



**COUNTY OF KENDALL, ILLINOIS
ECONOMIC DEVELOPMENT & ADMINISTRATION**

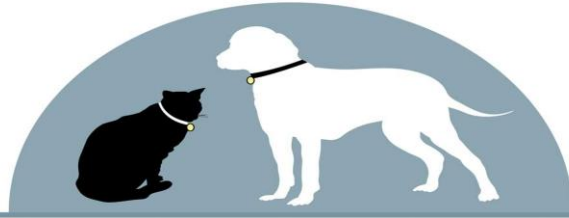
**Kendall County Office Building, 111 W. Fox Street
County Board Rm 209 & 210, Yorkville, IL 60560**

Wednesday May 17th, 2023, at 5:30pm

MEETING AGENDA

- 1. Call to Order**
- 2. Roll Call:** Elizabeth Flowers (Chair), Scott Gengler, Dan Koukol, Brooke Shanley, Seth Wormley
- 3. *MOTION (VV) Approval of Agenda**
- 4. Committee Reports and Updates**
 - A. Animal Control Department Update – Director Taylor Cosgrove (pg 1)
 - B. Emergency Management Agency Update – Director Roger Bonuchi (pg 11)
- 5. New Committee Business**
 - A. *MOTION (Fwd to CB) VV: Review, Discussion and Approval of Kendall County Animal Control Standard Operating Procedures (pg 13)
- 6. Old Committee Business**
- 7. Chairman’s Report**
- 8. Public Comment**
- 9. Questions for the Media**
- 10. Executive Session**
- 11. Items for Committee of the Whole**
- 12. Action Items for County Board**
- 13. Adjournment**

If special accommodations or arrangements are needed to attend this County meeting, please contact the Administration Office at 630-553-4171, a minimum of 24-hours prior to the meeting time



KENDALL COUNTY
ANIMAL CONTROL

Financial Statements FY23
April 2023

KENDALL COUNTY ANIMAL CONTROL FUND #1301
Statement of Revenues And Expenditures
4/31/2023

	CURRENT YEAR				PRIOR YEAR	VARIANCE
	FY23 Budget	April Actual	FY23 YTD	YTD Percent of Budget	FY22 YTD	FY23 YTD v. FY22 YTD
REVENUE						
Fines & Fees	\$ 20,000	\$ 4,553	\$ 17,922	89.6%	\$ 12,599	\$ 5,323
Miscellaneous	300		-		84	(84)
Donations	5,000	2,968	2,968	59.4%	897	2,071
Rabies Tags Sold	300,000	1,716	111,378	37.1%	106,836	4,542
Intact Registration Fee	13,000	295	3,360	25.9%	3,975	(615)
Transfer In from State Pet Fund			-			
Total Revenue	\$ 338,300	\$ 9,532	\$ 135,628	40.1%	\$ 124,391	\$ 11,237
EXPENDITURE						
Salary - Other	\$ 119,808	\$ 7,671	\$ 30,512	25.5%	\$ 27,892	\$ 2,619
Salary - Administrator	6,500	500	2,550	39.2%	2,750	(200)
Salary - Animal Control Warden	61,800	4,615	21,923	35.5%	23,769	(1,846)
Salary - Assistant Warden	41,600	3,520	17,952	43.2%	14,832	3,120
Overtime	500	-	132	26.4%	-	132
Office Supplies	1,200	108	1,027	85.6%	301	726
Postage	1,600	74	898	56.1%	706	192
Training	2,000		125	6.3%	150	(25)
Telephone & Pager	1,200	85	423	35.2%	328	94
Contractual Service	6,000		363	6.0%	-	363
Equipment	3,500	460	460	13.1%	830	(370)
Vehicle Maintenance	1,600		1,350	84.4%	73	1,277
Gasoline/Fuel/Oil	600	112	352	58.6%	118	234
Uniforms	750				374	(374)
Refunds	500				940	
Observation/Disposal	500				200	(200)
Microchips	1,500		1,016	67.7%		1,016
Volunteers/Public Relations	1,000				-	-
Neuter/Spay Fees					-	-
Rabies Tags	2,500		2,377	95.1%	2,313	64
Transportation, Board & Care	10,000	193	1,467	14.7%	204	1,263
Kennel Improvements					-	-
Capital Expenditures					-	-
Total Operating Expenditure	\$ 264,658	\$ 17,338	\$ 82,925	31.3%	\$ 75,781	7,144
TRANSFERS OUT						
Transfer to General Fund	\$ 35,200	\$ 902	\$ 5,068	14.4%	\$ 5,756	\$ (688)
Transfer to IMRF Fund	17,075	929	4,417	25.9%	5,163	(746)
Transfer to SS Fund	13,000	1,247	5,818	44.8%	5,606	212
Transfer to Building Fund	15,000		-			
Total Transfers Out	\$ 80,275	\$ 3,079	\$ 15,303	19.1%	\$ 16,525	\$ (1,222)
Total Expenditure & Transfers Out	\$ 344,933	\$ 20,417	\$ 98,228	28.5%	\$ 92,306	\$ 5,922
Total Revenue Over/(Under) Expenditure	\$ (6,633)	\$ (10,885)	\$ 37,399	-563.8%	\$ 32,085	\$ 5,314

**KENDALL COUNTY ANIMAL CONTROL FUND #1301
FUND (CASH) BALANCE
FY 2023**

MONTH	FY23 Monthly REVENUE OVER/(UNDER) EXPENSES	FY23 FUND (CASH) BALANCE	FY22 Monthly REVENUE OVER/(UNDER) EXPENSES	FY22 FUND (CASH) BALANCE
Beginning Fund (Cash) Balance		\$ 153,804		\$ 159,477
December-22	\$ 10,068	163,872	\$ (6,190)	153,287
January-23	15,569	179,441	21,276	174,563
February-23	22,472	201,913	392	174,955
March-23	5,701	207,614	4,448	179,403
April-23	(10,885)	196,729	6,407	185,809
May-23			5,664	191,473
June-23			14,073	205,546
July-23			1,276	206,822
August-23			11,342	218,164
September-23			10,828	228,992
October-23			(4,195)	224,798
November-23			(70,994)	153,804
Fund (Cash)	\$ 42,924		\$ (5,673)	
YTD Fund Balance		\$ 196,729		\$ 153,804

KENDALL COUNTY ANIMAL CONTROL
Statement of Revenues And Expenditures
4/31/2023

Animal Medical Care Fund #1302

	FY23 Budget	April Actual	YTD Actual	YTD Percent of Budget	Fund Balance
Beginning Balance	\$ 16,300				FY13 \$250 FY14 21,935 FY15 33,497
Revenue					FY16 32,810 FY17 32,325 FY18 26,165 FY19 20,132
Donations & Receipts	10	500	2,219	22190.0%	FY20 18,939
Total Revenue	10	500	2,219	22190.0%	FY21 18,050 FY22 \$ 16,300
Expenditure					
Animal Medical Care Expenses	3,000	65	846	28.2%	
Heartworm Testing	500	-	-	0.0%	
FeLuk/FIV Testing	750	-	-	0.0%	
Total Expenditure	4,250	65	846	19.9%	
Ending Balance	\$ 12,060	\$ 435	\$ 1,373		

County Animal Population Control Fund #1309

	FY23 Budget	April Actual	YTD Actual	YTD Percent of Budget	Fund Balance
Beginning Balance	\$ 114,739				FY11 46,246 FY12 60,939 FY13 64,358
Revenue					FY14 71,549 FY15 83,094 FY16 97,935 FY17 106,508
Fees	12,000	500	5,605	46.7%	FY18 108,859
Total Revenue	12,000	500	5,605	46.7%	FY19 117,265 FY20 115,665 FY21 114,716 FY22 114,739
Expenditure					
Spay/Neuter Fees - Targeted Dogs/Cats	10,000	4,424	6,369	63.7%	
Spay/Neuter Fees - Adopted Dogs/Cats	10,000	4,199	11,109	111.1%	
Total Expenditure	20,000	8,623	17,478	87.4%	
Ending Balance	\$ 106,739	\$ (8,123)	\$ (11,873)		

Animal Control Capital Fund #1400

	FY23 Budget	April Actual	YTD Actual	YTD Percent of Budget	Fund Balance
Beginning Balance	\$ 42,131				FY11 87,769
Expenditure					FY13 46,762 FY14 51,661 FY15 69,276 FY16 125,571 FY17 134,712 FY18 142,293 FY19 113,553 FY20 3,551 FY21 23,607 FY22 \$ 42,131
Expense - Building Improvements	10,000	-	-	-	
Capital Expenditure	2,500	-	3,800	152.0%	
Total Expenditure	12,500	-	3,800	30.4%	
Transfers In					
Transfers In - from Animal Control Fund	15,000	-	-	0.0%	
Total Transfers In	15,000	-	-	-	
Ending Balance	\$ 44,631	\$ -	\$ (3,800)		

