

Memorandum



CITY OF DALLAS

DATE October 23, 2015

TO Honorable Members of the Quality of Life & Environment Committee: Sandy Greyson (Chair),
Tiffinni A. Young (Vice Chair), Rickey D. Callahan, Mark Clayton, Philip T. Kingston, B. Adam McGough

SUBJECT **Dallas Animal Services: Governance, Friends Policy, and Work Policies**

On Monday, October 26, 2015, the Quality of Life & Environment Committee will be briefed on Dallas Animal Services: Governance, Friends Policy, and Work Policies. The briefing is attached for your review.

Please contact me if you have any questions or need additional information.

A handwritten signature in blue ink that reads "Joey Zapata".

Joey Zapata

Assistant City Manager

Attachment

c: Honorable Mayor and Members of the City Council
A.C. Gonzalez, City Manager
Warren M.S. Ernst, City Attorney
Craig D. Kinton, City Auditor
Rosa A. Rios, City Secretary
Daniel F. Solis, Administrative Judge
Ryan S. Evans, First Assistant City Manager

Eric D. Campbell, Assistant City Manager
Jill A. Jordan, P.E., Assistant City Manager
Mark McDaniel, Assistant City Manager
Jeanne Chipperfield, Chief Financial Officer
Sana Syed, Public Information Officer
Elsa Cantu, Assistant to the City Manager – Mayor & Council

Dallas Animal Services

GOVERNANCE, FRIENDS POLICY & WORK POLICIES

QUALITY OF LIFE & ENVIRONMENT COMMITTEE

OCTOBER 26, 2015



Purpose

This briefing provides an overview of Dallas Animal Service's **Governance, Friends Policy, and Work Policies**

Governance

Background – Governance

STATE STATUTE – HEALTH AND SAFETY CODE – SEC 823.005

- The governing body of a county or municipality in which an animal shelter is located shall appoint an advisory committee to assist in complying with the requirements of this chapter

REQUIREMENTS

- Advisory committee must be composed of
 - At least one licensed veterinarian
 - One county or municipal official
 - One person whose duties include the daily operation of an animal shelter
 - One representative from an animal welfare organization
- The advisory committee shall meet at least three times a year

Background – Governance

On April 14, 2014, the Quality of Life & Environment Committee with the support Animal Shelter Commission recommended amending Chapter 2 of the Dallas City Code so that it would align with the State Health and Safety Code

- Align Dallas with surrounding localities and provide the opportunity to use City shelter managers/directors to fill this mandated role
- Provided the ability to meet the required appointments of the Commission

On August 13, 2014, Council approved ordinance NO-29403 that enacted the code amendments recommended by the Quality of Life & Environment committee

Background – Governance

CITY CODE FOLLOWING AUGUST 13, 2014 COUNCIL ACTION

- **Animal Advisory Commission** ~~Animal Shelter Commission~~ shall be an advisory body of 15 members.
- Each city council member shall appoint one member to the commission.
- The Mayor shall appoint the Chair, and the full city council shall appoint the Vice-Chair.
- All members shall be appointed for an initial term to expire on August 31, 1985.
- Subsequent appointments will be made in August of each odd-numbered year for a two-year term beginning on September 1.
- All members shall serve until their successors are appointed and qualified.

REQUIREMENTS

- One member must be a licensed veterinarian
- One member must be a city or county official
- One member must have duties including the daily operation of an animal shelter
- One member must be a representative from an animal welfare organization
- Eleven members must be chosen from the general public
- ~~No member may be a city employee working in the department designated by the city manager to operate a city owned animal shelter~~
- **The commission must meet at least three times a year and may hold additional meetings at the call of the chair** ~~The commission must meet at least once each calendar month and may hold additional meetings at the call of the chair~~

Friends Policy

Types of Placement Partnerships

Adoption Agency

- Chapter 7 of the Dallas City Code identifies these as “an animal welfare organization or animal placement group approved by the director to take impounded dogs and cats from animal services for adoption to the public”
- All community partners willing to transfer animals that are a 501(c)3 non-profit organization in good standing will be eligible to apply for transfer of animals from DAS
- Animals that are transferred to an approved partner are done so at no charge to the organization and the organizations are required to house and place all animals in compliance with the state and local ordinances
 - There are no additional services provided with these transfers beyond the intake treatments and care initiated by DAS

Individuals and Groups

- Are able to adopt animals from DAS at standard or promotional rates, which includes free at times, to ensure animals released by DAS are in compliance with the law and following best sheltering practices
 - This includes vaccination, neutering and microchipping

Animal Advisory Commission reviewed the partnership process at the October 1, 2015 meeting

- Partnership process review will be part of an upcoming strategic plan

Work Policies

Quality Management System

DAS uses written work instructions to guide daily operations

Written procedures are designed to produce consistent delivery of services for our residents, businesses and visitors

On an annual basis, staff conducts an annual review of all work instructions and forms to ensure that they mirror the division's current processes

For 2015, Dallas Animal Service has a total of 56 work instructions

- 10 Updated
- 7 Created
- 28 are currently under review

Quality Management System

The QMS identifies defects in and encourages revisions and creation of work instructions to promote efficiency


In response to the accidental euthanasia of three dogs, DAS:

- Revised 3 existing work instructions
 - Euthanasia
 - Transfer
 - Intake
- Created 1 new work instruction for conducting shelter rounds
- All policies and revisions have been implemented and staff has been trained in associated areas

Next Steps

Receive input from the Quality of Life & Environment Committee on Dallas Animal Services' Governance, Friends Policy, and Work Policies

Review items with Dallas Animal Advisory Commission

 City of Dallas	Document Number:	CCS-WKI-101	Revision Number:	6
	Approved By:	Director of Code Compliance	Effective Date:	10/14/15
	Description of Last Change:	Updated all steps to reflect process improvements		
Document Title:	Euthanasia Process 4.2., 5.5, 7.1, 8.1 in ISO 9001:2008			

PURPOSE: This work instruction establishes uniform guidelines for the animal euthanasia process at Dallas Animal Services and Adoption Center.

SCOPE: This work instruction shall apply to all Department of Code Compliance personnel that perform animal euthanasia.

RESPONSIBILITY & AUTHORITY: All managers and supervisors are responsible for ensuring that employees follow this work instruction.

SAFETY: Follow all applicable City of Dallas safety guidelines associated with this work instruction Occupational Health & Safety.

ENVIRONMENT: Follow all applicable City of Dallas Environmental procedures associated with this work instruction Environmental Quality.

DEFINITIONS:

Euthanasia: to put an animal to death in a humane manner.

Database: a software program designed for inventory and record keeping in regards to Dallas Animal Services and Adoption Center.

“A” Number: a six digit identification number assigned by the database.

Sharps Container: a red, plastic container used to safely dispose of syringes and vaccine vials.


Tranquilizer or (Trang): a control substance that induces sedation by reducing irritability or excitement.

Identiband: a clear plastic band worn around the neck of animals which identifies its six digits “A” Number assigned by the database.

Needle Gauge: the size and diameter of a hypodermic needle


Designated Shelter Staff: consists of temporary workers, customer service reps, or any other specially assigned Animal Service employee.

GUIDELINES: The Dallas City Code, Chapter 7 Animals, Section 7-2.8 and the Texas State Health and Safety Code, Section 821.052, Subchapter C specify that if an animal is not redeemed within the appropriate time period specified in Section 7-2.6 the animal will become the property of the City and may be placed for adoption, euthanized, or otherwise disposed of as recommended by the Director.

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WORK INSTRUCTION:

1. Manager or Supervisor assigns an Animal Services Officer to the Euthanasia Lab to perform euthanasia on sick, injured animals, or animals that have completed their holding period and have not been selected for adoption or placement with a transfer partner.
 - 1.1. The Lab Officer shall make sure that the wash area for the vehicles next to the loading and unloading dock is equip with the cleaning solutions, brush, and sprayer for staff to sanitize their vehicles before starting in the Euthanasia Lab. (**Note:** The supplies out in the vehicle wash bay area will be marked for field staff use only).
 - 1.2. The Lab Officer opens the safe and verifies the amount of euthanasia drugs and tranq on hand.
 - 1.3. The Lab Officer completes the Euthanasia Log (CCS-FRM-158) located in the safe in the euthanasia lab to keep track of the amount of drugs used daily.
 - 1.4. The Lab Officer shall euthanize sick or injured animals housed in the euthanasia holding area first or any animal with an emergency related condition.
2. Officer shall access the Pre-Euthanasia Report within the database and obtain all animals listed on the Pre-Euthanasia Report (Computer Generated).
 - 2.1. The Animal Service Officer shall prioritize by euthanizing sick and/or neonates first.
 - 2.2. Lab Officer shall not play any music in the lab and be in a calm manner at all times.
 - 2.3. Lab Officer shall not let another animal see any animal being euthanized.
3. Designated Shelter Staff shall assist the Animal Services Officer in the lab.
 - 3.1. Designated Staff shall bring the animal to the euthanasia lab and hold the animal for the Animal Services Officer.
4. The Lab Officer verifies that the animal is eligible for euthanasia.
 - 4.1. Animals eligible for euthanasia are verified as follows:

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4.1.1. Animals that have been approved by the Veterinarian Staff and documented in the database;

4.1.1.1. Endangered or Federally protected animals and animals that can be rescued should be the exception, and must be signed off by a Supervisor or Manager. Wildlife that is sick or injured may be humanely euthanized without being signed off as long as it doesn't contradict any Federal Laws.

