
REPORT WRITING

ANIMAL BITES

Purpose: To establish procedure for reporting animal bites.

Summary of Changes: New format.

Procedure

1 Reporting

1.1 A report will be taken on all reported animal bite incidents.

1.2 A copy of the written report is to be forwarded to the Patrol Division Commander.

1.2.1 The original report will be filed in the Support Services Division in the usual manner.

1.3 The Animal Shelter will be notified on animal bite incidents when an officer has been dispatched

1.3.1 If the animal can be located, the responding officer will contact an animal control officer by phone during normal business hours or via the communications center after hours.

1.3.2 The officer on scene will give the animal control officer as much detail as possible, including but not limited to the location where the bite occurred, the severity of the bite, type of animal involved, and if medical attention was sought or given.

1.4 The Animal Shelter will be responsible for making follow up calls in accordance with city ordinance.

Mike Davis
Chief of Police