Kendall County Animal Control

802 John Street
Yorkville IL 60560



Bites between 4/1/2023 and 4/30/2023

<u>Date</u>	<u>Pet Name</u>	<u>Breed</u>	<u>Vaccinated</u>	<u>Altered</u>	<u>Victim/Owner</u>	<u>Multiple Bites</u>
04/01/2023	JOKER	PIT BULL	NOT UTD	UNALTERED	VICTIM	NO
04/05/2023	TRUNK	DOMESTIC SH	UTD	UNALTERED	VICTIM	YES
04/05/2023	MIKEY	AUST CATTLE DOG	UTD	ALTERED	OWNER	NO
04/05/2023	TUX	DOMESTIC SH	UTD	ALTERED	OWNER	NO
04/06/2023	COOPER	PRESA CANARIO	UTD	UNALTERED	VICTIM	NO
04/06/2023	MILA	PIT BULL	NOT UTD	UNALTERED	OWNER	NO
04/07/2023	GEORGIE	SHIH TZU	UTD	ALTERED	OWNER	NO
04/09/2023	LUNA	WEIMARANER	UTD	ALTERED	OWNER	NO
04/10/2023	AUGGIE	LABRADOR RETR / MIX	UTD	ALTERED	VICTIM	NO
04/12/2023	TANK	PIT BULL	UTD	ALTERED	VICTIM	NO
04/14/2023	TURKEY	SIBERIAN HUSKY	UTD	ALTERED	VICTIM	NO
04/14/2023	GRIM	DOMESTIC SH	NOT UTD	ALTERED	OWNER	NO
04/17/2023	CHARLOTTE	DACHSHUND	NOT UTD	ALTERED	VICTIM	NO
04/18/2023	LUCY	CANE CORSO	NOT UTD	UNALTERED	OWNER	NO
04/20/2023	UNKNOWN	AIREDALE TERR / MIX	UTD	ALTERED	VICTIM	NO
04/20/2023	SNACKERS	GERM SHEPHERD	UTD	ALTERED	OWNER	NO
04/21/2023	GRIM	DOMESTIC SH	NOT UTD	ALTERED	VICTIM	YES
04/22/2023	JINX	DOMESTIC LH	NOT UTD	ALTERED	VICTIM	NO
04/22/2023	CHARLIE	GERM SHEPHERD	NOT UTD	UNALTERED	VICTIM	NO
04/24/2023	SARGE	GREAT PYRENEES	UTD	ALTERED	VICTIM	NO
04/24/2023	LOKI	LABRADOR RETR / GERM SH POINT	UTD	ALTERED	OWNER	YES
04/25/2023	SASHA	GERM SHEPHERD	UTD	ALTERED	OWNER	NO
04/26/2023	DIESEL	PIT BULL / ROTTWEILER	UTD	ALTERED	VICTIM	NO
04/26/2023	UNKNOWN	MIXED	NOT UTD	UNALTERED	VICTIM	UNK
04/26/2023	CARLO	DOMESTIC MH	NOT UTD	ALTERED	VICTIM	NO
04/29/2023	UNKNOWN	MIXED	NOT UTD	UNALTERED	VICTIM	UNK
04/29/2023	LELAND	AUST CATTLE DOG	UTD	ALTERED	OWNER	NO
04/30/2023	COKY	SHIH TZU	NOT UTD	ALTERED	VICTIM	NO

Breed	Total
Total	27
CAT	5
DOMESTIC LH	1
DOMESTIC MH	1
DOMESTIC SH	3

Date

Pet Name

Breed

Vaccinated

Altered

Victim/Owner

Multiple Bites

	Total
DOG	22
AIREDALE TERR / MIX	1
AUST CATTLE DOG	2
CANE CORSO	1
DACHSHUND	1
GERM SHEPHERD	3
GREAT PYRENEES	1
LABRADOR RETR / GERM SH POIN	1
LABRADOR RETR / MIX	1
MIXED	2
PIT BULL	3
PIT BULL / ROTTWEILER	1
PRESA CANARIO	1
SHIH TZU	2
SIBERIAN HUSKY	1
WEIMARANER	1

Average Length Of Stay

4/1/2023 - 4/30/2023

*Statistics based off intakes in listed date range. NON LR includes all non live-releases, such as EU, Escaped, Missing, Died, etc.
Live Releases Only includes Adoption, Relocate, Rescue, RTO and Transfer outcomes. *Fosters not factored into totals.
Formula: (total amount) / (total average)*

CAT	# Animals	Avg Days
ADOPTION	11	14.36
FOSTER*	4	
NON LR	1	1.00
RELOCATE	1	6.00
RTO	1	2.00
TRANSFER	4	5.50
FOSTER		0.00
Total :	22	9.50

DOG	# Animals	Avg Days
ADOPTION	9	15.78
FOSTER*	5	
NON LR	1	10.00
RTO	18	1.44
TRANSFER	2	4.50
FOSTER		0.00
Total :	35	5.23



Kennel Comparisons Statistics

"Intake Comparisons"

4/1/22 to 4/30/22

4/1/23 to 4/30/23

Dogs				
Strays	21	25	↑	19.0 %
Owner Surrenders	8	9	↑	12.5 %
CONFISCATE	0	1	↑	100.0 %
Total Dogs Received:	29	35	↑	20.7 %
Cats				
Strays	2	15	↑	650.0 %
Owner Surrenders	0	4	↑	400.0 %
CONFISCATE	0	3	↑	300.0 %
Total Cats Received:	2	22	↑	1,000.0 %
Total Intakes:		31	↑	83.9 %

"Outcome Comparisons"

4/1/22 to 4/30/22

4/1/23 to 4/30/23

Dogs				
Adoption	8	20	↑	150.0 %
Euthanasia	1	1	↓	- %
Return to Owner	15	18	↑	20.0 %
TRANSFER	1	5	↑	400.0 %
Total Dogs Dispositioned:	25	44	↑	76.00
Cats				
Adoption	1	10	↑	900.0 %
Euthanasia	0	1	↑	100.0 %
Return to Owner	0	1	↑	100.0 %
RELOCATE	0	1	↑	100.0 %
TRANSFER	1	4	↑	300.0 %
Total Cats Dispositioned:	2	17	↑	750.00
Total Outcomes:		27	↑	125.9 %

Animals in the Shelter on 5/15/2023	CAT	DOG	Total
	9	11	20

Kendall County Emergency Management Agency

1102 Cornell Lane, Yorkville Illinois 60560

Roger Bonuchi, Director

Tracy Page, Deputy Director

Emergency Management Report

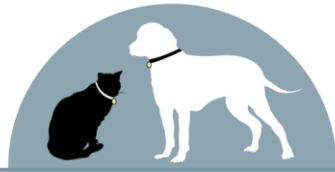
APRIL 2023

- **KCEMA Operations**
 - 1 new volunteer member has joined
 - Editing of general orders continues
 - Quarterly grants documentation has been submitted
 - LEPC updates for 2023 have been completed
- **Light Tower**
 - The light tower has been paid for and in process for shipment.
- **Hazard Mitigation Plan**
 - April 18th at the Oswego Fire Department approx. 35 participants in attendance, very good session.
- **CERT**
 - KCEMA in partnership with Oswego PD to host a new CERT session in the spring. Oswego has their backpacks in hand. We're looking at dates to start the class sessions.
 - We'll be hosting another CERT class for the Sheriff's Youth Academy. We expect these classes to start in June.
- **Nuclear**
 - Dosimetry Officer validate is due by May 30th. We have 3 dosimetry sites; EOC, Lisbon/Seward FD, and Newark FD.
 - Monthly and quarterly alert testing continues.
 - (no change) Constellation (ComEd) is shedding its sirens. LaSalle and DeWitt Counties are first on the list. The sirens will be donated to a municipality or County. Of course the new owner will need to pay for maintenance. A swap out of the radios will need to be done as well as a transfer of the easement ownership of the land where the siren is installed. Kendall County's turn to decide this will be in 2023, we're told.
- **New Sirens**
 - I met with Montgomery EMA, Aurora EMA, and Kane County EMA concerning 3 sirens that sit along the northern Kendall County boarder with Kane County. We decided that it was best that Kendall County took over control of two sirens that were actually in Kendall County that were currently controlled by the Village of Montgomery. That change has been made. Those two sirens are now enabled for KENCOM to trigger them. The third stayed with Montgomery as it's in Kane County. The Village of Montgomery will continue to pay for maintenance of these sirens.

- **UCP Status (Our command bus)**
 - We'll be installing the NyCoil this week. More work on the back wall of the UCP has been done to accommodate the wiring.
 - The mast wiring has been updated. We just need a small DC power supply to make it all work. Since we installed the UP/DOWN hand switch, we successfully tested the mast.
 - The new Yaesu FT-400XR VHF/UHF amateur radio has been programmed with nearly every repeater in the State.

- **Storm Spotter Training**
 - Provided a storm spotter class for Newark FD on April 20th at their facility.
 - KCEMA volunteers received storm spotter training at the last meeting.
 - All students will receive a class completion certificate.

- **Meetings/Training/Volunteers/Details**
 - KCEMA meeting was held on April 17, 2023 at 6:30pm in the EOC
 - ILEAS Meetings twice a month
 - ARES Region 3 & 4 EC meeting on the 3rd Tuesday of each month via Zoom
 - Hosted a Pediatric Disaster Response class April 4th and 5th
 - Roger attends the UCP team lead meeting monthly.
 - Roger attends the State Broadband meeting monthly.
 - Roger attends the State radio "Stakeholders" meeting monthly.
 - Participated in the OSHA Compliance Discussion with IPMG and Alliant.
 - Participated in the Yorkville HS Emergency Management Team Meeting.