4.1.2. Animals signed off by Veterinarian Staff due to severe sickness/ injury or owner surrender are exempt from this holding period.

4.1.3. Animals that have cleared the appropriate holding period as follows:

4.1.3.1. Owned domestic animals are held for ten (10) days not including the date of intake.

4.1.3.2. All stray domestic animals are held for three (3) days not including the date of intake.


4.1.3.3. All other owned domestic animals eligible for euthanasia shall be signed off by the Shelter Manager or their Designee after their respective holding period.

NOTE: The Shelter Manager or their designee shall select animals that are eligible for euthanasia. All animals that have completed their holding period and have not been selected for adoption or placement with a transfer partner shall be euthanized according to the following steps.


5. The Animal Services Officer (ASO) shall visually review the information in the database for any comments or instructions on each animal before euthanasia.

6. The Animal Service Officer shall verify that the animal matches the information in the database.

6.1.1. The Animal Services Officer shall verify that the animal's Identiband matches the information in the database and scans the animal for a microchip. If the ASO have any questions or discrepancy, stop, get with the Shelter Manager or their designee before continuing the euthanasia.

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- 6.1.1.1. If no notes exist in the database, staff shall return the animal to its original kennel, enter notes into the database describing any discrepancies and inform a Supervisor.
- 6.1.1.2. If notes state that the animal could not be banded, proceed to the next step.
- 6.1.2. The Animal Services Officer shall verify as much of the following information in the database to ensure the correct animal is euthanized;
 - 6.1.2.1. Reason for euthanasia;
 - 6.1.2.2. The animal’s holding period has expired by reviewing the correct date for euthanasia within the database;
 - 6.1.2.3. Animal’s description, sex, and picture matches the animal (click on the picture icon on the database to view the picture);
 - 6.1.2.4. Shelter Management or their designee has given proper authorization for euthanasia.
- 6.2. Scan and check the animal for a microchip implant or any other ID.
 - 6.2.1. If the animal has a microchip or any other ID that has not been previously recorded in the database.
 - 6.2.1.1. Do not proceed with euthanasia.
 - 6.2.1.2. Immediately record the microchip or ID information within the appropriate fields in the database.
 - 6.2.1.3. Mark the animal as “Poss Owned” under “Outcome Request” in the database to initiate the process to locate and contact the owner.
 - 6.2.2. If the animal has a microchip or any other ID and the information has been recorded into the database proceed to the next step.
- 7. The Officer shall add the animal(s) that are verified and eligible for euthanasia to the Euthanasia Log (158) as they go.
- 8. When performing euthanasia, the Officer shall use the appropriate gauge needle (see Needle Size CCS-FRM-200) according to the size of the animal and perform one of the approved listed methods as followed:

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8.1. Intravascular – IV (vein injection) NOTE: This method is used first because it is less invasive to the animal. IV injections require 1cc/10lbs. of body weight for dogs.

8.2. Intra-Peritoneal – IP (stomach injection) NOTE: This method is used on cats, puppies, kittens and wildlife. IP injections require 3cc/10lbs. of body weight.

8.3. Intra-cardiac – IC (heart injection only to be given under complete sedation)

NOTE: Intra-cardiac – IC is only to be used as a last resort when all other methods have not been proven to be effective.

9. Verify that the animals heart has stopped beating using the following methods:

9.1. Use the heart stick (syringe that is inserted into animal to verify death) to verify that the heart has stopped beating after a responsible amount of time.

9.2. Use a stethoscope to listen for a heartbeat.

9.3. Verify the eye reflex by touching the corner of the eye.

9.4. If the animal's heart is still beating, administer more Fatal Plus as appropriate.

10. After the Animal Services Officer has verified death, the Officer shall remove the identiband. The animal's collar, identiband, harness, chains, etc, should all be thrown away and the animal is placed inside a black plastic garbage bag.

11. Place the bag in the gondola (grey plastic container).

12. When the gondola is filled, designated Shelter Staff shall then place the deceased animals inside the refrigerator.


13. Remove the used needle from the syringe and place it in the sharps container.

13.1. Clean out the syringe with tap water.

13.2. Clean off the euthanasia table with disinfectant solution and prepare for the next animal.

13.3. Update the database; with all appropriate information and the amount of drugs used.

14. After euthanasia is complete, the lab, holding area, and freezer must be properly sanitized by the assigned designated shelter staff.

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REFERENCES:

Dallas City Code, Chapter 7 Animals, Section 7-2.8


Texas State Health and Safety Code, Section 821.052, Subchapter C

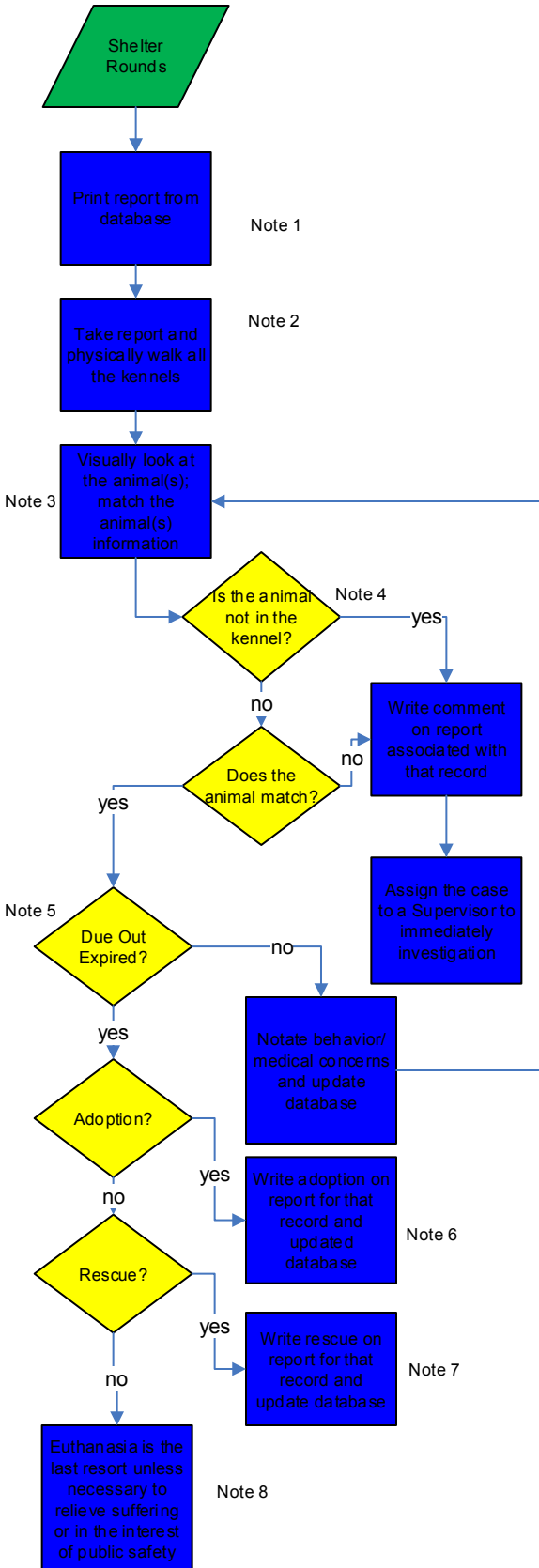
RECORDS:

CCS-FRM-158 Euthanasia Log (158)

CCS-FRM-200 Needle Size

Computer Generated Pre-Euthanasia List

 City of Dallas	Document Number:	CCS-WKI-105	Revision Number:	2
	Approved By:	Director	Effective Date:	8/24/2015
	Description of Last Change	Revised to reflect current process		
Document Title:	Shelter Rounds 4.2., 5.5, 7.1, 8.1 in ISO 9001:2008			



Purpose: This work instruction establishes uniform guidelines for the Shelter Rounds at Dallas Animal Services.

Scope: This work instruction applies to all Department of Code Compliance personnel that conduct Shelter Rounds at Dallas Animal Services.

Responsibility and Authority: All Managers and Supervisors are responsible for ensuring that all employees follow this work instruction.

