

BERKELEY POLICE DEPARTMENT

DATE ISSUED: April 28, 2006

GENERAL ORDER A-31

SUBJECT: ANIMAL BITE INVESTIGATIONS

PURPOSE

- 1 - The purpose of this General Order is to outline policies and procedures regarding the handling of animal bite investigations.

POLICY

- 2 - City of Berkeley **Animal Care Services shall have primary responsibility to investigate reports of animal bites. Officers shall assist Animal Care Services as needed or requested.**

INVESTIGATION AND REPORTS

- 3 - **Animal Care Services** personnel are responsible for initial investigation of animal bite reports during their regular hours, Monday – Saturday, 0800 to 1600.
 - (a) **Officers shall conduct initial animal bite investigations and set any necessary follow up for Animal Care Services in the following situations:**
 - (1) **When the incident occurs and is reported outside of the normal business hours of Animal Care Services.**
 - (2) **Whenever a serious injury of fatality occurs as a result of an animal bite, regardless of the time of occurrence.**
- 4 - In all cases of animal bites the investigating officer shall prepare the initial "Animal Bite Report" form and other reports as necessary.
 - (a) All reports shall be routed as follows:
 - (1) **Original to Report Review.**
 - (2) **Duplicate to the Animal Care Services.**
- 5 - Every effort will be made to identify, locate and impound the responsible animal with its owner or other responsible person provided that the animal will be kept inside a structure.
 - (a) The person in whose care the animal is left will be directed to contact Animal Care Services the next working day at **981-6600**.
- 6 - The identification and/or apprehension of the responsible animal is of critical importance to the health and safety of the bite victim. The animal must be located within ten days of the bite; therefore, all requests for assistance from **Animal Care Services** personnel shall be honored.

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- (a) **Supplemental** Reports describing **additional** investigative work completed **by officers** shall be forwarded in the same manner as listed in paragraph 4.

- 7 - If an animal responsible for a bite is located during non-business hours and the animal cannot be secured, the Communications Center shall be requested to contact emergency Animal Care Services staff. Animal Care Services staff shall be requested to respond to the scene and impound the animal.**

References: Berkeley Municipal Code 10.04