KENDALL COUNTY
ANIMAL CONTROL

Standard Operating Procedures

TABLE OF CONTENTS

I. JURISDICTION 3

II. STAFF 4

III. INVESTIGATIONS 5

IV. LOST/FOUND REPORTS 7

V. INTAKE 9

VI. DAILY CARE OF THE ANIMALS 12

VII. DETERMINATION OF PLACEMENT 15

VIII. RECLAIM/RESCUE/ADOPTION 18

IX. FEES/CASH DRAWER/DEPOSIT 24

X. RABIES CERTIFICATES AND REGISTRATION 25

XI. ANIMAL BITES 26

XII. PUBLIC RELATIONS 28

XIII. HUMANE EDUCATION/COMMUNITY OUTREACH/WEBSITE 29

XIV. VOLUNTEER PROGRAM 31

XV. NOTIFICATION/ONSITE INCIDENTS 33

XVI. RABIES QUARANTINE PROGRAM 35

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I. JURISDICTION

Policy

Kendall County Animal Control will respond to complaints or contained dogs in unincorporated Kendall County. Animal Control will also respond to a biting or dangerous animal running at large in unincorporated Kendall County if the owner of said animal is unknown or unable to be reached.

Complaints that occur within city limits are the jurisdiction of the city police department. Kendall County Animal Control will provide assistance by phone or in the field and assist the police department upon the police department's request for situations that are above and beyond basic knowledge or standard equipment. *See* 510 ILCS 5/24 (West 2014); 510 ILCS 5/5 (West 2014)

Procedure

Animal Control will respond to any calls received that are in unincorporated Kendall County.

Any calls Animal Control receives that are within city limits, the caller will be instructed to call the non-emergency phone number for that city's police department.

Please see Response Policy for further instruction.

II. STAFF

Policy

Kendall County Animal Control will provide onsite, hands-on training to its employees and volunteers. Staff and volunteers will not be allowed to complete a task without previously receiving the appropriate training.

Kendall County Animal Control staff will annually attend classes, seminars, and conferences that are related to their duties. Staff will also attend any training required by the State of Illinois or Kendall County.

Procedure

Staff will receive training appropriate to their assigned duties from the Director and from others as assigned by the Director. Training includes but is not limited to safe animal handling, animal behavior, temperament testing, vaccinating and microchipping animals, data entry, and customer service. Staff will be supervised until they have been proven to be able to perform the task properly.

Volunteers must go through an orientation class and receive a shelter tour and onsite training prior to them volunteering. *See* Section XIV Volunteer Program.

Animal Control will maintain at least one full-time Animal Control Officer approved by the County at all times. When the department is at full staff, at least one full-time Animal Control Officer should be scheduled to be in the office during regular business hours. If the department is not at full staff due to a full-time Animal Control Officer being on leave or a full-time position is vacant, the County Administrator may temporarily waive this scheduling requirement until the department returns to full staff. The Animal Control Officers will be responsible for conducting investigations described in section III, in addition to assisting with other staff responsibilities.

Record Maintenance

All records produced, received, or maintained by Animal Control will be preserved and maintained in accordance with the Illinois Local Records Act. 50 ILCS 205/1 *et seq.* (West 2014). Pursuant to the Illinois Local Records Act, no public records may be destroyed without the prior approval of the Local Records Commission.

III. INVESTIGATIONS

Policy

Kendall County Animal Control investigates complaints within its jurisdiction (i.e. unincorporated Kendall County) of domesticated animals or exotic animals that are being kept as pets. Kendall County Animal Control will enforce Kendall County Animal Control ordinances and the Illinois Animal Control laws including the Illinois Humane Care for Animals Act 510 ILCS 70/1 *et seq.*, the Illinois Animal Welfare Act 225 ILCS 605/1 *et seq.*, and the Illinois Animal Control Act. 510 ILCS 5/1 *et seq.* See also 8 Ill. Adm. Code 25 (2007); 8 Ill. Adm. Code 30 (1996); 8 Ill. Adm. Code 35 (2004).

Kendall County Animal Control will request assistance from the Kendall County Sheriff's Office, the Illinois Department of Agriculture, or other law enforcement agency as needed.

Kendall County Animal Control does not investigate wildlife complaints, unless the animal while generally considered wildlife, is lawfully kept as a pet. For our purposes, Animal Control uses the term "wildlife" to mean all, undomesticated, nonhuman animals living in the wild, including but not limited to, mammals, birds, reptiles, and fish. All wildlife complaints should be directed to one of the agencies on the "Wildlife Contact" list included in this section.

Procedure

When Animal Control receives a complaint, staff will request as much information from the complainant as possible including their name, address, and phone number, the type of animal(s), a description of the condition of the animal(s), how long there has been a concern, the owner's name, address, and phone number, and any other pertinent information. The information will be stored electronically on the Animal Control computer network. The complainant's information will remain confidential and will not be disclosed to the owner of the animal(s). The staff will then provide the information to the Animal Control Officer or Director.

Before going to the address of the complaint, the Animal Control Officer or Director will look up the address in the database to see if there were any previous complaints at that residence. The Animal Control Officer or Director will go out to the residence, check the animals on the property, and discuss the complaint with the owner of the animal(s). If the owner is not home, a Site Visit Notification will be posted on their door. If the owner is present, the law will be explained to the owner. If there is a violation, it will be discussed with the owner. Advice of ways to correct the situation will be provided. Depending on the frequency of violations or severity of the situation, the owner may be given time to comply or the animal may be immediately removed from the location. Evidence shall be gathered and pictures shall be taken as needed. The Animal Control Officer or Director must record information and complete a Site Visit Notification or Notice of

Apparent Violation before leaving the location. The owner shall sign and receive a copy of either a Site Visit Notification or Notice of Apparent Violation.

Rabies vaccinations and licensing will be checked for every complaint. If the owner fails to provide proof of rabies vaccination and licensing at the time of the visit, they may be given time to comply.

All owner and animal information as well as the investigative report shall be entered into Animal Control's database within 72 hours of making contact with the owner. If the owner was given time to comply, the Animal Control Officer or Director will follow up with the owner, to insure they did take the appropriate corrective actions. Follow up must occur after the expiration of the time for compliance given in the Notice of Apparent Violation, but never more than 30 days after the owner received the Notice of Apparent Violation. The Animal Control Officer or Director will determine if the case can be closed or if the case needs to be forwarded to the State's Attorney's office. If there is uncertainty, the Animal Control Officer or Director will seek the advice of the State's Attorney's office. If a case is forwarded to the State's Attorney office, all reports, witness information, pictures, evidence, and anything else pertaining to the case shall be provided. The Animal Control Officer and Director will follow the requests and advice from the State's Attorney's office once the case has been turned over. The result and final determination of the case will be entered into Animal Control's database upon closure.

IV. LOST/FOUND REPORTS

Policy

Kendall County Animal Control staff will immediately enter a lost report for any animal lost in Kendall County or the immediate surrounding communities, upon contact from the owner, into Animal Control's database.

Kendall County Animal Control staff will immediately enter a found report for any animal found in Kendall County or the immediate surrounding communities, upon contact from the finder, into Animal Control's database.

Lost and found reports will be active in the database for 6 months starting at the date the animal was lost or found.

Kendall County Animal Control will permit owners to provide Animal Control with a flyer of lost or found pets that the staff will post at the Animal Control facility at their discretion.

Procedure

When receiving notification of a lost animal, Animal Control staff will first document the owner's name, address, and phone number. Once the owner's information is recorded, the staff member will gather a description of the animal. The staff will then check the shelter population as well as the found reports in the Animal Control database to see if there is a possible match. If a match is found within the shelter population, the owner will be given instructions on reclaiming their animal. If a match is found within the found reports, Animal Control will help facilitate the finder to reunite the animal with the owner. If no match is found, a lost report will be entered into the Animal Control database.

When receiving notification of a found animal, Animal Control staff will check the lost reports in the Animal Control database to see if there is a possible match. If a match is found within the lost reports, Animal Control will help facilitate the finder to reunite the animal with the owner. If no match is found, a found report will be entered into the Animal Control database.

When entering a lost or found report into the database, Animal Control staff will gather all contact information from the owner or finder including name, address, and phone number. Animal Control staff will also gather as much information about the animal as possible including species, breed, age, sex, if it is spayed/neutered, coat type, color, and any other identifiers including if it was wearing a collar, tags, has a microchip, etc.

After a lost report has been entered, Animal Control staff will provide the owner with recommendations for finding their animal including contacting the police department in the area where the pet went missing, contacting other Animal Controls as appropriate, contacting area veterinarian hospitals, posting detailed missing flyers, and talking to people in the neighborhood. Animal Control staff will request the owner to notify Animal Control when the animal is found so it can be noted in the database.

After a found report has been entered, Animal Control staff will provide the finder with recommendations for finding the animal's owner including contacting the police department in the area where the pet was found, contacting other Animal Controls as appropriate, contacting area veterinarian hospitals, posting detailed found flyers, and talking to people in the neighborhood. Staff will also ask the finder to bring the animal to the Animal Control in the county in which the animal was found or a veterinarian, so the animal can be scanned for a microchip. If the animal is brought to Animal Control and Animal Control finds a microchip, the animal will not be returned to the finder, but will be held by Animal Control for a period of time established by County ordinance, while attempts are made to locate the owner. Animal Control must scan the animal again for a microchip or other means of identification before transferring the animal to a shelter or rescue, putting the animal up for adoption, or humanely euthanizing the animal. 510 ILCS 5/10 (West 2014).

