



# City Council Agenda Item Summary Report

**Meeting Date:** December 5, 2017

**Submitted by:** P. Morgan

**Consent**

**Public Hearing**

**Action Item X**

**Item Title:** Discuss and consider the Animal Shelter Policy and Procedure Manual.

**How this item ties-in with the City's Mission, Vision and Values:** The recommended manual provides policy and procedure standards for employees to maintain a safe environment.

### Summary Statement

The Policy and Procedure Manual provides guidelines, instructions and forms for the operation of Animal Control in the City of Forney. Staff drafted the manual with assistance from veterinarians and other municipal animal shelters. The manual content is categorized into four major categories:

1. Animal Control Department – general responsibilities, training and certification requirements, and shelter capacity procedure;
2. Work Guidelines – Field operations, shelter cleaning, rabies control, and euthanasia procedure; and
3. Forms – Standard forms for every day use.
4. Attachments – Guidelines for Standards of Animal Care in Animal Shelters and the City Codes.

The manual was provided to the Animal Shelter Advisory Board on November 15, 2017. After a review period the Board recommended approval on November 27, 2017.

### **RECOMMENDED ACTION**

On November 27, 2017, the Animal Shelter Advisory Board voted to recommend approval.