



MYRTLE BEACH POLICE DEPARTMENT

ADMINISTRATIVE REGULATIONS AND OPERATING PROCEDURES

Subject: *Animal Control*

Number: 262

Effective Date: *October 19, 2010*

Revised Date:

Rescinds:

Dated:

Approved By:

PURPOSE

To establish procedures for Animal Control Officers within the Myrtle Beach Police Department.

DEFINITIONS

1. Animal Control Officer – Full-time, sworn Class III Police Officers of the Myrtle Beach Police Department. They will perform any necessary fieldwork relating to animal services, and crimes. At times, when appropriate and approved, may be utilized for additional manpower to augment Class I Officers.

REGULATION

1. GENERAL

- A. All Animal Control Officers act under the direction of the Chief of Police and the established chain of command of the Myrtle Beach Police Department. Animal Control Officers shall obey and be directed by all City of Myrtle Beach policies, rules and regulations and all Police Department regulations and procedures. Failure of Animal Control Officers to comply with City and Department rules, regulations, policies, orders and directives may result in discipline up to and including dismissal.

2. APPAREL AND APPEARANCE

- A. Animal Control Officers will wear Class C uniform when performing animal control duties. The exact composition will be determined by the Division Commander.
- B. Animal Control Officers will wear the Class B Uniform, consisting of midnight blue uniform pants, midnight blue short-sleeve shirt and dark blue or black t-shirt. The short-sleeve shirt will have Police Patches on both shoulders of the shirt and will be worn only while augmenting Class I Officers on Special Duty Assignments.
- C. Animal Control Officers Class A Uniform consists of midnight blue uniform pants, midnight blue long-sleeve shirt, dark blue or black t-shirt and a tie with Animal Control Patches on both shoulders of the shirt.
- D. Each Animal Control Officer will be expected to maintain his/her equipment and overall appearance to the standards required by the Myrtle Beach Police Department Regulations and Procedures for sworn personnel.

3. EQUIPMENT

- A. The Myrtle Beach Police Department will issue all appropriate uniforms and duty gear to include inner/outer belt, radio/case, pepper spray, handcuffs, protective vest, firearm/holster, magazine clips/case, flashlight, taser, traffic vest, foot wear, cold weather and rain gear.

4. VEHICLES

- A. Animal Control Officers will be assigned department vehicles as determined by the Administrative Division Captain. The vehicle will be equipped with blue lights, corner strobes and siren and any other equipment deemed necessary by the Training Sergeant. Then vehicle will be clearly marked identifying them as Animal Control Officers. Animal Control Officers will be responsible for the care and maintenance of the vehicles and assigned equipment. Animal Control vehicles are take home vehicles assigned to the individual officer for on call status.

5. EXTERNAL COMPLAINTS

- A. The standard of professional behavior will be the same for Animal Control Officers as other sworn personnel. Complaints against Animal Control Officers will be handled as outlined in the Department Regulations and Procedures for full-time sworn officers.

PROCEDURE

1. TRAINING

- A. Upon hire, Animal Control Officers will complete training similar to the nine weeks of pre-service training conducted for the Myrtle Beach Police Department Recruits. The Chief of Police will approve the coursework. Upon graduation from pre-service, the Animal Control Officers will enroll into the Limited Duty Basic Program at the South Carolina Criminal Justice Academy. After graduation of the Limited Duty Program, Animal Control Officers will be appointed to Field Training designated by the Training Sergeant. Animal Control Officers are required to attend Police In-Service training along with sworn personnel. Their training will be scheduled by the Training Sergeant. When classes are available, they will complete a certification course in animal euthanasia as defined under the State of South Carolina Code of Laws. When classes are available, Animal Control Officers will also complete chemical capture coursework for the operation of the tranquilizing gun.

2. JOB FUNCTIONS

- A. Animal Control Officers are sworn Class III Officers and will be first responders to all animal related service calls.
 - 1) Patrols the city to enforce animal violations under the City of Myrtle Beach Code of Ordinances and/or State of South Carolina Code of Laws.
 - 2) Responds to and investigates animal complaints during their tour of duty, such as: animal cruelty, animal bites, vicious/dangerous animals, nuisance animals, stray animals, etc...
 - 3) Complete incident reports, warrants, all other required documentation and reports.

- 4) Makes arrests relating to animal crimes and violations.
 - 5) Obtains certification of euthanasia for sick and infirmed animals.
 - 6) Other duties and task regarding animals.
- B. Animal Control Officers may be utilized for additional support to augment Class I Officers. These assignments will be limited to special events and assignments determined to be appropriate by the Training Sergeant. These assignments will not interfere with duties relating to Animal Control.
- 1) Traffic Control.
 - 2) Transport Officer.
 - 3) Crowd Control.
 - 4) Performs other duties approved by the Training Sergeant.

3. SCHEDULES

- A. Animal Control Officers will work a 40-hour work week. Shifts will be determined by the Training Sergeant and approved by the Captain of Administration. Animal Control Officers will also be on-call for after-hours animal emergencies deemed necessary by a night time supervisor. The on-call schedule will be determined by the Training Sergeant.