

After conducting this research, we concluded that it would cost about \$25,000 to purchase the recommended equipment and to properly certify 20 to 25 ACOs. (Not every officer has to be certified to use the rifle or chemical immobilization at this time.)

The proposed scope of work would include the following:

- The contractor should have demonstrated experience providing animal handling and chemical capture training to other governmental organizations.
- The training curriculum needs to incorporate:
  - Animal handling and safety, including containment of injured animals through handling techniques, and corralling techniques to move injured animals to containment areas;

- 
- Use of dart guns for animals that cannot be contained and use of drugs to euthanize;
  - Hands-on lab experience;
  - Education on immobilizing drugs and delivery systems;
  - Legal issues.
- Total costs, including equipment and training, cannot exceed \$25,000.

After the review of these proposals, Animal Services will report back to the Board with its recommendation(s) for awarding a contract and seek authorization to fund the contract from the Animal Welfare Trust Fund.

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**FISCAL IMPACT:**

There is no impact on the General Fund. The Department intends to fund this project from the Animal Welfare Trust Fund.

Approved:

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**Brenda F. Barnette, General Manager**

Attachments:

Firearms Policy and Procedure  
General Manager Directive 12-001  
Mayor's Memo

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**BOARD ACTION:**

_____ Passed	Disapproved _____
_____ Passed with noted modifications	Continued _____
_____ Tabled	New Date _____



**ANTONIO R. VILLARAIGOSA**  
**MAYOR**

**MEMORANDUM**

**To:** Brenda Barnette

**From:** Mayor Antonio R. Villaraigosa

**Subject:** Firearms Procedures for the Department of Animal Services

**Date:** October 31, 2011

The era when the potential use of traditional firearms should be a daily component of effective animal control operations has passed. Evolving technology and philosophies of animal control minimize the need for rifles and pistols to routinely be used in controlling and/or subduing problem animals in the field. This can be accomplished by other, more humane means.

Effective immediately, I am instructing you to ensure that no employee of the Los Angeles Department of Animal Services (LAAS) be permitted to carry or use traditional firearms (rifles, pistols) as a regular function of their work. A minimum number of appropriate firearms should remain available at each Animal Care Center (shelter) for use under special circumstances as necessary. Any employee authorized to use these weapons must complete appropriate training programs and be duly certified in a manner consistent with Department requirements.

Except as provided above, all additional firearms in the possession of LAAS shall be collected, secured and stored in a manner that protects employee, public and animal safety and ensures no unauthorized or improper use. Arrangements can be made with the Los Angeles Police Department (LAPD) to accomplish this, as well as to ensure provision of the aforementioned training programs.

This order does not apply to so-called "chemical capture" firearms (such as tranquilizer dart guns), which should be deployed and used by qualified employees in a manner consistent with applicable laws and training. Deployment and use of these specialized firearms shall also be consistent with the Department's procedures.

To implement this instruction LAAS shall issue written standard operating procedures as soon as possible which specify the number of firearms and define the special circumstances in which they may be deployed. These procedures also should include

all the directives or guidelines needed to implement all aspects of this instruction. These procedures shall be made available to all affected LAAS employees.

If you have any questions regarding this directive, please contact my office.



**CITY OF LOS ANGELES  
DEPARTMENT OF ANIMAL SERVICES**



**FIREARMS POLICY and PROCEDURE**

Date Issued: **Updated December 6, 2011**

Division Code: **FLD**

This policy overrides all other policies currently relating to firearm practices. Please direct any questions via the chain-of-command to your Director of Field Operations.

**Discharging a firearm shall always be considered a last resort.**

**Firearms:**

One firearm (.38 Revolver) will be assigned to each district and one shotgun will be assigned to both the East Valley and the South LA districts. The firearm will remain secured at the districts. At the discretion of the General Manager, the number and distribution of firearms can be adjusted for seasonal or other needs.

Each time a firearm is signed out, the OIC and AOC (if applicable) will note on the Firearms Control Form the following:

1. Fill out the log (inside of gun safe)
  - a. Date, Time the weapon is signed out (example 1410HRS – out)
  - b. Officer ID #, Print Name and signature of officer taken weapon
  - c. OIC will sign / print his or her name and chameleon ID #
2. Indicate on your AR 60
  - a. Time and who the weapon was signed out to
  - b. Type and number of ammunition was provided to the officer

On the day and swing shift the firearm will remain secured at the district and if an ACO receives a call for a sick and/or injured animal, the ACO must contact the Field Supervisor to respond with the firearm. For all other shifts when a Field Supervisor is not on-duty, the ACO may:

- a. take the firearm & ammunition on the call or
- b. return to the district to sign out the firearm & ammunition and respond to the call or
- c. respond to the call and if needed, request the firearm and ammunition be brought to their location by a second ACO, if available.

