



WRITTEN DIRECTIVE Subject: ANIMAL CONTROL	No. SO 15-0200	Page: 1 of 6
	Effective Date: 07-28-15	
	Supersedes/ Amends: SO 11-0200	
	Reference: 1.2.1, 1.2.2	



I. Purpose

The purpose of this directive is to establish procedures and guidelines for use by Animal Wardens and Wildlife Management Specialists.

II. Policy

It shall be the policy of the Lynchburg Police Department to utilize proven practices and procedures to effectively manage animal-related responsibilities and respond to animal-related calls for service.

III. Procedure

A. GENERAL GUIDELINES

1. Definitions for the purpose of this directive:

- a. Animal Warden – a civilian employee delegated with the limited sworn authority to enforce the statutes of the Commonwealth of Virginia and the codes of the City of Lynchburg relating to animals as stated by Code of Virginia section 3.2-6555 and Lynchburg City Code Article I, section 7-1.
- b. Chief Animal Warden – the animal warden designated with supervisory and budgetary responsibility for the Animal Control and Wildlife Management functions.
- c. Deputy Chief Animal Warden – the animal warden designated supervisory responsibility for the Animal Control and Wildlife Management functions, in the absence of the Chief Animal Warden.
- d. Wildlife Management Specialist – a non-sworn, civilian employee of the wildlife management program.
- e. Wildlife Management Program - the city’s program for controlling the deer population through hunting in accordance with administrative policies set forth by the Virginia Department of Game and Inland

Fisheries, the Code of Virginia section 29.1-529 and Lynchburg City Code, Article III, sections 27-67.1 and 27-67.2.

2. The Special Operations Division Captain will be responsible for the overall coordination of the animal control and wildlife management functions.

B. ANIMAL WARDENS

1. Animal wardens will have primary responsibility for responding to animal-related calls for service, in accordance with PD-0703, *Handling of Animal-Related Complaints*.
2. Animal wardens, including the Chief Animal Warden and Deputy Chief Animal Warden, have limited enforcement authority:
 - a. Once appointed, they are delegated with the limited authority to enforce the statutes of the Commonwealth of Virginia and the codes of the City of Lynchburg relating to animals as stated in III.A.1.a.
 - 1) Animal wardens may issue summonses for misdemeanor violations of the aforementioned animal control laws.
 - 2) Animal wardens may obtain warrants from the magistrate for felony violations of the aforementioned animal control laws only after consultation with the Chief Animal Warden or the Deputy Chief Animal Warden.
 - b. Animal Wardens have no arrest or enforcement powers other than those outlined here.
 - 1) Animal wardens may not serve or attempt to serve any warrants, regardless of whether they are part of an animal-related call for service.
 - 2) Animal wardens will report any known or suspected criminal activity outside the scope of their enforcement authority to a police officer or to a Lyncomm telecommunicator.
3. Animal wardens will be differentiated from sworn police officers by their wearing of a unique badge and uniform as outlined in PD-2002, *Personal Equipment, Apparel and Grooming*.
4. Animal wardens will maintain their training and certification according to standards set forth in section 3.1-796.104:1 of the Code of Virginia.

5. Animal wardens will be authorized to utilize the following specialized equipment related to their enforcement responsibilities:
 - a. bite sticks – an expandable baton to protect from the bite of an aggressive dog,
 - b. catch pole – utilized to capture an aggressive dog at a safe distance,
 - c. nets - for the safe capture of various domestic and non-domestic animals and birds,
 - d. tongs – for the safe capture of various domestic and non-domestic animals, and
 - e. other equipment deemed necessary, appropriate and humane by the Special Operations Division Captain or the Chief Animal Warden.
6. Animal wardens will not be issued firearms and will not be authorized to carry department-issued or personally-owned firearms while in the performance of their duties.
7. The Chief Animal Warden will, as staffing requires, fill the role of animal warden in responding to calls for service.