If the animal is not microchipped, Animal Control staff will advise the finder that if they choose to hold on to the animal after the period of time established by County ordinance, they will legally become the owner. Animal Control staff will request the finder to notify Animal Control if the finder does reunite the animal with the owner so it can be noted in the database. If the finder does not wish to become the owner of the found animal, they will be instructed to bring the animal to the Animal Control in the county in which the animal was found.

V. INTAKE

Policy

Kendall County Animal Control is an open admission facility and accepts all stray animals found in Kendall County. If someone has been caring for an animal for a period of time established by County ordinance, or longer, the person is considered the owner and the animal is no longer considered a stray.

Kendall County Animal Control only accepts owner surrender companion animals from Kendall County residents. Owner surrenders are accepted at Animal Control by appointment. only accepts owner surrender dogs from Kendall County citizens. Kendall County Animal Control does not accept owner surrender cats and will refer people to other animal welfare organizations. With any owner surrender inquiry, the staff will counsel the owner prior to intake or referral to see if there is a solution to keep the animal in the home.

Kendall County Animal Control does not accept wildlife, as defined in Section III, and will refer people to Fox Valley Wildlife Center or Willowbrook Wildlife Center.

Procedure

An individual that has found a stray animal will fill out and sign the Finder Information Form. The staff will make a copy of the resident's driver's license or state ID. The resident will need to provide proof of residency if their ID does not list their current address. Law enforcement that brings in an animal will fill out the Police Drop Off Form. Stray animals must be held for a minimum of 7 business days before they become the property of Kendall County Animal Control. 510 ILCS 5/10 (West 2014).

A resident owner surrendering a companion animal dog or puppy will fill out and sign the Owner Surrender Form. They will also fill out the -Canine-Animal Background Information Form and provide as much information as possible about the animal's medical and behavioral history. Staff will make a copy of the resident's driver's license or state ID. The owner will need to provide proof of residency if their ID does not list their current address. The resident will pay the appropriate fee. Once this is completed the animal becomes the property of Kendall County Animal Control.

Any animal upon intake will be immediately scanned for a microchip. Staff will determine the animal's breed, sex, and age. Cats will be immediately vaccinated against feline distemper and dewormed unless the animal is unable to be handled and poses a safety risk to the staff or is pregnant or too young to be vaccinated. Dogs will be immediately vaccinated against bordetella and distemper and dewormed unless the animal is unable to be handled and poses a safety risk to the staff or is pregnant or too young to be vaccinated. Animals that are not vaccinated and

dewormed immediately upon intake will be as soon as possible. Staff will fill out the Health Record form indicating what treatment the animal has received and the date.

Once the animal has received the appropriate medical care, they will be placed in an appropriate cage or kennel with a clean blanket, fresh water in a clean bowl, and clean toys in the unavailable room. Cats will receive fresh food in a clean bowl and dogs will receive fresh food in a clean bowl if the intake is close to the regular feeding time or if they are thin or pregnant, otherwise they will be fed during normal feeding time.

A file envelope will be filled out with all of the animal's required information (i.e. the date the animal was received, what town the animal is from, how Animal Control received the animal, etc.). All intake paperwork will be placed in the file along with the animal's Health Record form. The envelope will be filed in accordance with its file number. Staff will enter the animal's information and the assigned file number into the computer database.

If the animal is a stray, staff will check the lost reports for any possible matches. If the stray animal has a microchip, staff will immediately call the microchip company to get owner information. Animal Control staff will then use every method provided by the microchip company in an attempt to make contact with the owner including all phone numbers, email, and mailing a letter of impoundment to their address. If the stray animal is wearing a rabies tag or ID tag, Animal Control staff will then use every method provided by the rabies certificate and/or tag to attempt to make contact with the owner including all phone numbers, email, and mailing a letter of impoundment to their address. If any owner information was provided by the finder or law enforcement, Animal Control will use this information to attempt to make contact with the owner. *See* 510 ILCS 5/10 (West 2014). Animal Control will use any other resources available to them in order to attempt to locate the owner of an animal. All medical information as well as attempts to locate the owner will be documented on the animal's file.

Upon intake, if an animal needs urgent medical attention, it will be transported immediately to ~~Countryside Vet Clinic- a local vet clinic. or if it is afterhours, VCA Aurora.~~ If the animal is a stray and pain can be managed and suffering prevented, supportive treatment will be provided for as long as possible or until the hold period is over. However the cost of treatment shall not exceed \$150 without approval from the Director. In determining whether to exceed the \$150 limit, the Director will consider the following: (1) the cost of treatment, (2) the likely prognosis and quality of life of the animal after treatment, (3) the availability of outside funds to pay for the treatment, (4) and any other factors unique to the circumstances. Animal Control will not prolong the pain and suffering of an animal. Therefore, an animal may be humanely euthanized at anytime for medical reasons upon determination of a licensed veterinarian and approval of the Director. *See* 8 Ill. Adm. Code 25.130 (d) (2013) (stating a veterinarian's decision to euthanize an "injured, diseased, or ill" animal "shall be followed."). The animal will be scanned for second time to verify no identification was missed prior to euthanasia.

As required by Animal Control Act and applicable state regulations, the eventual disposition of each animal will be recorded on the animal's file envelope. 8 Ill. Adm. Code 25.130 (2013).

VI. DAILY CARE OF THE ANIMALS

Policy

The animals at Kendall County Animal Control will be provided with fresh food and water as well as clean litter (cats), bedding and toys every day. Cats will be fed once in the morning, dogs will be fed once in the morning and once in the evening, and all young animals will be fed more than once a day. 8 Ill. Adm. Code 25.30 (2013). All dogs will be taken outside for a minimum of two times a day by staff unless the dog is not able to be handled safely.

Procedure

Dogs

In the morning, dogs will be moved to the outdoor kennels and outdoor fenced in area while their indoor kennels are cleaned. This allows them to be able to relieve themselves outside and get fresh air while at the same time preventing them from being exposed to the noise and chemicals from cleaning their indoor kennels. Dogs that the trained staff have determined can interact safely together (i.e. came from the same household or have passed a temperament test/dog to dog introduction) may be placed together outside as long as they are spayed/neutered. The Unavailable Dog Room will be cleaned first with the goal of that room being completed before volunteers arrive. The Adoption Dog Room will be cleaned second as volunteers may assist with this area.

Indoor Kennels: Staff will remove everything from the indoor kennel. Anything (bowls, blankets, toys, etc.) that is soiled will be washed and replaced, however, on Wednesdays everything will be washed whether or not it is dirty. Every surface in the kennel will be cleaned daily with disinfectant by using a power washer or scrub brush. The disinfectant solution will remain for as long as possible on the surfaces to allow maximum results. After all kennels in the room are disinfected, they will be thoroughly rinsed. Once the kennels are rinsed, the floors will be dried using a squeegee. The floor drains will be turned on to flush any debris out. Each dog will be provided fresh water, fresh and appropriate food, a clean, dry blanket, and clean toys. If required, the dog will receive any morning medication or supplements. Each dog will then be placed back in their indoor kennel. There will be one dog per indoor kennel with the only exception being puppies under 4 months of age or a nursing mom with puppies.

Garage Kennels: If any dogs were left in the garage kennels overnight by a police department, they will go outside prior to being set up in a kennel in the Unavailable Dog Room. Everything in the garage kennel will be removed. The garage kennel will then be disinfected and thoroughly rinsed. The floor will be dried using a squeegee. The kennel will receive a clean blanket and water bowl.

Outdoor Kennels: The staff or volunteers will pick up feces from the outdoor kennels and outdoor fenced in area prior to putting a new dog in that enclosure. Once all the dogs are back in their

indoor kennels, the staff or volunteers will pick up feces from the outdoor kennels and outdoor fenced in area. The outdoor kennels will then be cleaned and disinfected. Every surface in the kennel will be cleaned with disinfectant by using a power washer or scrub brush. The disinfectant solution will remain for as long as possible on the surfaces to allow maximum results. After all kennels are disinfected, they will be thoroughly rinsed. This process occurs daily.

Basic Care: In the afternoon or evening (Monday – Friday starting at 4:30, Saturday starting at 1:30, and Sunday time will vary), staff will walk every dog and give them enough to relieve themselves outside, have social interaction with a person, and release some energy. Dogs may also be placed in the outdoor fenced in area, in lieu of a walk, as long as they still receive those same three things. Each dog will receive fresh food. They will also be provided fresh water, a clean, dry blanket, and clean toys as needed. If required, the dog will receive any evening medication or supplements.

All the dog kennels will be checked throughout the day, at least twice a day, to insure they are free of feces and urine and the dogs have enough water. Spot cleaning will be conducted as needed.

Trained staff will monitor the dogs for any signs of change in their health or behavior. If changes are identified, the dog will be reevaluated under section VII. *See* section II, for staff training.

Cats

In the morning, the cats and kittens in the Adoption and Viewing Room, having been evaluated and approved for adoption by staff, will be cleaned first. Each cat will be taken out of their cage while it is being cleaned and will be allowed to freely roam around the room. Everything will be taken out of the cage. Anything (bowls, blankets, toys, etc.) that is soiled will be washed and replaced. The newspaper will be taken out of the cage and thrown away. The cage will be thoroughly sprayed down with disinfectant. The disinfectant solution will remain for as long as possible on the surfaces to allow maximum results. While this is happening, anything in the bowls will be dumped and replaced with fresh food and water. The litter box will be scooped. If the litter box is visibly dirty even after scooping, it will be replaced with a clean one. Litter will be added as needed. The cage will be thoroughly wiped down with a cloth insuring every surface is clean. ~~A clean, 2 sheet layer of newspaper will be put down, covering the bottom of the cage.~~ The litter box, food and water, blanket, and toys along with the appropriate cat will be placed in the cage. On Wednesdays everything (bowls, litter box, blanket, etc.) will be washed whether or not it is dirty.