Safety: Follow all applicable City of Dallas safety guidelines associated with this work instruction.

Environmental: Follow all applicable City of Dallas Environmental procedures associated with this work instruction.

- Notes:**
1. Log onto the Chameleon database and run the Daily Inventory Report by clicking on "Report" and "Run a report" or press F3 at any screen on the database. Select "Daily Inventory Report" report and click "OK" a window will popup asking for date ranges. Click on the calendar icon and select the day you are conducting inventory. Print the report.
 2. The report is listed by room numbers. Start with the injured and tag room (pod 138) first, then the puppy hall area (pod 115, 113, and 104), the healthy kennels (pod 132, 134, and 136), then the sick areas (pod 133, 135, and 137), and then the rest of the areas in the shelter.
 3. Match the animal in the kennel to the report and the kennel card that is posted on the kennel door. Document any corrections needed:
 - a. Print out corrected or missing kennel cards and replace after finishing the walk.
 4. If the correct animal(s) is not in the kennel, document this on your report. After the walk, assign the case to a Supervisor to investigate. Note that you might find the missing animal(s) in a different kennel. Notate on the printed report and continue.
 5. Record notes on the animals medical condition and/or behavior (see CCS-FRM-183 What's your Animals Condition), and likely outcome of animal on your inventory sheet. Update the electronic record when the walk through is complete.

Before the review date, determine if the animal(s) will be moved to adoption, placed in the transfer program, or may need to be euthanized by observing the animal(s) behavior and/or review medical issue(s) observed or noted in the record. Notate the findings on the printed report. After the walk, update all necessary changes, and add your notes to the comment and/or memo section of the animal's record.

On or after the review date, verify if the disposition decision is still correct or should be changed. To updated the system:

A. Enter the animal "ID number" or the "Kennel number" and press F12 to find the record on the database. Make sure the record matches on the printed report that your are making changes to. **Before making any updates/changes in the system review any notes, memos, hold requests and medical records.** If these items are unclear, stop and ask for clarification from the appropriate staff member. Notate any changes being made in the comment section. Additional information can be placed in the animal memo.

- B.** Press F8 to update each record as changes are made.
6. If the animal(s) is going to be moved to adoption do the following:
 - A. Go to step 5A to pull the record. Set the "Status" field to "AVAILABLE", the "Sub status" to "ADOPT EXAM"; (unless the adoption exam was already done during the intake process), and the "Outcome Request" to "ADOPTION". Once the changes are made press F8 to update each record.
 7. If the animal(s) is being referred to the transfer program change the "Outcome Request" to "RESCUE". Notify the Transfer Coordinator that the animal is in the transfer program and give the Transfer Coordinator 72 hours to initiate communication with the partner groups. If there is no interest from citizens or transfer partners in 72 hours, reassess the disposition options for the animal. Press F8 to update.
 8. If the animal(s) is to be euthanized, change the "Status" field to "LAB", "Outcome Type" is "EUTH", the "Outcome Subtype" would be part of the reason why the animal(s) is being euthanized, and the "Outcome Condition" is based on the Asilomar conditions of the animal. Notate comments discussing the behavioral and medical concerns about the animal. Press F8 to update.


See (CCS-WKI-101) Euthanasia Process

References:

External Document	A Guide to the Asilomar Definitions
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Records:

CCS-FRM-183	What's Your Animal Condition
Computer Generated	Daily Inventory Report
Computer Generated	Kennel Card

 City of Dallas	Document Number:	CCS-WKI-147	Revision Number:	5
	Approved By:	Director	Effective Date:	5/18/15
	Description of Last Change:	Updated to reflect current process		
Document Title:	Transfer Placement 4.2, 5.5, 7.1 and 8.1 in ISO 9001:2008			

PURPOSE: This work instruction establishes uniform guidelines for placing animals with transfer partners.

SCOPE: This work instruction shall apply to all Department of Code Compliance Animal Services Division personnel.

RESPONSIBILITIES: All managers and supervisors are responsible for ensuring that employees follow this work instruction.

SAFETY: Follow all applicable City of Dallas safety guidelines associated with this work instruction. Occupational Health & Safety

ENVIRONMENT: Follow all applicable City of Dallas Environmental procedures associated with this work instruction. Environmental Quality


DEFINITIONS:

Database: a software program designed for inventory and record keeping in regards to Dallas Animal Services and Adoption Center.

Transfer/Placement Partner: an organization that has been pre-approved by the management to pull.

WORK INSTRUCTION:

1. ELIGIBILITY & APPLICATION PROCESS: Approved community partners that are interested in animals must be 501c3 non-profit organization in good standing. This information must be provided before an application can be approved.
 - 1.1. All partners must submit an online Dallas Animal Services Transfer Partner Agreement prior to transferring animals from DAS; unless a temporary authorization has been granted by the Manager, pending the application process. All partners must agree to accept animals in an “as is” condition and understand that DAS cannot be responsible for animal health or behavior issues.
 - 1.2. Partners agree to care for and place all animals in compliance with local and State laws and regulations and ensure animals are sterilized prior to adoption unless a licensed veterinarian has issued a waiver (CCS-FRM-556) for animal which will be notated in the database.

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1.3. All partner applications will be reviewed and approved by the Transfer coordinator. If there is cause for concern or questions about the application the Transfer Coordinator will defer to the Shelter Manager or Operation Manager.

1.3.1. If an immediate placement need exists and DAS is or has been unable to complete the formal approval process on a complete and on file application packet, the transfer group may be awarded a 30 day temporary approval status by the Transfer Coordinator with approval from the Shelter Manager or the Operations Manager.

1.4. The Transfer Coordinator will enter all groups under the “Group ID” designation and the individuals authorized to represent the group under the “PersonID” into the database once approved or denied, reflecting the status.


2. SELECTION & NOTIFICATION: All Treatable Rehabilitative, Manageable and Unhealthy/Untreatable animals will be available for transfer on the “due out” date as specified in the database. Healthy animals that have not been identified for the Everyday Adoption Center will be available after 7 days from the date of intake.

2.1. The Transfer Coordinator will run the report (Rescue Animals Available) designating the animals available for transfer daily and walk the shelter to identify and confirm the animals available that may work for our partners. Always focusing on placing 100% of the healthy animals first, treatable rehabilitative second, treatable manageable second and finally unhealthy/untreatable.

2.1.1. Animals being “networked” by the Transfer Coordinator will have a dated memo section of the database to indicate that that animal is being networked, why the animal has been requested for transfer, or a particular group’s interest. A request for transfer should be placed in the appropriate area in the database.

2.1.2. These memos should be updated frequently as information is exchanged between the Transfer partner and the Transfer coordinator.

2.1.3. If partners are unable to take an animal being networked, the Transfer Coordinator will immediately remove the “Rescue” request from the animal

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Document Title:	Transfer Placement 4.2, 5.5, 7.1 and 8.1 in ISO 9001:2008			

record, and document that the animal cannot be placed, in the memo. The Shelter Manager or his/ her designee will be notified of the situation and together they will decide the disposition of the animal.

2.1.4. Candidates for placement will be networked using emails/phone and will have all information represented in a positive manner. Specific details should be discussed directly with interested parties and at no time should any ongoing investigation/case information be released

2.1.5. Any staff requesting an animal to be networked should write comments explaining their reasoning in the comment box/memo and bring all requests along with the ID# to the Transfer Coordinator immediately. If the animal has already been signed off for euthanasia, the information requested needs to go to the person who made that decision immediately.

3. TRANSFERRING ANIMALS: Once an animal has been selected by a partner for transfer, the animal should be placed on “Hold” marked as tagged, and the comment should be updated to reflect information on pick-up dates and times. The Transfer group’s P number will be entered into the “Person To” box. Animals on Hold for a group will need to be picked up within 24 hours of selection unless other arrangements have been approved regarding pickup. Animals that are not tagged by a group will be made available on a first come first serve basis.

4. If the transfer partner is to adopt the animals follow steps below.


4.1. Disposition the animal record on the database as “Outcome Type” field as “TRANSFER”, “Subtype” field as “ADOPT/XFER”, the “Condition” is based on the Asilomar Accords, put in the date if the animal being adopted is leaving the shelter, and staff will put their initials.

5. ANIMAL PICK UP: When transfer partner picks up the animal, staff shall provide the following:

5.1. Current medical history;

5.2. Rabies certificate/tag or any other associated information available.

5.3. Disposition the animal record on the database.

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6. ANIMALS UNABEL TO BE PLACED: If no transfer partner accepts the animal, the Transfer Coordinator shall make the appropriate notations in the database as “Unable to Place”, with the date and initials and remove the hold for staff to determine the next course of action.

Note: If an animal is being transferred by airplane, or through another “special program” staff shall ensure that the transfer partners “P” number is entered, the word tagged is placed in the extra5 section and a transfer date is placed in the comments section in the database. The Interstate Health Certificates (CCS-FRM-505) will be provided by the Veterinarian staff the day before the animals are picked up.


