

BERKELEY POLICE DEPARTMENT

DATE ISSUED: April 28, 2006

GENERAL ORDER A-32

SUBJECT: LOST AND FOUND ANIMAL REPORTS

PURPOSE

- 1 - The purpose of this General Order is to establish policy and procedures regarding lost and found animals.

POLICY

- 2 - Lost and found animals are the responsibility of **Animal Care Services, 2013 Second St, Berkeley, 981-6600. Business hours are generally 0800 to 1600 hours Monday thru Friday, and Saturday from 1000 to 1600 hrs.**

PROCEDURES

- 3 - Police officers have the responsibility to assist the **Animal Care Services** by being alert for lost animals. **If animals are found, officers shall contact on-duty Animal Care Services staff for assistance.** If staff is unavailable, officers shall ensure animals are taken to the **Animal Care Services** deposit box located near the entrance.
- 4 - **Officers responding to a found animal call shall complete the small form available near the shelter entrance when storing a found animal. The officer shall also complete a Miscellaneous Service Complaint (MSC) or Computer Aided Dispatch (CAD) entry.** The animal shall be placed in an available secured storage box located near the facility entrance.
- 5 - **Animals found to be in the possession of an arrestee are often secured at Animal Care Services. In these situations, officers shall leave Animal Care Services a note containing this information, and also listing the arrestee's name, address, phone and the corresponding Berkeley Police Department case number.**