The adoption cats will remain in their cages, once they have been cleaned, until the entire room is clean. The unavailable cats will remain in their cages for the rest of the day and are not allowed to freely roam. Every surface will be disinfected daily. If required, the cat will receive any morning medication or supplements.

Once the floor has been swept and dried from being mopped, the adoption cats will be allowed to freely roam in their adoption room in groups with no more than 6 cats out at a time. Cats that do not get along with one another will not be allowed to roam together. The cats will be monitored from the office.

All the cat cages will be checked throughout the day, at least twice a day, to insure they are clean and the cats have enough water. Spot cleaning will be conducted as needed.

If required, the cat will receive any evening medication or supplements prior to the staff leaving for the day.

Trained staff will monitor the cats for any signs in their change in health or behavior. If changes are identified the cat will be reevaluated under section VII. *See* section II, for staff training.

General

The floors will be swept and mopped every morning.

Laundry will be done daily. Wash will be done on the hot cycle and will be washed with laundry soap and bleach.

Dishes will be washed daily. All dishes will be sprayed down and soaked with bleach water. They will then be washed with hot water and dish soap. The bowls will be washed using scrub sponges. Litter pans and carriers will be washed using scrub brushes. The inside of Kongs will be scrubbed out using a bottle brush.

All toys will be washed either in the washing machine or sink as appropriate.

The windows will be cleaned regularly to insure they are free of fingerprints, streaks, and dirt.

Spot cleaning will be done throughout the shelter on a daily basis as needed.

VII. DETERMINATION OF PLACEMENT

Policy

All animals will receive a behavior assessment prior to placement. The animals will remain in the Unavailable Dog Room and Unavailable Cat Room where only trained staff members can interact with them, until they are placed. Owner-surrendered animals will be held for a minimum of 1 day before they are assessed. Stray animals must be held for 7 business days before they become property of Animal Control. Therefore, stray animals may be assessed before that time, but they must be held and cannot be placed until after 7 business days. If the animal cannot be handled safely by staff after 7 business days, a determination for humane euthanasia may be made without a temperament test or hands on behavior assessment.

A minimum of 2 trained, staff members must be in agreement for all behavioral determinations with the Director having the final approval in any determination of an animal. If there is uncertainty in the evaluation, the animal may be re-evaluated.

Procedure

Dogs will be evaluated by at least 2 certified, staff members using the modified SAFER® temperament test. Use of the SAFER® temperament test is advocated by the American Society for the Prevention of Cruelty to Animals.

- If the dog passes it will be selected for adoption at Animal Control.
- If the dog has behavior issues that can be modified with time and training, or if the dog passes the test but is nervous or stressed in the shelter environment, it will be selected for placement with a licensed rescue group or humane society. If no rescue group or humane society is found the dog may be re-evaluated or humanely euthanized.
- If the dog has severe behavioral or aggression issues and the dog poses a safety risk to the staff and community, the dog will be humanely euthanized. A dog will be humanely euthanized only after remaining in Animal Control's care for at a period of time established by County ordinance, unless the dog has been owner-surrendered. An owner-surrendered dog may be euthanized after 24 hours.

Cats will be evaluated by at least 2 staff members using an informal behavior assessment assuring the cat can be petted, picked up, and handled.

- If the cat passes it will be selected for adoption at Animal Control.
- If the cat has behavior issues that can be modified with time and training or if the cat passes the test but is nervous or stressed in the shelter environment, it will be selected for placement with a licensed rescue group or humane society. If no rescue group or humane society is found the cat may be re-evaluated or humanely euthanized.
- If the cat has severe behavioral issues or ~~is feral and~~ the cat poses a safety risk to the staff and community, the cat will be humanely euthanized. A cat will be humanely euthanized

only after remaining in Animal Control's care for at least a period of time established by County ordinance, unless the cat has been owner-surrendered. An owner-surrendered cat may be euthanized after 24 hours.

- If the cat is exhibiting feral behavior, it will be held for at least the period of time established by County ordinance, and would then be available for placement with a licensed rescue group or humane society. If no rescue group or humane society is found, the cat may be re-evaluated or humanely euthanized.

All animals that pass the behavior assessment will be examined by a licensed veterinarian. If the veterinarian determines the animal has a medical issue that can be treated within Animal Control's \$150 budget, the animal will be treated. If it is over the \$150 budget, the animal may be selected for rescue or humanely euthanized. Also at the discretion of the Director, funds may be used from the Animal Medical Care Fund to provide care for animals over \$150. In determining whether to exceed the \$150 limit, the Director will consider the following: (1) the cost of treatment, (2) the likely prognosis and quality of life of the animal after treatment, (3) the availability of outside funds to pay for the treatment, (4) and any other factors unique to the circumstances. If the veterinarian determines the animal is failing and is untreatable, the animal will be humanely euthanized. Animal Control will not prolong the pain and suffering of an animal.

A veterinarian must spay/neuter, vaccinate for rabies, and examine all animals that have been selected for adoption. Only animals determined to be healthy by the veterinarian, and microchipped by Animal Control will be put up for adoption at Animal Control. Any additional medical care provided must be approved by the Director.

All animals that have been selected for rescue will be spay/neutered, when timing and resources allow. ~~(VCA Aurora spay/neuters Kendall County Animal Control animals at no cost.)~~ All animals will be microchipped. Any additional medical care provided must be approved by the Director. An intact animal will be released to a rescue only upon written assurance that the rescue will spay/neuter the animal within 30 days. 510 ILCS 5/11 (West 2014).

All animals that have been selected for euthanasia will be humanely euthanized by a licensed veterinarian, in compliance with the Humane Euthanasia in Animal Shelters Act. 510 ILCS 72/1 *et seq.* (West 2014), with at least 1 Animal Control staff member present to provide comfort to the animal, unless the animal poses a safety risk or is feral. All animals will be scanned for a microchip a second time to verify no identification was missed prior to euthanasia.

If any behavioral changes are observed by a trained staff member, an animal may be re-evaluated to determine placement. The same procedure will be followed as with the original evaluation.

Placement of an animal may also be redefined based on the space available at the facility. Animal Control must maintain kennel and cage space to be able to intake stray animals. Based on the space available, an animal originally determined to be adoptable may be sent to a licensed rescue group or humane society or humanely euthanized and an animal originally selected for rescue may be humanely euthanized. However, no animal will be humanely euthanized unless it has been in the care of Animal Control for more than the period of time established by County ordinance; unless the animal was owner-surrendered. This determination of placement will be made by the Director.

~~The Director will review the animal population at Animal Control with the County Animal Control Committee Members at the monthly meetings. In this meeting, the Director will identify each animal in Animal Control's care, noting how long the animal has been in the shelter, and the animal has been in the facility for one and a half times longer than the average stay an animal of the same species in the previous year, an explanation as to why the animal has remained in the facility for an extended period of time. Common reasons for animals being at the facility for an extended period of time include, but are not limited to, legal holds/court cases, being in heat, pregnancy, nursing, being too young, and injury.~~

The Director will review the animal population at Animal Control with the Economic Development & Administration Committee at the monthly meetings. In this meeting, the Director will identify any trends at the local, regional, and national level regarding shelter animals as well as answer any questions.

VIII. RECLAIM/RESCUE/ADOPTION

Policy

The owner of an impounded animal may reclaim the animal given they complete the appropriate forms, provide proof of ownership, and pay the reclaim fees. The reclaim fees are set by County Ordinance. The owner must go through the reclaim process. The owner or anyone who resides at the same address as the owner may not adopt the animal.

Any rescue organization must provide a copy of their IL Department of Agriculture license (if they are based in Illinois), or provide a copy of their 501c3 (if they are based out of state) before the animal can be transferred to their organization. 510 ILCS 5/11 (West 2014).

Anyone interested in adopting must fill out an adoption application and meet the adoption requirements, identified in the adoption section that follows, in order to be approved. Once an application is completed, the animal the applicant is interested in may be put on hold until the end of next business day. An animal cannot be put on hold without a completed application. Adoptable animals are first come, first serve and applications will be processed in the order that they are received by staff. If an animal is already on hold, additional applications may be filled out with no more than three applications per animal. Each additional application will hold the animal until the end of the next business day from whence the previous application expires. Payment must be received at the time of adoption. Payment will not be accepted ahead of time nor will payment allow someone to pick the animal up at a later date.

As required by section 11 of the Animal Control Act, no animal will be released to a new owner through adoption or transferred to an animal rescue without first being spayed/neutered and microchipped, For transferred animals only, however, Animal Control may transfer an intact animal if it has received a written agreement wherein the rescue has promised to have these procedures performed within 30 days. 510 ILCS 5/11 (West 2013).

Procedure

Reclaim

(Portions of this reclamation procedure will not take effect until approved by County ordinance. Prior to the ordinance being approved, animal reclamation will be governed solely by the statutory procedure identified in the Animal Control Act. 510 ILCS 5/10 (West 2014)).