Once the ACO determines that the animal should be euthanized by the use of a firearm; the ACO will contact LAPD (911) prior to the discharge of the firearm to advise them of their location and shots to be fired. (Prior to the discharge ACO's shall take the necessary precautions to keep bystanders at a safe distance to ensure public safety as well as limit further exposure to scenes of a possible graphic nature).

**Signing IN Procedures**

1. Fill out the log (inside of gun safe).
  - a. Date, Time the weapon is brought back (example 1610HRS – in)
  - b. Officer ID #, Print Name and signature of officer bringing weapon

- c. OIC will sign / print his or her name and chameleon ID #
- 2. Indicate on your AR 60
  - a. Time and who brought the weapon back
  - b. Type and number of ammunition brought back
  - c. Type and number of ammunition that was used
  - d. Indicate Activity Number the officer was using the weapon for
  - e. Obtain a copy of the firearm's discharge report for our records and attach it to your AR 60

Discharge of Firearm Reports (Form AR 131) are to be completed by the ACO, discharging the firearm, and signed by the supervisor and forwarded to the DFO **within 48 hours of the firing**.

At the beginning of each shift, the Field Supervisor or OIC shall perform their routine security checks. The Field Supervisor or OIC shall initial the **Firearm/Ammunition Log** to confirm the correct firearm(s) (and shotgun(s) if applicable) are secure and record the type and number of rounds available.

Each Center Captain in charge of firearms under his/her control shall submit the Firearm Control Form at the beginning of each week and no later than Monday to his/her respective DFO. The DFO will in turn submit the report to LAAS Administration for Inventory Control.

### **Firearms Procedure:**

One firearm (.38 Revolver) will be assigned to each district and one shotgun will be assigned to both the East Valley and the South LA districts. When not assigned to a specific ACO, the firearm will remain secured at the district. Only the firearm issued by the Department may be called carried and/or utilized. Any other firearm is unauthorized. Only the General Manager may authorize alternate/additional firearms.

### **Inventory**

The Department maintains an inventory of conventional firearms. Current inventory consists of the following firearms:

<b><u>Description</u></b>	<b><u>Serial Number</u></b>	<b><u>Assignment</u></b>
.38 cal. Revolver		North Central
.38 cal. Revolver		Southwest Los Angeles
.38 cal. Revolver		Harbor
.38 cal. Revolver		East Valley
.38 cal. Revolver		West LA
.38 cal. Revolver		West LA
.38 cal. Revolver		West Valley
Shotgun		East Valley
Shotgun		Southwest Los Angeles

## **Ammunition**

The following ammunition is authorized for use:

- .38 Special, Winchester, 125grain, Jacketed Soft Point (JSP)
- .38 Special /.357 Magnum Shotshell, CCI (Pest Control/Snake shot)
- Federal Premium Law Enforcement Ammunition 12gauge, 2 3/4 Inch, Buckshot, 9 Pellets, 00 Buck with Flitecontrol Wad, Muz Vel 1145 Fps
- Winchester Ranger 12 Gauge, 2 3/4 Inch, Low Recoil, 1 Oz. Slug, Ra12rs15

All other ammo is unauthorized. Only the General Manager may authorize alternate ammunition.

## **Storage and Assignment**

Firearms will remain secured at the in the Field Office.

1. On the day and swing shift the firearm will remain secured at the district and if an ACO receives a call for a sick and/or injured animal, the ACO must contact the Field Supervisor to respond with the firearm. For all other shifts when a Field Supervisor is not on-duty, the ACO may:
  - a. take the firearm & ammunition on the call or
  - b. return to the district to sign out the firearm & ammunition and respond to the call or
  - c. respond to the call and if needed, request the firearm and ammunition be brought to their location by a second ACO, if available.
2. On the swing and grave shifts the firearm will remain secured at the district and if an ACO receives a call for a sick and/or injured animal, the ACO must contact the Field Supervisor to respond with the firearm. For all other shifts when a Field Supervisor is not on-duty, the ACO may:
  - a. take the firearm & ammunition on the call or
  - b. return to the district to sign out the firearm & ammunition and respond to the call or
  - c. respond to the call and if needed, request the firearm and ammunition be brought to their location by a second ACO, if available.
3. Prior to euthanizing the animal, the ACO must contact the OIC or Field Supervisor to advise their intent to euthanize the animal in the field.
4. At the beginning of each shift or when needed, an authorized OIC shall sign out firearms that they may utilize during their shift on the Firearm Control Form. At the end of their work shift the officer shall return all firearms to their proper storage positions within the locked security gun safe and sign the firearm in.
5. ACO's with firearms shall keep them properly secured in their ACV in the firearm lock-box or gun racks of the vehicle being driven.
  - a. When out of the vehicle, the vehicle shall be securely locked and the ignition keys removed.
  - b. It is the responsibility of the ACO who has been assigned a firearm in his/her care, to immediately report a lost or stolen firearm to the on duty OIC.
  - c. The OIC shall then immediately notify the DFO of such lost or stolen firearm, as well as, LAPD and complete a lost/stolen report within 24 hours.

