


Commission on Animal Care & Control	<b>General Order : #006</b>
<b>Subject: Kennel Manager/ Responsibilities</b>	Date Issued: 07-17-02 Manager's Approval: 

The Kennel Manager of the Commission on Animal Care and Control shall be responsible to the Operations Manager. He/She shall be responsible for the humane care of animals impounded at the Animal Care and Control Center.

1. GENERAL RESPONSIBILITIES

- A. Responsible for the pavilion supervisory staff and subordinate staff in the daily pavilion operations including but not limited to cleaning, feeding and general care of animals.
- B. Ensures the constant humane care of animals impounded.
- C. Requests medical assessments of animals impounded as needed.
- D. Determines the humane euthanasia of animals:
  - 1. Sick and/or injured
  - 2. Animals impounded beyond time limits as required by law that do not meet adoption criteria.
- E. Determines the disposition of shelter animals, making recommendations for euthanasia or adoption based upon behavioral screening and other necessary criteria.
- F. Oversees the training of new staff in euthanasia by injection.
- G. Schedules and facilitates the transfer of animals to state licensed facilities as needed.
- H. Organize breed rescue adoptions or releases as needed.
- I. The Kennel Manager shall be responsible for the proper training and supervision of personnel assigned under his/her authority as per organization flow chart