An owner that is reclaiming an animal must provide proof of ownership (i.e. medical records, a picture, etc.) to insure they are the rightful owner. The owner must fill out and sign the reclaim form. The staff will make a copy of the resident's driver's license or state ID. The owner will need to provide proof of residency if their ID does not list their current address. When reclaiming a dog, the owner must provide a current rabies tag or rabies certificate to show that their dog is

current on its rabies vaccine. The owner will also be responsible for the public safety fine and the impound fee, as required under the Animal Control Act. 510 ILCS 5/10 (West 2014).

If it is a first time offense, and the owner cannot provide proof of vaccination at the time of the reclaim, the owner must pay a deposit in addition to the reclaim fees. If it is beyond a first offense, and the owner cannot provide proof at the time of the reclaim, the owner must pay higher deposit in addition to the reclaim fees. If the owner can provide proof within 5 business days, the owner will get their deposit back. After the 5 business days has lapsed, if no proof of rabies vaccination has been provided, the money will be deposited and not returned to the owner. If the owner resides in Kendall County and the dog does not have a current rabies tag, the owner must purchase a tag at the time of the reclaim or when they provide proof of vaccination.

If it is a second time impound and the animal is intact, the owner must pay a spay/neuter deposit in addition to any other fees. If the owner gets the animal spay/neutered within 30 days, they will get their deposit back. After the 30 days has lapsed, if no proof that the animal has been spay/neutered has been provided, the money will be deposited and not returned to the owner.

If it is a third time impoundment and the animal is intact, the animal will be spay/neutered prior to the owner reclaiming the animal. The owner will be responsible to pay the total cost for the animal to be spay/neutered in addition to the reclaim fee.

Boarding fees will be charged per day starting after the animal has been at Animal Control for one full day. For example if an animal is brought in at 9 am and is reclaimed the same day, the owner will not be charged for boarding. However if the owner does not come until the following day, they will be charged for 1 day of boarding. If the animal is brought in afterhours and the owner reclaims the next day, they will not be charged for boarding. However if the owner does come until the day after that, they will be charged for 1 day of boarding.

All animals without a microchip will be microchipped upon reclaim before leaving Animal Control. Owners will receive a copy of the microchip information as well as a copy of vaccines and any medical care provided to their animal while under the care of Animal Control.

Owners will be allowed to reclaim their animals Monday – Saturday during hours of operation.

Monday – Friday: 8:30 am – 5:30 pm

Saturday: 8 am – 2:00 pm

Rescue

If an animal is not reclaimed within the period of time established by County Ordinance, it may be transferred to licensed rescues. Owner-surrendered animals can be transferred after 24 hours. All transfers are at the discretion of the Animal Control staff with final approval by the Director. Animal Control will disclose and provide copies of any information they have in relation to the animal to the licensed rescue including medical information, temperament testing results, and when applicable the background profile completed by the owner, with the exception of the previous owner's name and contact information. A representative from a licensed rescue must fill out and sign the transfer agreement, including the waiver of liability portion of the agreement. Once the transfer agreement form is complete, the animal is the property of the licensed rescue and no longer property of Animal Control.

Adoption

Adoptions will be conducted during viewing hours only, unless approved by the director.

Monday – Tuesday: 10:30 am – 12:30 pm, 1:30 – 4:30 pm

Thursday - Friday: 10:30 am – 12:30 pm, 1:30 – 4:30 pm

Saturday: 9:30 am – 1:30 pm

All animals presented for adoption, and permitted to have contact with the public, must be spay/neutered, and microchipped, and must have undergone a behavior assessment by trained staff. Volunteer involvement in the adoption process is limited to providing general information. Volunteers are not permitted to speak on behalf of Animal Control.

The primary goal for the staff is to counsel people in order to facilitate an appropriate adoption match for the new owner and animal. The staff will educate the adopter about the species and breed as well as provide information on that specific animal's care.

If someone is interested in adopting, they must fill out and sign the appropriate (dog or cat) adoption application. The staff will make a copy of the applicant's driver's license or state ID. The applicant will need to provide proof of residency if their ID does not list their current address. Trained staff will then sit down with the applicant and review the application for approval.

The questions on the application are not yes or no but rather conversational with the intent of discussing the answers provided and educating the applicant when necessary. Again the purpose is to insure the applicant is informed and willing to use their knowledge to have the addition of an animal be a successful one. Animal Control's goal is to place animals into forever homes.

Minimum requirements for adoption are as follows:

- 18 years old or older
- Provide proof of residency (Animal Control may check the tax assessor's website to confirm this.)
- Landlord approval in writing
- Everyone in the household must meet the animal
- Dogs and cats in the home must be up to date on their vaccines and yearly exam
- No household member is listed on our do not adopt list (reasons include lying on previous adoption application, relinquishing multiple animals, convicted of animal neglect/abuse, etc.)
- The animal is being adopted as part of the family, not for strictly utilitarian purposes (i.e. guard dog for a business, mouser for a barn)
- The animal is primarily indoors and will not be allowed to roam free
- If adopting a dog, any resident dogs must come to the shelter to do a dog to dog introduction. The introduction must be deemed successful by Animal Control staff before the dog may be adopted.

Dog to Dog Introduction Procedure

Kendall County Animal Control trained staff conducts dog to dog introductions by industry standards of introducing the resident dog to the adoption dog in a controlled environment on neutral territory. *All pet owners must sign a waiver of liability before the dog to dog introduction is commenced.*

1. A minimum of two trained Animal Control staff members must be present.
2. The shelter dog and resident dog will both be on leash, walked by two different staff members, side by side. (A straight on greeting can be confrontational for dogs.) Staff will observe both dogs' body language to determine the comfort level of each dog.
3. If staff is comfortable with the dogs' interactions, the dogs will be moved into the fenced in play area. At this time staff will allow one dog, the less reactive dog, to be unleashed (or the leash may simply be let go). Staff will observe both dogs' body language to determine the comfort level of each dog.
4. If the staff feels it is safe to proceed, both dogs will be taken off leash while in the fenced in play area and the dogs' body language will be observed.
5. The staff will provide feedback to the potential adopter based on the behavior observed by both dogs. They may determine that the dogs are a great match and the adoption can proceed. They may determine there are some minor concerns but the adoption may proceed as long as the potential adopter understands these concerns and how to manage them. The staff may also determine that this is not a good match and thus the adoption for this specific dog is declined. This does not mean that they may not adopt a different dog.
6. If the staff feels at anytime that the safety of either dog, or the people participating, is in question, the dog to dog introduction will be stopped immediately. No dog will be adopted out into a home when the dog to dog introduction procedure could not be completed.

7. If the potential adopter has more than one dog, the adoption dog will go through the process one dog at a time.

Animal Control does not perform dog to cat introductions, nor cat to cat introduction. A cat's social structure is very different than that of a dog. Thus it is difficult to get an accurate reading by placing a cat in a room with a new animal. Staff will counsel people on how to appropriately introduce a new cat into their household.

Someone who lives out of the area may adopt as long as they meet the adoption requirements. Once an adoption application has been completed, the animal applied for may be put on hold until the end of the next business day. If the applicant does not fulfill the requirements or return to complete the adoption, the animal will go back to being open for adoption. In the event there is another application on that animal, the animal will then be on hold for that applicant until the end of the next business day. A maximum of three applications per animal will be accepted. Holds will not be extended past the end of the next business day.

An adoption application may be turned down at the discretion of the Animal Control staff. An application may be turned down because that particular animal is not a good fit (i.e. is nervous around the children, causes an allergic reaction, etc.) but another animal could be suitable or the application may be turned down completely (i.e. lies on the application, is over the animal limit for where they live, etc.). If the application is turned down as to the particular animal, the individual need not complete a new application if he or she wishes to adopt a different animal.

Once the adoption application has been completely approved, the adopter will then fill out and sign the Animal Adoption Contract and sign the Voluntary Release/Waiver. The adopter will also read and sign the Health Record for the animal. The adopter will receive a copy of the signed adoption agreement, the signed medical sheet, any additional medical information, and microchip information, ~~and a list of veterinarians that provide a free first exam for animals adopted from Animal Control.~~ The adopter must then pay the appropriate adoption fee set by County ordinance.

Once the adoption is completed, the animal becomes the property of the adopter and no longer property of Animal Control.

Kendall County Animal Control does everything in its power to evaluate the animals in their care and place them in appropriate homes. However in the case an animal is returned, the following policy applies:

- Animals adopted from Kendall County Animal Control may be returned to Kendall County Animal Control.
- No adoption fees will be refunded.

- If the animal is returned after 72 hours from time of adoption, the owner will be charged the owner relinquishment fee.
- If the animal is returned within 72 hours from time of adoption due to severe medical or behavior issues, at the discretion of the Director, the adopter may be issued a certificate of adoption. The adopter may use the certificate for the adoption of another animal from the facility within a 3 month period. No adoption fee will be refunded.

IX. FEES/CASH DRAWER/DEPOSIT

Policy

Deposits will be handled daily by the Office Manager.

Animal Control is a primarily, self-sufficient County department and does not receive any direct tax money as part of its annual budget. Animal Control's main source of revenue is rabies tag registration. As such, Animal Control has limited resources with which to conduct its business.

All Animal Control fees are set by the Kendall County Board and the State of Illinois. These fees are non-negotiable. All fees will be collected upon service.

Procedure

At the beginning of the day, the cash drawer will be counted by the office manager. The transactions will be totaled from the previous business day and placed in a weekly deposit envelope. ~~one for each day.~~ Deposit envelopes will be taken to the Treasurer's Office once weekly on Thursdays. on the first and last business day of the week.

