

Cheshire Animal Control Progress Report

12/30/2024

Submitted by LT Donald Miller, Town of Cheshire Police Department

In compliance with the 12/24/24 Consent Order between the Department of Agriculture and the Town of Cheshire, the following is the Town's December 2024 progress report.

1. Management and oversight.

The management team consists of Chief Dryfe and LT Miller. LT Miller is designated as the facility supervisor for the MACO facility. LT Miller has created the following forms: Daily Operations Checklist, MACO Impound/Intake Checklist, and the MACO Weekly Wellness Checklist. These forms, along with a brief instructional sheet, will be attached to the Town's monthly progress reports and will be implemented immediately barring any changes requested by the State ACO.

2. Training.

At this point, MACO Leiler is the only staff member who has direct contact with animals in the MACO facility. LT Miller enrolled himself and MACO Leiler into the NACA ACO1 course via Justice Clearing House Academy on December 23, 2024. This course was preapproved by State ACO Baker on December 20, 2024 as satisfying the listed criteria in the Consent Order. Both Miller and Leiler should have the course completed by the end of January 2025. An assistant ACO is currently finishing the background investigation portion of the hiring process and will be enrolled in the proper training as she is onboarded.

3. Animal Care

LT Miller created the MACO Impound/Intake Checklist (attached) and has advised MACO Leiler to begin using it immediately. Currently there are no impounded animals. The intake form should address points (a,b,c, and d) of this section. We will also be utilizing the CPD NEXGEN system as a digital form for entering and tracking the care of animals impounded.

4. Reporting

This report and attached items.

Additionally, we have been reviewing and considering policy language for the MACO facility. LT Miller is utilizing past draft policies, as well as other Departments' policy language, in crafting a Cheshire Animal Control Policy. We expect to have draft policies for review by January 31, 2025.

Since our initial meeting in August 2024 with SACO Wescovich, some of the items listed in the Consent Order have been remedied. Clutter has been addressed in the kennel area, particularly with the two side storage rooms in the kennel. These rooms were emptied and cleaned. Metal shelving systems

were purchased and placed in the rooms, along with several rubber-maid style storage units. The room to the left holds unopened food, and the room to the right holds clean bedding. These changes were implemented in September and have been in use since then. LT Miller will continue to work on decluttering the remaining rooms to include the front lobby/desk, the office area, and the bathing/grooming area.

Regarding the daily cleaning of the runs. At the time of this report, there are no longer any dogs in the kennel. Since the early visit by SACO Wescovich, ACO Leiler had been using a donated blower to assist with the process of drying the kennel runs prior to returning dogs to the kennels. As runs are/were cleaned; soiled or wet bedding was changed out for clean and dry bedding. Going forward without as many dogs in the MACO facility, any impounded animals will be moved to a separate, clean and dry kennel while theirs is being cleaned. The metal trough covers at the back of the individual kennels have also been fixed prior to the consent order. With no animals in the kennel, the last kennel on the left will be utilized as an Isolation/Quarantine kennel. The kennel next to the isolation/quarantine kennel will not be used to house any animals.

Public Works officials have been consulted on the larger building issues. They are currently soliciting bids to procure the necessary services to address the flooring issues, as well as the indoor and outdoor fencing issues. They have been apprised of the new requirements from the state regarding Animal Control facilities and will be working to bring the building into compliance. This includes addressing the HVAC system at the facility. As plans become available for upgrades, LT Miller will forward them to State ACO Baker. PW will also be bringing in contracted exterminators to check the facility for vermin and act appropriately. It should be noted that since cleaning out the closets and moving food to the metal shelving units, I (LT Miller) have not seen signs of mice in the building.

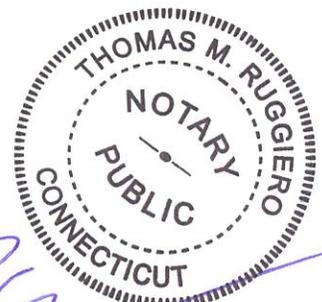
"I have personally examined and am familiar with the information submitted in this document and all attachments thereto, and I certify, based on reasonable investigation, including my inquiry of those individuals responsible for obtaining the information, that the submitted information is true, accurate and complete to the best of my knowledge and belief. I understand that any false statement made in the submitted information may be punishable as a criminal offense under §53a-157b of the Connecticut General Statutes and any other applicable law."

Submitted by LT Miller

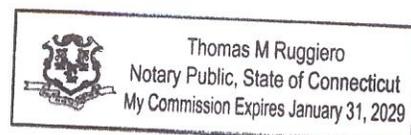
LT. D.M.R. 059

Signature

Sworn to before me this 30th day of December, 2024



Notary Public



Instructions for the Cheshire Police Department MACO Impound/Intake Checklist

This form shall be filled out completely whenever an animal is brought to the pound, it is to be signed by the ACO doing the intake, it is to be retained in a folder at the pound for as long as the animal is in the care of the MACO, and it is to be updated weekly for as long as the animal is in the care of the MACO. Once the animal is no longer in the care of the MACO, the form should be retained for two years following the release of the animal. (All records will be retained regardless of timeframe while the consent order is still in effect).