## **Inspection**

1. All shotguns shall be cleared of all rounds and shall be visually and physically inspected to insure that no cartridges are left in the firearm

2. All .38 gauge Revolvers shall be cleared of all rounds and shall be visually and physically inspected to ensure that no bullets are left in the firearm.
3. The inspection of the firearm shall be conducted immediately upon possession/handling the firearm to minimize any injuries from an accidental discharge.

### **Utilization of Firearms**

1. The shotgun or the .38 caliber revolver may be utilized for any authorized humane euthanasia of an animal when death is imperative for humane reasons and all other techniques are impractical or unsafe.
2. In all situations, the authorized Field Supervisor or ACO using a firearm will direct, and be responsible for, the operation.
3. The ACO shall notify the OIC and/or Field Supervisor and LAPD prior to the use of the firearm.

### **Firearms Training and Certification:**

Initial training consists of a minimum of four (4) hours. In-service training sessions shall be conducted by the LAPD and shall be scheduled and tracked by Personnel.

All authorized officers shall be required to participate in a safety refresher course twice a year including range qualification. It is the responsibility of DAS Personnel to arrange for time and location of follow-up training.

### **Maintenance:**

1. It is the responsibility of the operator to maintain firearms in good repair and clean condition.
2. The firearm shall be cleaned and oiled after each discharge and shall be cleaned and oiled as needed.
3. Any firearm equipment discrepancies or malfunction shall be immediately reported in writing, to the OIC and the Field Supervisor.
4. All firearms are subject to inspection and all acts of neglect are subject to corrective action.

### **Precautions:**

1. At no time will any firearm be left unattended unless unloaded, secured under lock and key, and within a locked DAS vehicle.
2. All firearms shall remain unloaded with the safety on until time of utilization.
3. All caution and good judgment shall be afforded when a loaded firearm shall be exercised.

**NOTE: With the exception of an authorized shooting range, all discharges of Department firearms (intentional and unintentional) shall be reported to the DFO and LAPD. Each incident where a member of the Department discharges a weapon, the LAPD will complete a "shots fired in the City Limits" report. Each LAPD report will be assigned a "DR" (District Report) number. The number should be obtained within the 48 hours and included on the discharge or Firearms Reports (Form AR131) prior to submitting.**

### **Form Distribution:**

The capture and firearm discharge report shall be completed as soon as is practical after transporting the animals to DAS and no later than the end of the work shift.



The Capture Gun and Firearm Discharge Report shall be submitted to the operator's immediate supervisor for review.

After supervisory review, the report shall be submitted to the designated DFO within 48 hours who will forward it to DAS Chief Veterinarian for review.

After veterinary review, the report shall be filed for future review.

**Sick and or injured wildlife:** (also see Wildlife-General Procedures FLD 27)

When responding to calls for sick and/or injured wildlife, **all attempts will be made to safely and humanely transport the animal back to a shelter.** Injured animals shall be immediately transported to the shelter for the licensed rehabilitation group to pick up as soon as possible or for medical care/assessment. (See Wildlife-General Procedures FLD 27)

If an animal is sick and/or injured and the animal cannot be transported back to the shelter and the Animal Control Officer determines that it is more humane to euthanize the animal in the field, Animal Control Officer's are authorized to utilize the appropriate firearm to humanely euthanize the animal. Discharging a firearm should be considered a last resort.

NOTE: WITH THE EXCEPTION OF AN AUTHORIZED SHOOTING RANGE, ALL DISCHARGES OF DEPARTMENT FIREARMS (INTENTIONAL AND UNINTENTIONAL) SHALL BE REPORTED TO THE DFO AND LAPD.