All transactions will be entered into the software and placed in the cash drawer. A copy of the receipt will be given or mailed to the customer.

At the end of the day, the cash drawer will be counted. All cash and checks will be placed into the safe.

X. RABIES CERTIFICATES AND REGISTRATION

Policy

Rabies vaccinations and registration (rabies tag) are required in Kendall County for dogs 4 months and up. If a dog cannot have a rabies vaccination due to health reasons, Kendall County Animal Control must receive a signed letter from a licensed veterinarian stating the dog's condition and why they cannot receive the vaccine. 510 ILCS 5/8.

Kendall County Animal Control strongly recommends any cat 4 months of age or older to also receive a rabies vaccine as a matter of public safety as well as for the animal's health. All cats in the care of Animal Control are vaccinated against rabies.

Veterinary Hospitals and Clinics that purchase Kendall County tags must complete an order form to receive tags. The order will be processed within 3 business days. Once the order has been processed they will receive their tags and an invoice. They will have 30 days to pay the balance. Kendall County Animal Control may halt the sale of rabies tags to a hospital or clinic if their account is past due. All hospitals and clinics must submit their clients' rabies certificates to Kendall County Animal Control at minimum once a month

Procedure

Anyone who does not receive a rabies tag from their vet hospital or client must purchase one from Kendall County Animal Control. They may do so by bringing a copy of their rabies certificate and payment any time during public hours or by mailing a copy of their rabies certificate and a check to Animal Control.

Upon receiving rabies certificates that do not list a rabies tag, Kendall County Animal Control will mail letters to residents reminding them that they are required to purchase a rabies tag for their dog and will have 7 days to do so. Animal Control will forward the information of people who do not comply to the State's Attorney's office.

Upon receiving rabies certificates that do list a rabies tag, staff or volunteers will enter the information into the computer database. The certificate will then be filed by tag number.

XI. ANIMAL BITES

Policy

Kendall County Animal Control monitors any animal bite to a human that occurs in Kendall County. *See* 510 ILCS 5/13. The role of Kendall County Animal Control in cases of bites is not to establish blame but rather ensure rabies control as well as public health and safety.

Medical care providers are required by law to submit a bite report to Kendall County Animal Control any time a patient is seen for a bite by an animal that occurs in Kendall County. *Id.*

Procedure

When a bite report is received, Kendall County Animal Control will contact the victim and owner of the animal (when applicable) to get statements as to what led up to the bite, the location and severity of the injury, and any critical details.

When an owner is identified and the biting animal is a dog or cat, Animal Control will verify whether or not the animal had a current rabies vaccine at the time of the bite. Animal Control will also check its database to determine whether the animal has a bite history.

If the animal was current it will need to be examined by a licensed veterinarian within 24 hours. The animal must then be on 10 day home confinement which means the animal must be supervised by an adult and contained on leash or fence when it goes outside. Interaction with the public during this time should be avoided. The animal will return to the veterinarian at the end of the 10 days to be examined, determined to be free of disease, and microchipped if has not been already, at the expense of the owner.

If the animal was not current it will need to be placed into 10 day confinement within 24 hours at a licensed veterinarian hospital or clinic, or Animal Control (if space allows). At the end of the confinement period, the animal will need to be examined and determined to be free of disease by the veterinarian, inoculated against rabies, if eligible, and microchipped if has not been already, at the expense of the owner.

If the owner chooses, they may have the animal euthanized prior to the 10 day period by a licensed veterinarian and have a specimen sent into the state lab to insure the animal is free of rabies. However, the owner cannot “conceal the whereabouts, euthanize, sell, give away, or otherwise dispose of” the animal until it has been released by the Animal Control Administrator. 510 ILCS 5/13 (a)

Upon completion of the confinement, the veterinarian will submit their findings to Animal Control. Animal Control shall notify the person who was bitten and, in the case of confirmed rabies in the

animal, the attending physician or responsible health agency advising of the clinical condition of the animal.

Bite reports and results will be entered into the computer database and paper copies will be filed by month and year.

Based on the severity and circumstances of the bite, as well as the frequency of bite incidents for that dog, Animal Control and the Veterinarian Administrator may determine the dog to be dangerous or vicious per 510 ILCS 5/15–15.4. Animal Control and the Veterinarian Administrator may present this determination to the court for disposition. The court will order the appropriate disposition, which may include euthanasia.

If Animal Control is confronted with circumstances that indicate an animal has been bitten by a rabid animal, it will follow the procedure identified in the Illinois Administrative Code. 8 Ill. Adm. Code 30.130 (1983).

When a person is bit by a police dog or a search and rescue dog, and the dog is currently vaccinated against rabies, the dog may continue to perform its duties during the period of observation consistent with the statutory requirements of the Animal Control Act. 510 ILCS 5/13 (b)-(c).

XII. PUBLIC RELATIONS

Policy

Animal Control will take a proactive approach with public relations.

The Director is the main point of contact for the media. No one may make statements to the media that may be viewed as representative of the opinions and policies of Kendall County Animal Control without prior approval by the Director.

Animal Control does not comment on circumstances relating to potential or pending litigation or potential or pending investigations. All such questions will be referred to the Kendall County State's Attorney's Office.

Procedure

The Director will regularly send press releases to the media about different Animal Control events and animals, as well as animal related topics.

Animal Control will participate in off-site adoption events and community events as frequently as possible. When feasible, Animal Control will obtain a waiver of liability from the event host.

The Director will actively seek other ways to promote the animals and the organization including but not limited to Pet of the Week submissions to the newspaper and Pet of the Month County wide emails.

Any questions or inquiries from the media will be directed to the Animal Control Director.

Animal Control will create a monthly newsletter that is posted on Kendall County's webpage and emailed to the volunteers and County Board.

Animal Control should conduct a microchipping clinic for companion animals of County residents at least once a year, in accordance with, and as required by the Animal Control Act. 510 ILCS 5/16.5 (West 2014).

XIII. HUMANE EDUCATION/COMMUNITY OUTREACH/WEBSITE

Policy

Kendall County Animal Control will actively provide humane education programs for the community.

Kendall County Animal Control will provide support to the Kendall County community by providing information on their website and onsite for low cost vaccine and spay/neuter clinics, pet food pantries, wildlife, pet friendly housing, and other resources as needed.

Kendall County Animal Control will provide free spay/neuter to qualifying low income Kendall County residents.

The Kendall County Animal Control website will be reviewed and updated regularly in order to provide the most current information possible. Kendall County [Animal Control's adoptable pet listings \(Petfinder, Adopt A Pet, etc.\) will be updated at least daily to reflect the most up to date information possible.](#) ~~Petfinder webpage will be updated at least once a week.~~

Procedure

Kendall County Animal Control will actively promote humane education programs throughout the community. The Director or other trained staff or volunteers will provide education programs to a variety of audiences including students, scouts, community groups, and law enforcement upon request. *See* section II for training requirements.

Kendall County Animal Control Low Income Spay/Neuter Program

Program Overview

All participants must go through Kendall County Animal Control in order to qualify. Once approved through Kendall County Animal Control, the client will receive a spay/neuter certificate. The client will then set up an appointment with a participating veterinarian. All participating veterinarians are nongovernmental organizations, operating independently from Kendall County Animal Control. The veterinarians are not acting as employees or agents of Kendall County when performing these procedures.

Program Funding

Funding for this program is from revenue collected according to the Illinois Public Health and Safety Animal Population Control Act (aka Anna's Law). 510 ILCS 92/1 (West 2014). The program will be limited by the available funding on an annual basis, and available on a first come, first serve basis.

Qualifications

Participants must reside in Kendall County. Clients will need to provide proof of eligibility by showing either a LINK card or a letter of benefits as well as provide a photo ID and proof of residency within Kendall County. Clients must provide proof that their dog or cat is current on its rabies vaccine and such documentation must be in the current owner’s name to provide proof of ownership.

Animal Health

The dog or cat must be current on its rabies vaccine in order to be spay/neutered. The pet must also be in good health the day of surgery. The participating veterinarian will give a basic exam prior to the spay/neuter and may postpone or cancel the spay/neuter if the animal is deemed in poor health or unfit for surgery.

Participating Veterinarians

Countryside Veterinary Clinic
601 Center Parkway Dr
Yorkville, IL 60560
630-553-7434

INTERNAL ONLY

Countryside Vet Clinic will charge the following to Kendall County:

Cat Neuter: \$55	Dog Neuter: \$125
Cat Spay: \$110	Dog Spay: \$140

The client will sign the pet release forms at the vet clinic. If they want pain medication or additional services included with the surgery, the client will pay the vet clinic for said services.

Countryside Vet Clinic will create a separate billing statement for the low income program. There will be an invoice for each client which will include their certificate number, last name, and pet’s name.

XIV. VOLUNTEER PROGRAM

Policy

Anyone interested in volunteering for Kendall County Animal Control must be 18 years of age or older and willing to commit to a minimum of 4 hours per month. This volunteer program is not for those needing to complete community service hours.

All volunteers must abide by the volunteer policies and guidelines that are provided in the volunteer application and covered in detail at volunteer orientation. Failure to do so may result in dismissal from the program.

The Director shall present the Volunteer of the Month Award to a minimum of 1 volunteer a month.

Animal Control will host a volunteer appreciation party at least once per year.