Intake Information.

Note the date and time of the capture, the location of the capture, and the misc. information (i.e. roaming dog, nuisance animal, pd case etc). All animals that come into the MACO facility will also be entered into the NEXGEN animal tab, will be assigned a number, and will be photographed.

Owner Information.

Fill in completely if owner information is known.

Release Information.

Fill in completely upon the animal's release. Ensure dog license status is up to date or list temporary license number if applicable. Enter the final disposition upon release of the animal, for example, redeemed by owner, adopted, euthanized, etc.

Animal Information.

Fill in as completely as possible, pack the record. Many animals that we deal with are return customers, having a full record may help in the future. MACO's should do a medical assessment upon the intake of any animals and take photographs. If veterinary care is deemed necessary, then it should be scheduled immediately. Note the name of the vet, and the date of the care; all vet records pertaining to an animal shall be retained in the animal's folder. Any animal kept longer than thirty days shall have a wellness exam performed by a veterinarian. Note the date of the exam (this should be as close to thirty days after intake as is possible), and the veterinarian's name; the vet records pertaining to this wellness exam shall be retained in the animal's folder. A separate WEEKLY WELLNESS ASSESSMENT form will be completed and photographs taken and submitted to the Support Services LT, this information will be signed and retained in the animal's folder.

Weekly Wellness Checklist Instructions

For any animal kept in the care of the Cheshire MACO past seven days, a weekly wellness checklist will be completed, signed, and retained in the animal's folder in the MACO facility. Photos will be taken of the animal and will be attached to the weekly wellness checklist. Any issues or problems with the animal, or additional care/meds given should be noted on the checklist. Any steps taken to locate/contact the animal's owner, or any steps taken to advertise/adopt the animal should be noted on the checklist.

Daily Operations Checklist

This checklist will be completed by the Support Services LT (or designee if unavailable) to ensure that proper procedures are being used daily at the MACO facility. Daily checklists will be compiled and kept in the SS LT office, and will be sent along with monthly progress reports to the STATE ACO. Issues should be noted on the form, along with corrective measures taken/planned.



Cheshire Animal Control

Daily Operations Checklist

Date: _____

Supervisor: _____

Signature: _____

Complete Daily			
<i>KENNEL/ANIMALS</i>	<i>Record answers on this side.</i>		
Number of animals currently impounded.			
Animals removed from enclosures prior to cleaning?	YES	NO	N/A
Removed animals placed in full-sized enclosure during cleaning?	YES	NO	N/A
Cleaning process start time?			
Cleaning process completion?			
Bedding changed?	YES	NO	N/A
Enclosures fully dried prior to returning animals?	YES	NO	N/A
Is grooming/bathing necessary?	YES	NO	N/A
Note any grooming/bathing performed.			
Weekly wellness assessments completed, due for all animals by Friday.	YES	NO	N/A
<i>BUILDING/FACILITY</i>			
Open food containers stored in heavy duty plastic containers?	YES	NO	N/A
Extra food stored in storage closet off the ground?	YES	NO	N/A
Facility clean and sanitary?	YES	NO	N/A
<i>Note any issues and immediate/long term corrective actions.</i>			
<i>Van/Equipment</i>			
Is the MACO van clean and ready for use?	YES	NO	
Are clean cages stored neatly?	YES	NO	
Is the Firearm secured in the safe or van lockbox?	YES	NO	



Cheshire Animal Control

Weekly Wellness Checklist

Date: _____

ACO: _____

ACO Signature: _____

To be completed weekly for every animal in the care of the MACO

<i>INTAKE INFORMATION</i>	<i>ANIMAL INFORMATION</i>
Date of Intake: _____	Name if known: _____
NEXGEN number: _____	Breed: _____
Photos taken: YES NO	Sex: _____
Date of weekly wellness assessment: _____	
ACO providing the assessment: _____	
Photographs taken: _____	YES NO
Is the animal eating: _____	YES NO
Is the animal well groomed: _____	YES NO
Does the animal require medication: _____	YES NO
If yes, list medication: _____	
Does the animal require veterinary care: _____	YES NO
If yes, detail the care needed/given: _____	

Is the animal's enclosure kept clean? _____	YES NO
Is the enclosure dry upon the animal's return? _____	YES NO
Is bedding clean/dry? _____	YES NO
Misc. Info: _____	
Redemption/Adoption steps taken: _____	

MACO Signature: _____	
LT Signature: _____	