REFERENCES:

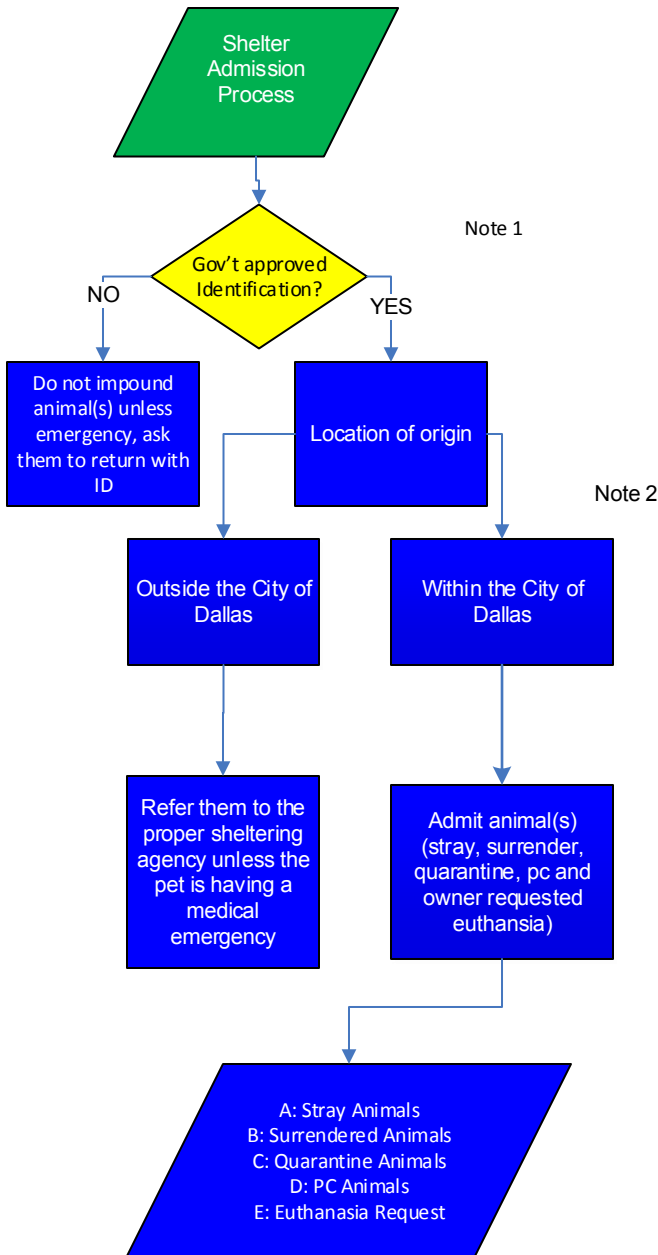
Dallas City Code, Chapter 7, “Animals”, Section 7.2.6

A Guide to the Asilomar Accords Definitions

RECORDS:

- CCS-FRM-505 Interstate Health Certificate
- CCS-FRM-556 Sterilization Exemption Certificate
- External Document Dallas Animal Services Transfer Partner Agreement
- Computer Generated Medical History
- Computer Generated Rabies Certificate
- Computer Generated Rescue Animals Available

	Document Number:	CCS-WKI-182	Revision Number:	1
	Approved By:	Director of Code Compliance	Effective Date:	9/1/15
	Description of Last Change	Initial Release		
Document Title:	Shelter Admission of Animals 4.2, 5.5, 7.1 and 8.1 in ISO 9001:2008			



Purpose: This work instruction establishes uniform guidelines for the Admission of Animals at Dallas Animal Services.

Scope: This work instruction applies to all Department of Code Compliance personnel that are involved with the admission of animals at Dallas Animal Services.

Responsibility and Authority: All Managers and Supervisors are responsible for ensuring that all employees follow this work instruction.

Safety: Follow all applicable City of Dallas safety guidelines associated with this work instruction. Occupational Health & Safety

Environmental: Follow all applicable City of Dallas Environmental procedures associated with this work instruction.

Definition:

Stray: means an unrestrained domestic animal that is outside the boundaries of the premises owned, leased or legally occupied by the animal's owner.

Owner Surrendered: means to have legal right of possession or to otherwise have care, custody, possession, or control of an animal.

Quarantine: means an animal is being quarantined for potentially exposing a person to the rabies virus.

Protective Custody (PC): means the holding of an animal in a city animal shelter:

(A) due to the arrest, eviction, hospitalization, or death of the animal's owner;

(B) pursuant to a court order; or

(C) at the request of a law enforcement agency.

Notes:

1. Citizens must have a government approved drivers license/state identification card for DAS to process the admission of the animal(s). If no identification is available and the animal is not having a life threatening emergency, refer the situation to a Supervisor or Manager.

2. Dallas Animal Services (DAS) staff will admit animals that are found or originate within the City of Dallas in accordance with Chapter 7, Section 7-2.5 Impoundment of Animals.

3. Different types of intake of animal(s):

A. Stray animal(s) on page 2 with notes.

B. Surrendered animal(s) on page 3 with notes.

C. Quarantine animal(s) on page 4 with notes.

D. PC animal(s) on page 5 with notes.

E. Euthanasia request on page 6 with notes.


References:

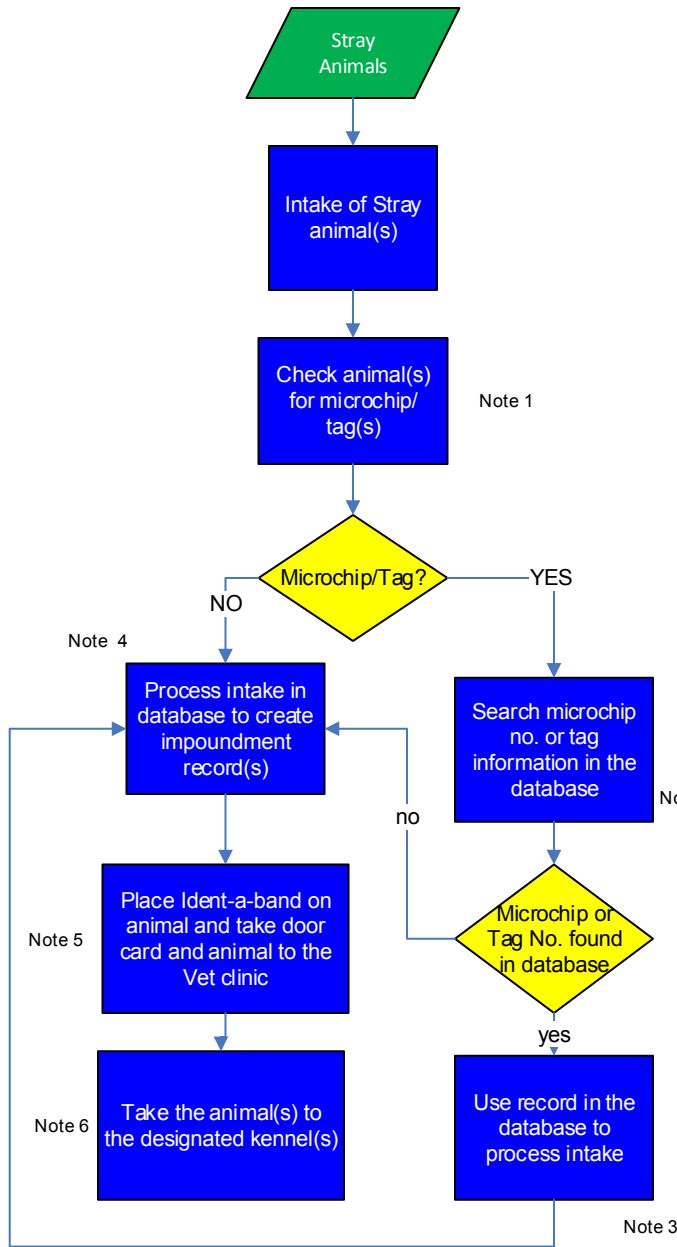
Chapter 7 Animal Section 7-2.5 Impoundment of Animals

Records:

External Document Ident-a-band

External Document Kennel Card

 City of Dallas	Document Number:	CCS-WKI-182	Revision Number:	1
	Approved By:	Director of Code Compliance	Effective Date:	9/1/2015
	Description of Last Change	Initial Release		
Document Title:	Shelter Admission of Animals 4.2, 5.5, 7.1 and 8.1 in ISO 9001:2008			



Notes:

1. Ask citizen for their government issued ID or drivers license and if they have been to DAS before. Search the database for their information.
 - a. If they have a P number, verify the accuracy of the information to include an email address and phone number.
 - b. If they do not have a P number, create a P number for them and make a copy of their government issued ID or drivers license.
 1. Complete all fields listed in the database.
 - c. Ask for the exact location where the pet was found.
 - d. Unless you suspect cruelty, no other information is needed from the person surrendering the animal.
2. Look for any identifying marks or identification on the pet.
 - a. Scan animal(s) using a microchip scanner to see if the animal(s) has a microchip.
 - b. Check the collar(s) for tag(s), and check the animal for any visible tattoos.
 - c. If the animal cannot be handled at this time, notes should be made in the database and vet staff should be informed of the animal's behavior.
3. Search the database
 - a. Enter the microchip number. and tag(s) in the "Tag Table" on the database before entering any information.
 - b. If the microchip number or tag(s) exist in the database use the Animal(s) identification number to process the intake of the animal(s).
 - c. If the information do not exist in the database for the animal, create the records during the intake process in the database.
4. Some of the information needed includes:
 - a. Weight;
 - b. Breed;
 - c. Sex;
 - d. Age; and
 - e. Animal profile if owner surrender


Complete all fields on kennel and animal screen.
5. Create an ident-a-band to include animal identification number, breed, sex, and color.
 - a. Runner shall secure the Ident-a-band around the animal(s) neck and take the kennel card and the animal to the vet to examine.
6. Make sure all information is documented, saved, and cleared out in the system (press F11) before the animal goes to the vet staff.
7. Once the vet staff have examined the animal, the runner shall deliver the animal to their kennel. A bowl of fresh water should be provided to the animal.

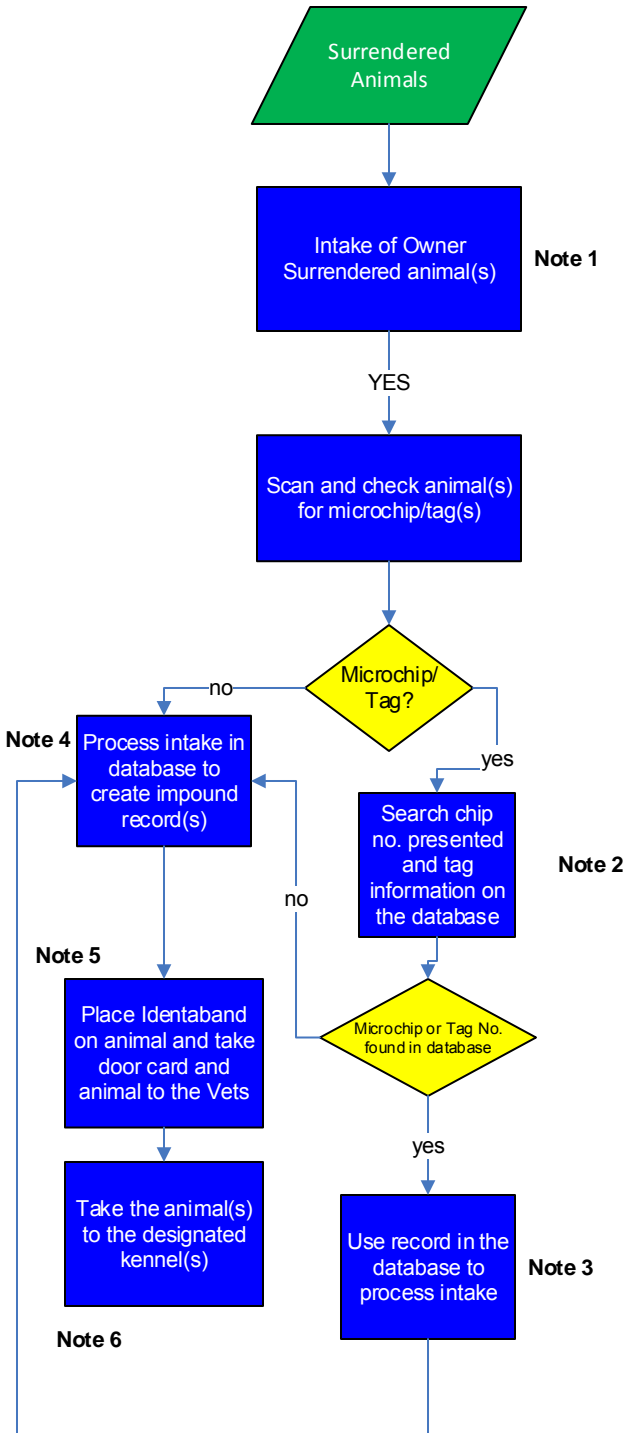
References:

N/A

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Notes:


1. Scan animal(s) using a microchip scanner to see if animal(s) has a microchip. Check animal(s) for tag(s) and any visible tattoos.
2. Search microchip number and tag(s) in the "Tag Table" on the database:
 - A. On the "Kennel Table" press F11 to clear screen;
 - B. Type microchip number in the "Tag" field and press F4 (this will take you to the "Tag Table" and pull up the information; if there is any). If there is an Animal number in the "Tag Table"; delete the animal number and press F12 to search and find any information pertaining to the microchip. If there is no information in the database, the database will show "No record found".
 - C. Press F11 to clear the screen and type in the tag numbers one at a time, if multiple tags, then press F12 to search the database.
3. Use existing information in the database: Animal(s) A#, and Persons P#, to process the intake of the animal(s).
 - A. Place "POSS OWNED" in the "Outcome Request" field; if the person is not the registered owner. Mark the animal for a 10 day hold.
 - B. If it is the registered owner then place a note in the database stating "microchip or tag goes back to the person surrendering the animal; verified through the database. In the "Scan Result" and "Bite Info" field select most appropriate choice according to the findings. The intake and review date are the same.
 - C. Create a "Memo" to record the microchip/tag information and select appropriate memo template to use and save memo.
4. If the person or animal are not listed in the database, create a new intake.
 - A. In the "Type" field choose "Stray" for intake of stray animal(s) (press F4 to find the listing for choice). Choose the "Sub-status" and choose the appropriate selection according to the situation. Choose the "Sub status" and choose the appropriate selection according to the situation. In the "Condition" field choose from list (press F4 in Condition field) according to the health and behavior of the animal(s). Put in the "Due Out Date" field 3 days not including the intake date for Stray animal(s).
 - B. Staff shall choose a kennel according to the age and condition of the animal(s).
 - C. Select the appropriate "Status".
 - D. In the "Crossing" field type in "DEL", the block number, and street name where the animal is found/from. Type in "W" for "Jurisdiction". Select "Yes" or "No" if the animal came in a trap in the "Trap" field. Type in the initial in the "By" field. Press F9 to save.
 - E. Print out two (2) kennel cards and prepare the ident-a-band with animal number, breed, sex, and color of the animal.
5. Runner shall put and secure the ident-a-band around the animal(s) neck if possible and take the kennel card and the animal to the vet to examine.
6. Make sure all information is documented, saved, and cleared out in the system (press F11) before the animal goes to the vet staff.
7. Once the vet staff have examined the animal, the runner shall deliver the animal to their kennel. A bowl of fresh water should be provided to the animal.

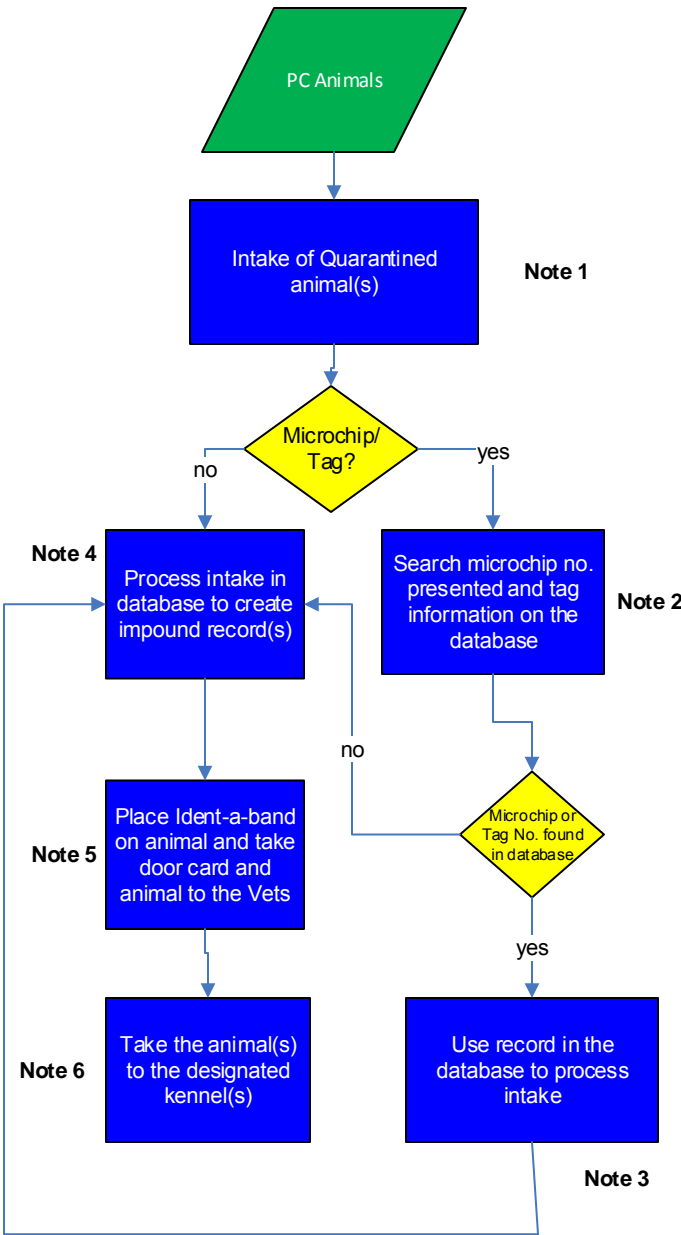
References:

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Notes:


1. Scan animal(s) using a microchip scanner to see if animal(s) has a microchip. Check animal(s) for tag(s) and any visible tattoos.
2. Search microchip number, and tag(s) in the "Tag Table" on the database:
 - A. On the "Kennel Table" press F11 to clear screen
 - B. Type microchip number, in the "Tag" field and press F4 (this will take you to the "Tag Table" and pull up the information; if there is any). If there is an Animal # in the "Tag Table"; delete the animal # and press F12 to search and find any information pertaining to the microchip. If there is no information in the database, the database will show "No record found".
 - C. Press F11 to clear the screen and type in the tag numbers one at a time, if multiple tags, then press F12 to search the database.
3. Use existing information in the database: Animal(s) A#. and Persons P#. to process the intake of the animal(s).
 - A. Place "Quarantine" in the "Outcome Request" field, and mark the review date 10 days after the date of the possible exposure (bite).
 - B. If it is the registered owner then place a note in the database stating "microchip or tag goes back to the person surrendering the animal; verified through the database. In the "Scan Result" and "Bite Info" field select most appropriate choice according to the findings. The intake and review date are the same.
 - C. Create a "Memo" to record the microchip/tag information and select appropriate memo template to use and save memo.
4. If the person or the animal are not in our database, create a new intake.
 - A. In the "Type" field choose "Stray" for intake of stray animal(s) (press F4 to find the listing for choice). Choose the "Sub-status" and choose the appropriate selection according to the situation. In the "Condition" field choose from list (press F4 in Condition field) according from the health and behavior of the animal(s).
 - B. Place "Quarantine" in the "Outcome Request" field, and mark the review date 10 days after the date of the possible exposure (bite).
 - C. Select a quarantine kennel.
 - D. Enter the animal and person information, and choose the appropriate "Status"
 - E. In the "Crossing" field type in "DEL", the block number, and street name where the animal is found/from. Type in "W" for "Jurisdiction". Select "Yes" or "No" if the animal came in a trap in the "Trap" field. Type in the initial in the "By" field. Press F9 to save.
 - F. Print out two (2) kennel cards and prepare the ident-a-band with animal number, breed, sex, and color of the animal on it.
5. Runner shall secure the ident-a-bend around the animal(s) neck if possible and take the kennel card and the animal to the vet to examine.
6. Make sure everything is documented, save, and cleared out (press F11) before the animal goes to the vet staff.
7. Once the vet staff have examined the animal, the runner shall deliver the animal to their kennel. A bowl of fresh water should be provided to the animal.

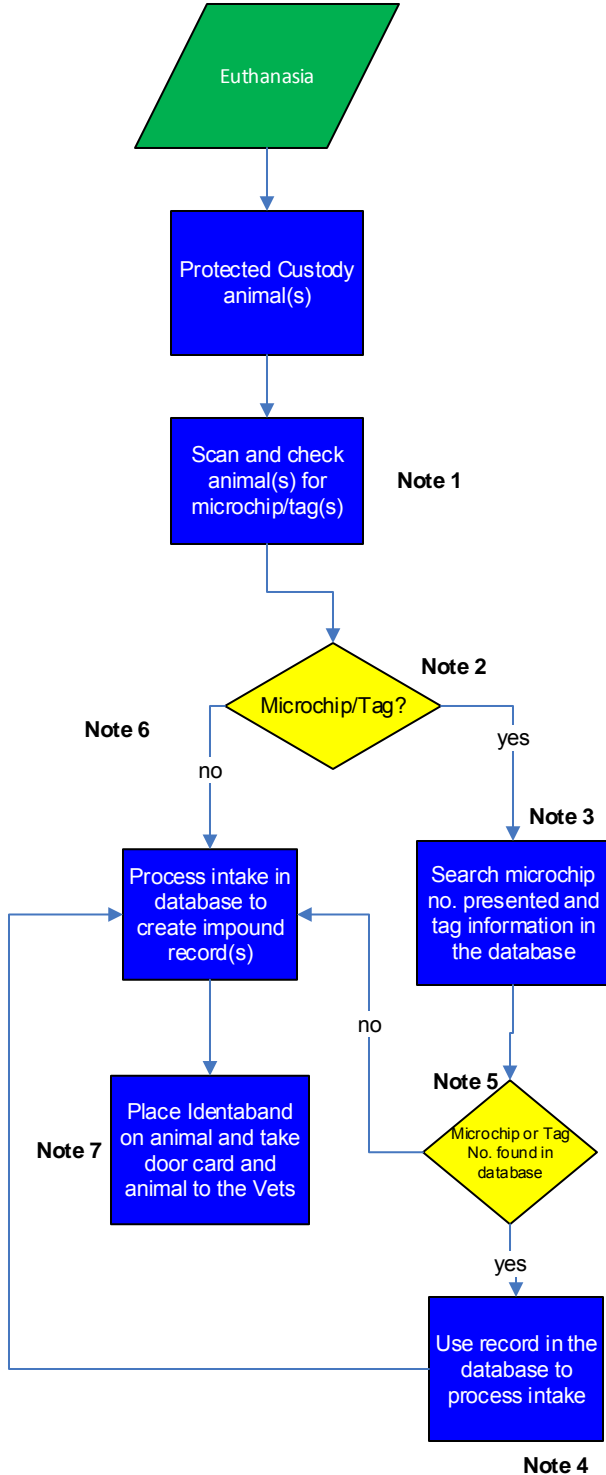
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Notes:

1. Scan animal(s) using a microchip scanner to see if animal(s) has a microchip. Check animal(s) for tag(s) and any visible tattoos.
2. Search microchip number and tag(s) in the "Tag Table" on the database:
 - A. On the "Kennel Table" press F11 to clear screen
 - B. Type microchip in the "Tag" field and press F4 (this will take you to the "Tag Table" and pull up the information; if there is any). If there is an Animal # in the "Tag Table"; delete the animal # and press F12 to search and find any information pertaining to the microchip. If there is no information in the database, the database will show "No record found".
 - C. Press F11 to clear the screen and type in the tag numbers one at a time, if multiple tags, then press F12 to search the database.
3. Use existing information in the database: Animal(s) A #, and Persons P# to process the intake of the animal(s).
 - A. Place "Keep Safe" in the "Outcome Request" field, and mark the review date 10 days after the date of intake.
 - B. If it is the registered owner then place a note in the database stating "microchip or tag goes back to the person surrendering the animal; verified through the database. In the "Scan Result" and "Bite Info" field select most appropriate choice according to the findings. Make sure the intake and review date are the same.
 - C. Create a "Memo" to record the chip/tag information and select appropriate memo template to use and save memo.
4. If the person or the animal are not in our database, create a new intake.
 - A. In the "Type" field choose "Stray" for intake of stray animal(s) (press F4 to find the listing for choice). Choose the "Substatus" and choose the appropriate selection according to the situation. In the "Condition" field choose from list (press F4 in Condition field) according from the health and behavior of the animal(s).
 - B. Place "Keep Safe" in the "Outcome Request" field, and mark the review date 10 days after the date of intake.
5. Select a kennel in Pod 139 or Cat protective custody.
 - A. Enter the animal and person information, and choose the appropriate "Status"
 - B. In the "Crossing" field type in "DEL", the block number, and street name where the animal is found/from. Type in "W" for "Jurisdiction". Select "Yes" or "No" if the animal came in a trap in the "Trap" field. Type in the initial in the "By" field. Press F9 to save.
 - C. Print out two (2) kennel cards and write the ident-a-band with animal number, breed, sex, and color of the animal on it.
6. Runner shall put and secure the ident-a-band around the animal(s) neck if possible and take the kennel card and the animal to the vet to examine.
6. Make sure all information is documented, saved, and cleared out (press F11) before the animal goes to the vet staff.
8. Once the vet staff have examined the animal, the runner shall deliver the animal to their kennel. A bowl of fresh water should be provided to the animal.