Procedure

People who are interested in volunteering must complete a volunteer application, sign the Acknowledgment and Waiver of Liability, and attend an orientation before they can start volunteering. *All volunteers that interact with the public or have access to secured portions of the County buildings must undergo a background check prior to commencing any such volunteer services.* Volunteer orientations are held once a month. Upon completion of the volunteer application, orientation and applicable background check, volunteering can be done anytime within the volunteer hours.

Volunteer hours are as follows:

Monday – Friday: 9:30 am – 12:30 pm, 1:30 pm – 4:30 pm
Saturday: 8:30 am – 1:30 pm Sunday: No Volunteer Hours
Government Holidays: 9:30 am – 12:30 pm

The first time someone comes to the shelter, a staff member will give them a tour of the shelter, once again go over procedures, and emphasize which areas are for volunteers and which areas are for staff only. Staff will also provide hands on training including, but not limited to, animal behavior, proper animal handling, and cleaning protocols.

Volunteers must sign-in and put on a volunteer name badge when they arrive at the shelter. They must document the tasks performed and sum the hours that they were volunteering before they leave, as well as take off and return their volunteer badge.

Volunteers start with level 1 duties. They may move up to level 2 duties after completing 12 hours of volunteering and receiving additional training in the specific in which they wish to volunteer.

Level 1 duties include the following: (1) general cleaning, (2) photography, (3) clerical work, (4) cat socialization, (5) cat care and cleaning, (6) dishes, (7) dog walking, (8) dog care and cleaning, and (9) landscaping.

Level 2 duties include the following: (1) adoption events, (2) foster care, (3) special events, (4) humane education, (5) dog training, and (6) limited, supervised, public relations.

Volunteers are only permitted to interact with animals that have undergone a behavior assessment and have been approved for adoption. The only exception to this requirement is that a level 2 volunteer, participating in the foster care program may interact with an animal he or she has agreed to foster, regardless of whether that animal has been approved for adoption. All animals will receive a behavior assessment prior to interacting with a foster volunteer.

Kendall County Animal Control will operate its foster volunteer program in compliance with the Animal Welfare Act and any associated regulations. 225 ILCS 605/3.2 (West 2014). Foster volunteers will be responsible for fees for obtaining a foster permit.

Volunteers are instructed to discuss any concerns about the animals or ask questions with staff members. Communication is vital between volunteers and staff.

XV. NOTIFICATION/ONSITE INCIDENTS

Policy

The Kendall County Sheriff will be notified and their assistance will be requested at Animal Control anytime staff feels threatened to insure that order and safety is maintained.

The State's Attorney's office, the County Administrator, Economic Development & Administration Committee Chair, ~~Animal Control Committee Chair~~, and the Human Resources ~~Director~~ Coordinator will be notified within 48 hours or by the next business day, if the incident occurred on the weekend, anytime there is injury to staff, volunteers, or the general public, while at the Animal Control facility or while conducting Animal Control business.

Procedure

Animal Control staff will call KenCom and request the Kendall County Sheriff's Office to come to Animal Control anytime they feel threatened and feel they need assistance in maintaining order and safety. Any staff member involved with this type of incident will write a summation of the occurrence in their own words and submit it to the Director within 48 hours or by the next business day if the incident occurred on the weekend. The Kendall County State's Attorney's Office, County Administrator, and Economic Development & Administration Committee Chair, ~~Animal Control Committee Chair~~ will be promptly notified whenever the Sheriff's assistance is requested at Animal Control for this purpose.

Animal Control staff will have the appropriate forms filled out by the injured party as well as by any witnesses within 48 hours or by the next business day, if the incident occurred on the weekend, when there is an injury onsite or offsite while conducting Animal Control business. Animal Control staff will also complete the Incident Checklist and all staff-completed forms within the same period of time. All forms will be given to the Director who will review them and then make copies of the information and promptly send them to the Kendall County State's Attorney's Office, the County Administrator, Economic Development & Administration Committee Chair, ~~Animal Control Committee Chair~~, and the Human Resources Director ~~Coordinator~~. A copy of the incident will also be kept at Animal Control.

XVI RABIES QUARANTINE PROGRAM

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Policy

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Kendall County Animal Control receives bite reports from local Police Departments, and medical facilities amongst other sources with varying frequency. It is the responsibility of Kendall County Animal Control to monitor any animal bite to a human that occurs within Kendall County. See 510 ILCS 5/13 (West 2014). Owners may complete a 10 day Rabies Quarantine at a vet hospital of their choice. Kendall County Animal Control may hold cats and dogs who have bitten a human for a 10 day Rabies Quarantine, after the bite occurs and if the animal is not current on a Rabies vaccine. A Rabies Quarantine can only occur at Animal Control if space in contactless kennels and staffing allows. Quarantine space availability varies and is not guaranteed. Rabies Quarantines are on a first come, first serve basis, with discretion on each bite case by the Director and ACO. Animal Control can accommodate up to two dogs, and two cat Rabies Observation impounds simultaneously if the contactless kennel space and staffing allows.

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A 10 day Rabies Observation price for Kendall County residents is \$775 (for both dogs and cats) This price includes the following...

- Rabies exam by a veterinarian (day one, and day ten)
- Ten days of boarding during the impound period.
- Microchip (if applicable)
- Rabies vaccination update (3 year can be chosen if eligible)
- State required \$25 Public Safety Fine (Animal Control Fund)
- Transportation to and from any applicable veterinary visits.

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Procedure

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When an owner is identified and the biting animal is a dog or cat, Animal Control will verify whether or not the animal had a current rabies at the time of the bite. Animal Control will also check its database to determine if the animal has a bite history.

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If the animal is not current it will go into 10 day confinement at a licensed veterinary hospital or clinic, or Animal Control (if space allows). If the animal is going to be confined at Animal Control, the confinement will be scheduled by Animal Control staff according to space and staffing. When scheduling, employees will not schedule more than two dogs, and two cats at any given time as contactless kennel space allows. If Animal Control is full, and cannot accommodate the animal for confinement, the owner will still need to confine the pet for a 10 day Rabies Quarantine with a licensed veterinary hospital. If Animal Control has availability, the animal will be scheduled for drop off. Upon drop off, the owner of the animal must sign and complete any and all applicable forms and waivers for the stay. The owner will also pay for the entirety of the Rabies Quarantine

up front, at drop off. Payment methods accepted for a Rabies Quarantine will be cash or card only. Animal Control will not accept check payment for Rabies Quarantine stays. After being dropped off, the animal will then be transported to a veterinarian for a day one exam, where the pet will also be scanned for the presence of a microchip. The veterinarian attending to the animal will complete the Rabies Observation form for day one. The pet will then be immediately transported back to Kendall County Animal Control and placed in a contactless kennel. The pet will be monitored visually by staff for general well-being and any signs or symptoms of Rabies. If the animal under observation shows signs or symptoms of rabies, the Veterinary Administrator, owner of the biting animal, and victim shall all be informed immediately. Any other animals not currently inoculated for rabies, that have been in direct contact with the biting animal would then be required to quarantine for no less than 10 days See 510 ILCS 5/12 (West 2014). If no signs or symptoms of rabies are observed, prior to day ten, the animal will be transported back to a veterinarian for a day ten exam, where the veterinarian will complete the Rabies Observation form for Animal Control staff. If the pet did not have a previously implanted microchip, the pet shall be microchipped at this time. If the veterinarian determines the animal to be free of disease at that time, the animal may be Rabies vaccinated and released back to Animal Control for pick up by its owner.

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If the owner decides to surrender the pet to Animal Control after the quarantine hold, an owner surrender fee of \$50 would apply. Owner surrender paperwork/Animal Background Information Form. Next, the animal will be evaluated, and it will be determined by ACO and Director if the animal can be transferred to another animal shelter or rescue facility, or if they will be euthanized at that time.

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Kendall County Economic Development Commission
Loan Status
4/31/2023

Account Name	Last Pymt	A Monthly Payment		Interest Rate	B Total Paid		D Principal Balance	E Bank Totals	
	Loan Date	Principal	Interest		Principal	Interest		Interest Earned	Bank Balance includes I earned
Surplus - EDC BB #815-535								438,586.86	970,461.50
<u>Law Office Corporation</u>									
Payment: #86	4/3/2023	104.34			0.00	104.34			
Loan Status: Midland State Bank	3/11/2015	450.56							
		120,000.00							
		120,450.56	1.50%		33,258.08	10,811.36	87,192.48	118.89	44,188.33
<u>Lucky's Beef N Dogs</u>									
Payment: #42	3/31/2023	225.00			162.41	62.59			
Loan Status: BB 286	5/23/2017	32,086.20	2.90%		6,673.39	3,001.61	25,412.81		11,566.96
<u>Grace Holistic Center for Education</u>									
Payment: #25	4/28/2023	1,332.63			1,133.01	199.62			
Loan Status: Midland State Bank	5/1/2021	100,000.00	3.25%		27,425.81	5,889.94	72,574.19	23.94	33,339.69
<u>Camp Mutty Paws</u>									
Payment: #11	4/11/2023	727.10			619.96	140.04			
Loan Status: Midland State Bank	5/1/2022	54,100.00	3.50%		6,706.16	1,639.34	47,393.84	3.10	8,348.60
Montgomery									750,000.00
Total Loan Statuses		306,636.76			74,063.44	21,342.25	232,573.32	438,705.75	1,817,905.08

Total Assets (D +E) 2,050,478.40