The following steps must take place:

1. ACO shall assess the situation and take appropriate action:
  - a. Determine when an animal can safely be returned to Center for a rehabilitator to pick up.
  - b. Determine when an animal should be placed directly back into the field/nest.
  - c. Determine when it is appropriate to deliver an animal immediately to permitted rehabilitator AFTER receiving approval from immediate supervisor. (ACO shall not transport to rehabilitator without immediate supervisor approval.)
  - d. Determine whether the animal should be euthanized in Field.
2. As appropriate, the ACO is to place the animal into Animal Rescue Vehicle (ARV) (see Loading/Unloading Policy). A wild animal is **WILD** and proper precautions must always be taken before and during handling.
3. Radio dispatch when clearing the scene with information that ACO is
  - a. Returning animal to Center, taking to permitted rehabilitator, or released/returned to wild.
  - b. Animals brought to a Center shall be taken by the ACO to the veterinary staff directly upon unloading.
4. ACO shall book the animal into Chameleon and print kennel card.
5. ACO shall contact an approved, licensed/permitted wildlife rehabber and request that they immediately come to the shelter to pick up the animal. (Animal DOES NOT have to be evaluated by Medical Staff prior to being released to a wildlife rehabber.) ACO shall place a memo in Chameleon as to the date, time, name and phone number of the rehabber that was called. A note shall also be left for medical services to insure all staff is aware of the wild animal and the attempts to reach a rehabber. If the wildlife rehabber cannot pick up the animal within two hours, the next rehabber should be called, etc. until an approved, licensed/permitted wildlife rehabber can pick up the animal.

6. If the ACO determines that the animal must be euthanized for humane reasons once back at the shelter, the first choice is to have a veterinarian or a RVT euthanize the animal by injection. If a veterinarian or RVT is not available and the animal must be euthanized with a firearm, the animal shall not be euthanized in public view or in front of any shelter where the public can observe the procedure.
7. ACO shall attach kennel card to cage.

***This policy only provides guidelines and general procedures. An ACO shall ALWAYS use his/her discretion in the field. Immediately contact your supervisor when a problem escalates beyond the scope of these guidelines.***

#### **Rattlesnake Calls:**

When an ACO arrives on the scene and **confirms** that the snake is a Rattlesnake, the ACO may

- a. follow the above firearms policy and euthanize the Rattlesnake using the firearm or
- b. secure the Rattlesnake and humanely remove the head

Once the head is removed from the snake, it shall be secured in a container and returned to the district for safe disposal. Upon returning to the district, the heads can be placed directly into a container labeled "Rattlesnake Heads" which will be located in each district body disposal cooler. This container will be used for the disposal of rattlesnake heads only and must remain in the cooler.

#### **Large animals and livestock:**

For animals, such as equine and large livestock, if the Field Officer determines that the animal should be euthanized for humane reasons, that officer must notify their Field Supervisor or OIC to determine if an alternate euthanasia method should be considered. (i.e. having an equine vet respond to the scene to treat or euthanize). The OIC or Field Supervisor shall contact an approved Equine Veterinarian. If it is determined that the animal will be euthanized by firearm, adhere to all firearm procedures as outlined above. The Field Supervisor or OIC shall then notify the District Manager.

#### **Forms Attached:**

Firearm Control Form  
Firearm/Ammunition Log  
Discharge of Firearm Report



CITY OF LOS ANGELES  
DEPARTMENT OF ANIMAL SERVICES  
INTRA-DEPARTMENTAL CORRESPONDENCE



GENERAL MANAGER DIRECTIVE 12-001

Date: February 21, 2012

To: All Animal Services Personnel

From: Brenda F. Barnette, General Manager

Subject: All Deer and Large Animal Injured Calls

It is mandatory for all Animal Control Officer (ACO) to take appropriate action to prevent the unnecessary suffering of wildlife. When responding to any deer or large animal injured call, take a firearm and ammunition on that call. This does not change the current Firearms Policy.

**Discharging a firearm shall always be considered a last resort. Your goal is to save lives and to get injured wildlife to qualified rehabbers. In the case of deer, we know that once a deer is impaled on a fence or has a broken leg, the kind and safe action is to humanely euthanize the deer in the field.**

EXCEPTION: During the past 6 years, WLA has handled 43% of all Field Calls for deer and WLA has some of the most congested traffic areas making the response time longer than other districts. Therefore, the WLA ACO assigned to the Field in the areas where the deer calls originate is to carry a firearm and ammunition locked in the Animal Services vehicle during their shift. All other check-in/check-out and discharge reporting protocols are unchanged.