



**GRAND TRAVERSE COUNTY
HEALTH DEPARTMENT**

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MEMORANDUM

To: Tom Bensley, Sheriff
From: Tom Buss, R.S. *TB*
Director of Environmental Health
Date: May 28, 2009
Subject: Animal Control Response on Weekends/After Hours and Normal Work Week

I have met with Ed Hickey, Manager with the Animal Control Division of the Grand Traverse County Health Department regarding our conversation on May 20, 2009 with Fred Keeslar. Ed has agreed to a three (3) month trial period in which he may be contacted via pager in emergency situations on weekends or after hours to respond to Sheriff Office calls involving dogs.

As you are aware, the Animal Control Division consists of a two (2) person operation which operates normally on Mondays through Fridays. Any service time which is requested on weekends or after hours will reduce staff availability during the normal workweek, since those hours will need to be adjusted accordingly.

It should also be pointed out as we discussed during our telephone conversation on May 20, that there will still likely be times when the Animal Control Officers may be unable to respond on weekends or after hours for a variety of reasons (i.e. out of the area, if they are indisposed). Ed has informed me that in after hour / weekend situations in which no animal control officers are available, that a capture pole is obtainable at the AC Shelter on Keystone Road. It is my understanding that the Sheriff Office has an access key to this building in such circumstances.

The following protocol has been developed on which type of situations this Department would or would not respond to on week ends or after hours. It also includes Animal Control responses during the normal workweek. This protocol is similar to the November 3, 2003 Memorandum which was sent to Jamel Anderson with Central Dispatch from Ed Hickey (copy attached).

(Weekend/after hours), Animal Control would respond to:

- Vicious dogs at large
- Seizing of dogs during an arrest or other law enforcement assistance
- Dog bite with dog running at large
- Injured dogs

(Weekend/after hours), Animal Control would not respond to:

- Barking dogs
- Dog bite with dog under control by owner
- Cat issues
- Dogs at large (loose dogs)

(Normal work week), which consists of Monday through Friday for Animal Control, they will respond as in the past to the following situations:

- Dogs at large (loose dogs)
- All animal bites
- Injured dogs
- Confined dogs
- Seizing of dogs during an arrest or other law enforcement assistance

Note: The hours of Operation include: Monday through Friday, 8:30am-10:00am and 4:00pm-5:00pm, Officers are unavailable for field work since they are cleaning kennels and assisting clients on dog redemptions at the shelter (They may not be available during these times to respond to Sheriff Office requests); 10:00am-4:00pm, Officers are in the field and should be available for Sheriff Office requests. Also, the Officers may occasionally be indisposed during the week at those times involving dog euthanizations, or if short staffed due to illness or annual leave.

It is our understanding that the Sheriff Office will respond to the following situations:

- Animal Neglect
- Animal Abuse
- Barking dog complaints

As always, both Ed and Cindy may be available on weekends or after hours in emergency situations when contacted via telephone.

Attachment

Cc: Fred Keeslar, Health Officer
Jamel Anderson, Central Dispatch
Ed Hickey, Animal Control
Cindy Burkhardt, Animal Control