C. WILDLIFE MANAGEMENT PROGRAM

1. The Virginia Department of Game and Inland Fisheries (V.D.G.I.F.) has authorized the Chief of Police to maintain a deer management program and to issue Urban Deer Management Program permits in the City of Lynchburg.
 - a. The Chief Animal Warden serves as the Chief of Police's primary designee for the issuance of permits in accordance with V.D.G.I.F. guidelines.
 - b. The Chief Animal Warden will be required to maintain Virginia Department of Criminal Justice Services certification as a Special Police Officer in order to maintain authority to issue permits (see also SO-0202, *Special Conservators of the Peace*).
2. Wildlife management specialists have authority to cull deer on all city property for which the Chief Animal Warden has issued a permit in accordance with Lynchburg City Code Article III, section 27-67.1.
3. Wildlife management specialists are not sworn employees and have no enforcement authority.

- a. Wildlife management specialists will not intervene or attempt to intervene in criminal activity other than in a citizen's role as a "good Samaritan."
 - b. Wildlife management specialists will report any known or suspected criminal activity they observe to a police officer or to a Lyncomm telecommunicator.
4. Wildlife management specialists will be differentiated from sworn police officers by their wearing of a unique badge and patch, typically displayed on a camouflage uniform shirt or jacket.
5. Wildlife management specialists will be issued firearms as deemed appropriate by the Special Operations Division Captain for the completion of their assigned duties.
- a. Each wildlife management specialist will normally be assigned a rifle and shotgun appropriate for hunting.
 - b. All weapons assigned to the wildlife management specialists will be maintained at the public safety building.
 - 1) These firearms will be kept in the locked wildlife management specialist gun safe when not in use.
 - 2) These firearms will be taken out by the wildlife management specialists at the beginning of their workday and will be returned immediately upon the completion of their workday.
 - 3) Firearms issued to wildlife management specialists will not be taken home or used other than in the performance of their job responsibilities.
 - c. Wildlife management specialists will qualify with all issued department firearms in accordance with the guidelines established in PD-0303, *Firearms Qualifications*.
 - d. Wildlife management specialists will not carry or possess any firearm other than a department issued firearm while performing their job responsibilities.
 - e. In the event that wildlife management specialists find it necessary to intervene in criminal activity in a "good Samaritan" role, they will not use or display any department-issued firearm while doing so.

6. The Chief Animal Warden will, as staffing and circumstances require, fill the role of wildlife management specialist.
 - a. The Chief Animal Warden will normally be assigned a rifle and shotgun appropriate for hunting as well as a handgun for use in confined areas and during the retrieval of euthanized deer in accordance with his responsibilities as a wildlife management specialist.
 - b. The Chief Animal Warden will only carry his issued firearms on his person when taking actions in his role as a wildlife management specialist.
 - c. The Chief Animal Warden will secure his firearms in a lockbox in his vehicle or in the public safety building whenever he is not utilizing them in the role of wildlife management specialist.
 - d. The Chief Animal Warden will qualify with all issued department firearms in accordance with the guidelines established in PD-0303, *Firearms Qualifications*.

D. USE OF DRUGS ON ANIMALS

1. The Code of Virginia section 3.1-796.119 provides that animal wardens may be authorized by the State Veterinarian to administer drugs on non-domestic animals for the purpose of capturing and/or euthanizing such animals.
2. The Chief Animal Warden and Deputy Chief Animal Warden are the only animal wardens authorized by the department to administer drugs for the capture and/or euthanization of animals.
 - a. The Chief Animal Warden will maintain all such drugs in a secure manner in the public safety building or in his vehicle as necessary for proper and timely administration of the drugs.
3. When authorized by the State Veterinarian, the Chief Animal Warden or Deputy Chief Animal Warden may utilize appropriate firearms and/or dart guns to administer the necessary drugs in accordance with his training.
 - a. The Chief Animal Warden will maintain the necessary firearm(s), dart gun(s) and other drug administering equipment in a secure manner in his vehicle or in the public safety building.

- b. The Chief Animal Warden will demonstrate annual proficiency with all drug administering equipment (to include firearms) in accordance with standards established by the State Veterinarian.

Major J.P. Stokes
IAB Deputy Chief

July 28, 2015

Date