



# Taylor County

## Board of County Commissioners'

### Policy Manual

5.20

Policy #: Title:

2010-01

Citations

Effective Date:

03/01/10

#### PURPOSE

To provide guidelines for the issuance of citations when citizens are non-compliant with local animal control laws.

#### REFERENCE

Section 14-131 of the Taylor County Code  
Section 4-22, 4-23 of the City of Perry Code

#### POLICY

Pursuant to Chapter 14 (Taylor County Code) and Chapter 4 (City of Perry Code), an Animal Control Officer is authorized to issue a citation based upon reasonable and probable cause that a violation has occurred. The following procedures shall be adhered to by the Officer in the issuance of citations to citizens for animal control violations.

1. Citations are not to be issued to neighbors or friends (NOT living at the owners address) of the animal owner when the owner is at work or not immediately available, except in cases in which someone designated by the owner as having control, custody, and care of the animal while the owner is unavailable and is therefore responsible for the animal. In a case where a friend or family member is living at the residence in which the animal resides, citations may be issued to that individual.
2. Once a citation has been signed by the defendant, no changes will be made to the citations, unless the defendants copy is changed in the presence of the defendant and both the officer and the defendant initial the change.
3. After a citation has been issued, a copy of the completed service request shall be attached to the citation and forwarded to the Clerk of Court. In the case of a third or subsequent citation requiring a mandatory court appearance, a copy of the completed service request as well as a brief summary report shall be attached to the citation and forwarded to the Clerk of Court.
4. If an animal is impounded for a violation of these chapters, a citation is not to be issued. However, the impoundment fee shall be borne by the animal owner. Citations may be issued in the field, in lieu of impoundment if an animal owner can be located. The intent is to refrain from charging both an impoundment fee and a citation.
5. The issuing officer will sign the citation at the time it is issued to the defendant. If another Animal Control Officer observed the violation that officer shall sign in the appropriate field on the citation.
6. Citizens who refuse to sign a citation will be advised of the legal consequences of such action prior to the Officer leaving the residence/business.
7. Citations are mandatory when an animal owner cannot provide proof of current rabies vaccinations. (See Rabies Policy #2009-12)

8. Animal Control Officers are not required to meet quotas for issuing a certain number of citations. The purpose of citations is to address owner irresponsibility. It is anticipated that officers will use the Citation System as a tool in the performance of their duties and that officers will view the issuance of citations as a progressive method of obtaining compliance by owners who are in violation.
9. Citation books shall be issued to Animal Control Officers as needed. Citations which are incorrect, voided (prior to issuance), or otherwise not issued, shall not be thrown away. These citations shall be left in the citation book and marked as to why they were not used. Used citation books shall be given to the Animal Control Coordinator to be filed.
10. An owner or person having control, custody and care of an animal receiving a citation shall contact the Taylor County Clerk of Court for any extension of time to pay or to contest citation.

### **RESPONSIBLE DEPARTMENT**

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Environmental Services Department – Animal Control

**Sunset Date: None**