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ORDINANCE NO. _____

An ordinance amending Chapter 2, “Administration,” Chapter 7, “Animals,” and Chapter 27, “Minimum Urban Rehabilitation Standards,” of the Dallas City Code by amending Article XXIV of Chapter 2 and Sections 7-2.5, 7-2.7, 7-5.3, 7-5.4, 7-8.1, 27-3, 27-16.12, 27-16.16, 27-16.18, and 27-16.21; changing the name of the animal shelter commission to the animal advisory commission and providing new rules for membership and meetings; providing that the animal shelter is the caretaker for newly impounded animals; providing for the reduction or waiver of adoption fees; providing for pro se municipal court hearings of dangerous dog determinations; providing a definition for the term Dallas Animal Welfare Fund; providing for civil adjudication of violations of Chapter 7 and for civil penalties, fees, and court costs; providing a new Section 7-8.4 for the creation of the Dallas Animal Welfare Fund; providing a penalty not to exceed \$500; providing a saving clause; providing a severability clause; and providing an effective date.

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF DALLAS:

SECTION 1. That Article XXIV, “Animal Shelter Commission,” of Chapter 2, “Administration,” of the Dallas City Code is retitled as Article XXIV, “Animal Advisory Commission,” and amended to read as follows:

“ARTICLE XXIV.

ANIMAL ADVISORY [~~SHELTER~~] COMMISSION.

SEC. 2-157. CREATED; MEMBERSHIP; MEETINGS.

(a) There is hereby created the animal advisory [~~shelter~~] commission, which shall be an advisory body of 15 members. Each city council member shall appoint one member to the commission. The mayor shall appoint the chair, and the full city council shall appoint the vice-chair.

(b) All members shall be appointed for an initial term to expire on August 31, 1985. Subsequent appointments will be made in August of each odd-numbered year for a two-year term beginning on September 1. All members shall serve until their successors are appointed and qualified.

(c) Members of the commission must meet the following qualifications:

- (1) one member must be a licensed veterinarian;
- (2) one member must be a city or county official;
- (3) one member must have duties including the daily operation of an animal shelter;
- (4) one member must be a representative from an animal welfare organization; and
- (5) eleven members must be chosen from the general public[~~;~~ and
- (6) ~~no member may be a city employee working in the department designated by the city manager to operate a city-owned animal shelter].~~

(d) Disqualification of an appointee under Section 8-1.4(a)(1) of this code may be waived by the city council after review of the specific circumstances.

(e) The commission must meet at least three times a year [~~once each calendar month~~] and may hold additional meetings at the call of the chair.

SEC. 2-158. DUTIES AND RESPONSIBILITIES.

(a) The commission shall act as an advisory body to the city manager and the city council to assist in complying with the requirements of state law and city ordinances pertaining to the operation of an animal shelter [~~and shall:~~

- (1) ~~review the operations of the city animal shelters and report the results to the city manager;~~
- (2) ~~provide guidance to the city manager in complying with all provisions of Article 4477-6b, Vernon's Texas Civil Statutes].~~

(b) The city manager shall provide necessary information and assistance to the commission in the performance of its duties and responsibilities.”

SECTION 2. That Section 7-2.5, “Impoundment of Animals,” of Article II, “Animal Services; City Animal Shelters,” of Chapter 7, “Animals,” of the Dallas City Code is amended to read as follows:

“SEC. 7-2.5. IMPOUNDMENT OF ANIMALS.

(a) The director or the chief of police is authorized to impound:

- (1) any animal in the city that is not restrained by a tether or leash, fenced yard, or enclosed structure;
- (2) any animal for protective custody;
- (3) any animal required to be quarantined under Section 7-2.4;
- (4) any animal seized pursuant to a warrant or court order;
- (5) any prohibited animal kept in the city in violation of Section 7-6.1; and
- (6) any animal posing a threat to the public health or safety.

(b) If an animal described in Subsection (a) is on private property or property of the animal’s owner, the impounding officer may enter the property for the purpose of impoundment or issuance of a citation, or both.

(c) The director is the designated caretaker of a stray, impounded, or surrendered animal immediately upon intake at the animal shelter.

(d) No animal impounded at a city animal shelter or in the custody or control of animal services may be knowingly sold, released, or otherwise disposed of for research purposes.”

SECTION 3. That Subsection (b) of Section 7-2.7, “Adoption of Animals,” of Article II, “Animal Services; City Animal Shelters,” of Chapter 7, “Animals,” of the Dallas City Code is amended to read as follows:

“(b) The director may, from time to time, designate and advertise promotional adoption periods during which the non-refundable adoption fees payable under Subsection (a)(3)(A) will be reduced or waived [to \$43 for a dog and \$27 for a cat. A promotional adoption period may not exceed seven consecutive days, and no more than eight promotional adoption periods may be designated during a calendar year].”

SECTION 4. That Section 7-5.3, "Determination As A Dangerous Dog," of Article V, "Dangerous Dogs," of Chapter 7, "Animals," of the Dallas City Code is amended to read as follows:

"SEC. 7-5.3. DETERMINATION AS A DANGEROUS DOG.

(a) Upon receipt of a sworn, written, complaint by any person of an incident described in Section 7-5.1(b)(2)(A) or (B) of this article, the director shall investigate ~~[and conduct a hearing]~~ to determine if a dog is dangerous. ~~[The hearing must be conducted within 30 days after receipt of the complaint.]~~

~~(b) [The director shall provide notice of the date, time, and location of a hearing to the dog owner, either in person or by certified mail, return receipt requested, and to the complainant by regular mail. A hearing must be conducted not less than 10 days after notice has been mailed or delivered to the dog owner. At a hearing, all interested persons will be given the opportunity to present evidence on the issue of the dog's dangerousness.]~~

~~(e)] If a dog has caused bodily injury to any person, the director may seize and impound the dog at the owner's expense pending the investigation ~~[hearing]~~ and a determination of whether the dog is a dangerous dog. If the director cannot, with due diligence, locate the owner of the dog that has been seized under this subsection, the director shall impound the dog. If the owner of the dog has not been located before the 15th day after seizure and impoundment, the director may order the dog to be humanely destroyed. ~~[If, during the time the dog is impounded, the owner claims the dog, the owner shall be served with notice of a hearing as provided in Subsection (b) of this section.]~~~~

~~(c[d])~~ At the conclusion of the investigation ~~[a hearing]~~ required by this section, the director shall:

(1) determine that the dog is not dangerous and, if the dog is impounded, may waive any impoundment fees incurred and release the dog to its owner;

(2) determine that the dog is dangerous and order the owner to comply with the requirements for ownership of a dangerous dog set forth in Section 7-5.5 of this article and in Subchapter D, Chapter 822 of the Texas Health and Safety Code, as amended, and, if the dog is impounded, release the dog to its owner after compliance with all applicable requirements of Subsection ~~(e[f])~~ of this section; or

(3) determine that the dog is dangerous and order the owner to permanently remove the dog from the city within a designated period of time.

~~(d[e])~~ If a dog is determined to be dangerous, the director shall notify the dog owner, either in person or by certified mail, return receipt requested:

(1) that the dog has been determined to be a dangerous dog;

(2) whether the dog must be permanently removed from the city and the date by which the dog must be removed;

(3) what the owner must do to comply with requirements for ownership of a dangerous dog that is allowed to remain in the city and to reclaim the dog, if impounded; and

(4) that the owner has a right to appeal the determination of any order to remove the dog from the city.

(e[f]) An impounded dog determined by the director to be dangerous must remain impounded, or confined in a location approved by the director, and may ~~will~~ not be released to the owner until the owner pays all fees incurred for impoundment of the dog and:

(1) if and when the dog is allowed to remain in the city, complies with all requirements for ownership of a dangerous dog set forth in this article and Subchapter D, Chapter 822 of the Texas Health and Safety Code, as amended; or

(2) if the dog is ordered permanently removed from the city, provides the director, in writing, with the street address, telephone number, and name of the person in control of the location outside the city where the dog will be relocated or other evidence satisfactory to the director that the dog will be permanently removed from the city.

(f[g]) If the owner of an impounded dog has not complied with Subsection (e[f]) within 30 days after a final determination is made that an impounded dog is dangerous, the director may file a complaint in municipal court under Section 7-5.5 of this article.”

SECTION 5. That Section 7-5.4, “Appeals,” of Article V, “Dangerous Dogs,” of Chapter 7, “Animals,” of the Dallas City Code is amended to read as follows:

“SEC. 7-5.4. APPEALS.

