

<b>Standard Operating Procedure</b>		
<b>SECTION:</b> Animal Control	<b>DATE:</b> Nov 9, 2017 REVISED	<b>SOP #</b> Animal Control #6
<b>JOB:</b> Public Procedures for Dogs Running at Large		

1. During regular Municipal Office business hours, the person reporting a dog running at large is to contact the municipal office 613-432-2885.
2. If there is a dog tag we will first try to contact the owner to pick up the dog to avoid extra costs and fees.
3. If there is no dog tag. The dog needs to be tied or confined so that our Animal Control Officer can pick up the dog.
4. If the report is after hours, the contact phone number is as follows – Annette Gilchrist, Clerk-Treasurer at 613-312-9534 and the decision to call the Animal Control Officer will be made. The criteria that must be met are the following:
  - ✓ The dog has to be restrained (either tied or confined in a secure place) before the animal control officer will be contacted to come to pick up the animal.
  - ✓ If the dog is not restrained we will not call the animal control officer to come because of the time and expense factor and the expense of time and travel.
  - ✓ If the dog has a tag, we will make the effort to contact the owner of the dog before the Animal Control Officer is called.
5. Any fines pertaining to dogs running at large or any other infraction of the Animal Control By-Law 2006-29, shall be the responsibility of the Municipal By-Law Enforcement Officer.