If, under Section 7-5.3 of this article, the director determines that a dog is dangerous or orders a dangerous dog to be permanently removed from the city, that decision is final unless the dog owner files a written appeal with the municipal court within 15 days after receiving notice that the dog is dangerous or ordered to be removed from the city. The appeal ~~[standard]~~ is a de novo hearing~~[substantial evidence review]~~ and is a civil proceeding for the purpose of affirming or reversing the director’s determination of dangerousness or affirming, reversing, or modifying the director’s removal order. If the municipal court allows a dangerous dog to remain in the city, the court shall order that the dog owner comply with the ownership requirements set forth in Section 7-5.5 of this article and may order additional conditions for maintaining ownership of a dangerous dog.”

SECTION 6. That Subsection (h) of Section 7-8.1, “Violations; Criminal and Civil Penalties,” of Article VIII, “Violations; Penalties; and Enforcement,” of Chapter 7, “Animals,” of the Dallas City Code is amended to read as follows:

(h) In addition to imposing a criminal penalty, the city may, in accordance with Section 54.012(5) and (10) of the Texas Local Government Code, bring a civil action against a person violating a provision of this chapter. The civil action may include, but is not limited to, a suit to recover a civil penalty pursuant to Section 54.017 of the Texas Local Government Code not to exceed \$1,000 for each day or portion of a day during which each violation is committed, continued, or permitted.”

SECTION 7. That Section 7-8.1, “Violations; Criminal and Civil Penalties,” of Article VIII, “Violations; Penalties; and Enforcement,” of Chapter 7, “Animals,” of the Dallas City Code is amended by adding a new Subsection (i) to read as follows:

“(i) As an alternative to imposing the criminal penalty prescribed in Subsections (d) and (e), the city may impose administrative penalties, fees, and court costs in accordance with Article IV-b of Chapter 27 of this code, as authorized by Section 54.044 of the Texas Local Government Code, for an offense under this chapter. The alternative administrative penalty range for an offense is the same as is prescribed in Subsections (d) and (e). The provisions of Article IV-b of Chapter 27 of this code pertaining to financial inability to comply with an administrative order do not apply to violations of this chapter.”

SECTION 8. That Article VIII, “Violations, Penalties, and Enforcement,” of Chapter 7, “Animals,” of the Dallas City Code is amended by adding a new Section 7-8.4, “Dallas Animal Welfare Fund,” to read as follows:

“SEC. 7-8.4. DALLAS ANIMAL WELFARE FUND.

(a) The Dallas Animal Welfare Fund is composed of:

(1) All Dallas Animal Welfare Fund administrative penalties collected under Sections 27-16.16(b), 27-16.18(g), and 27-16.21(b) of Chapter 27 of this code;

(2) 30 percent of all civil fines collected by the city for lawsuits filed in the municipal court under Subchapter B, Chapter 54 of the Texas Local Government Code; and

(3) Any funds donated by an individual or entity, any of which donations may be refused by a majority vote of the city council.

(b) The director shall adopt rules and procedures consistent with this article for the administration of the Dallas Animal Welfare Fund.

(c) To be eligible to receive funds from the Dallas Animal Welfare Fund, a person must:

(1) establish to the satisfaction of the director that the person's income does not exceed the Dallas area median family income as determined by the U.S. Department of Housing and Urban Development; and

(2) not have received funds from the Dallas Animal Welfare Fund within the preceding 24 months.

(d) The director may not make an award from the Dallas Animal Welfare Fund in excess of \$1,000. The director may not make an award unless the award is for less than or equal to the amount in the Dallas Animal Welfare Fund at any one time. If the fund is temporarily out of money, the director may not make an award until such time as there are additional funds equal to or exceeding the amount of the award."

SECTION 9. That Section 27-3, "Definitions," of Article I, "General Provisions," of Chapter 27, "Minimum Urban Rehabilitation Standards," of the Dallas City Code is amended by adding a new Paragraph (6.1) to read as follows:

"(6.1) DALLAS ANIMAL WELFARE FUND means the Dallas Animal Welfare Fund as described in Section 7-8.4 of Chapter 7 of this code."

SECTION 10. That Article IV-b, "Administrative Adjudication Procedure for Premises and Property Violations," of Chapter 27, "Minimum Urban Rehabilitation Standards," of the Dallas City Code, as amended, is retitled as Article IV-b, "Administrative Adjudication Procedure for Premises, Property, and Certain Other Violations."

SECTION 11. That Section 27-16.12, "Alternative Administrative Adjudication Procedure," of Article IV-b, "Administrative Adjudication Procedure for Premises, Property, and Certain Other Violations," of Chapter 27, "Minimum Urban Rehabilitation Standards," of the Dallas City Code, as amended, is amended to read as follows:

“SEC. 27-16.12. ALTERNATIVE ADMINISTRATIVE ADJUDICATION PROCEDURE.”

Every violation of an ordinance described by Section 54.032 of the Texas Local Government Code or adopted under Subchapter E, Chapter 683 of the Texas Transportation Code or under Section 214.001(a)(1) of the Texas Local Government Code may be enforced as an administrative offense using the alternative administrative adjudication procedure set forth in this article, as authorized by Section 54.044 of the Texas Local Government Code. The adoption or use of this alternative administrative adjudication procedure does not preclude the city from enforcing a violation of an ordinance described in this section through criminal penalties and procedures.”

SECTION 12. That Subsection (b) of Section 27-16.16, “Failure to Appear at Administrative Hearing,” of Article IV-b, “Administrative Adjudication Procedure for Premises, Property, and Certain Other Violations,” of Chapter 27, “Minimum Urban Rehabilitation Standards,” of the Dallas City Code is amended to read as follows:

“(b) The hearing officer shall assess an additional \$36 administrative penalty for each violation for which a person is found liable, which amount will be placed in the Dallas Tomorrow Fund or the Dallas Animal Welfare Fund, as applicable. In no case may the total amount of administrative penalties assessed against a person for a violation exceed the maximum penalty established by city ordinance for the particular violation.”

SECTION 13. That Subsection (g) of Section 27-16.18, “Hearing for Disposition of an Administrative Citation; Citation as Rebuttable Proof of Offense,” of Article IV-b, “Administrative Adjudication Procedure for Premises, Property, and Certain Other Violations,” of Chapter 27, “Minimum Urban Rehabilitation Standards,” of the Dallas City Code is amended to read as follows:

“(g) The hearing officer shall assess an additional \$36 administrative penalty for each violation for which a person is found liable, which amount will be placed in the Dallas Tomorrow Fund or the Dallas Animal Welfare Fund, as applicable. In no case may the total amount of administrative penalties assessed against a person for a violation exceed the maximum penalty established by city ordinance for the particular violation.”

SECTION 14. That Subsection (i) of Section 27-16.18, “Hearing for Disposition of an Administrative Citation; Citation as Rebuttable Proof of Offense,” of Article IV-b, “Administrative Adjudication Procedure for Premises, Property, and Certain Other Violations,” of Chapter 27, “Minimum Urban Rehabilitation Standards,” of the Dallas City Code is amended to read as follows:

“(i) During a period in which enforcement of an administrative order is suspended under Subsection (f)(3) or (h) of this section, the person found liable for a violation may request an extension of the suspension period. The hearing officer may, only one time for each administrative order, grant an extension of the suspension period. The sole basis for an extension is that the person found liable for the violation is making a good faith attempt to comply with the administrative order and, due to delay beyond that person’s control, is unable to timely complete the rehabilitation and/or repair of the property or the premises or otherwise comply with the administrative order. The extension granted will be for a specific time period as determined by the hearing officer.”

SECTION 15. That Subsection (b) of Section 27-16.21, “Disposition of Administrative Penalties, Fees, and Court Costs,” of Article IV-b, “Administrative Adjudication Procedure for Premises, Property, and Certain Other Violations,” of Chapter 27, “Minimum Urban Rehabilitation Standards,” of the Dallas City Code is amended to read as follows:

“(b) From the administrative penalties assessed under this article, \$36 for each violation for which a person is found liable must be deposited into the Dallas Tomorrow Fund established by Section 27-16.22 of the article or the Dallas Animal Welfare Fund established under Section 7-8.4 of Chapter 7 of this code, as applicable.”

SECTION 16. That a person violating a provision of this ordinance, upon conviction, is punishable by a fine not to exceed \$500.

SECTION 17. That Chapters 2, 7, and 27 of the Dallas City Code shall remain in full force and effect, save and except as amended by this ordinance.

SECTION 18. That the terms and provisions of this ordinance are severable and are governed by Section 1-4 of Chapter 1 of the Dallas City Code, as amended.

SECTION 19. That this ordinance shall take effect immediately from and after its passage and publication in accordance with the provisions of the Charter of the City of Dallas, and it is accordingly so ordained.

APPROVED AS TO FORM:

WARREN M.S. ERNST, City Attorney

By _____
Assistant City Attorney

Passed _____