

1 MARCH 1999



Security

CONTROL OF ANIMALS ON TRAVIS AFB

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

NOTICE: This publication is available digitally on the AFDPO/PP WWW site at:
<http://afpubs.hq.af.mil>

OPR: 60 SFS/SFOS (MSgt Daryl J. Seeman)

Certified by: 60 SFS/CC
(Lt Col William D. Sellers)

Supersedes TAFBI 31-102, 4 Apr 97

Pages: 10
Distribution: F

This instruction implements AFD 31-2, *Law Enforcement*. It establishes procedures, sets forth policies, outlines responsibilities, and prescribes enforcement procedures for the control of animals within the confines of Travis AFB, CA. This instruction pertains to all 60th Air Mobility Wing and tenant units, as well as all personnel residing in base quarters.

SUMMARY OF REVISIONS

This revision incorporates the Humane Animal Services into the Travis animal control program and changes procedures on the removal of pets from the installation. This revision establishes administrative hearing procedures and an appeal process for animals deemed dangerous or a nuisance to the Travis community.

1. POLICY:

1.1. Wild animals on Travis AFB will be allowed to live and roam free without harm or harassment unless they pose a direct threat to people or hamper mission accomplishment.

1.1.1. Where possible, any wild animal posing a threat to people or hampering the wing's mission will be caught by Humane Animal Services (HAS) or the Department of Fish and Game. Request for this service is through the Security Forces Control Center (SFCC).

1.2. Only domesticated pets (dogs, cats, hamsters, guinea pigs, rabbits, and caged birds), non-carnivorous fish, and small (less than 12 inches), non-aggressive and non-poisonous reptiles may be quartered on Travis AFB without written permission from 60th Support Group Commander (60 SPTG/CC) or designated representative.

1.2.1. Dogs and cats four months or older will be registered within 10 days after acquisition or within 10 days after assignment to government quarters. Registration will be accomplished in accordance with paragraph 4.

1.2.2. All dogs and cats must wear a Travis AFB rabies tag and collar while on base.

1.2.3. All pets will be kept enclosed, penned, chained, or leashed while on base and will not be permitted to run loose. Leashes will not exceed eight-feet in length. All pets will be on a leash when they are walked. Devices (i.e., chain or rope) used to secure a pet outdoors will not exceed ten-feet in length. Pets will only be secured in the owner's yard.

1.2.4. Except for fish, no pets are permitted within dormitories or any other building where personnel are billeted in close proximity. Additionally, pets are not permitted within offices, chapels, theaters, base exchanges, commissary, clubs, or other buildings utilized for public gatherings, food preparation, or storage. Only daily visitation animals authorized by school officials will be allowed on school premises.

1.2.5. Dogs and/or cats will be limited to a total of two animals per house. Approval for more than the allowed number of dogs and cats may be obtained by submitting a request to 60th Civil Engineering Squadron Housing Flight, Chief, (60 CES/CEH), describing breed of animal or animals you wish to have in the quarters.

1.3. No boarding, grooming or commercial breeding enterprises are permitted on base. Infrequent, noncommercial breeding of a family pet is permitted, but the pet owner must not exceed two pets per household limitation for longer than sixty days.

2. EXCEPTIONS:

2.1. This instruction does not apply to Military Working Dogs, Guide Dogs, or Base Equestrian Center.

3. RESPONSIBILITIES:

3.1. Chief, Security Forces (60 SPTG/SF) will:

3.1.1. Investigate animal attacks, bites and scratch incidents reported directly to the Security Forces Control Center or David Grant Medical Center.

3.1.2. Designate SFCC as the sole point of contact for contacting the Humane Animal Services (HAS) in accordance with the Base Service Agreement.

3.1.2.1. Have HAS respond to reports of stray or dangerous domestic animals.

3.1.2.2. Have HAS respond to reports of wild animals posing a threat to the public or operations.

3.1.2.3. Notify HAS to respond to reports of dead domestic or wild animals.

3.1.3. Respond to reports of stray domestic animals during hours that the HAS is not available, or anytime there is a threat to public safety.

3.1.4. Make a blotter entry on all stray animals.

3.1.5. Prepare a police report on all reports of animal bites or other violations of this instruction when the owner of the animal is known.

3.1.6. Transport any domestic animals that will not be picked up by HAS to the Solano County Animal Shelter.

3.2. Base Veterinarian (60 MDG/SGV) will :

3.2.1. Issue rabies certificates and tags in accordance with this instruction and maintain records of issuance.

3.2.2. Prepare a monthly listing containing rabies tag numbers; names and addresses of registered owners; type of animal; and expiration date of immunization of all issued rabies tags. Forward a copy of listing to the NCOIC of Installation Security (60 SFS/SFOS) and the Housing Office (60 CES/CEH).

3.2.3. Respond and determine disposition of injured or diseased animals.

3.2.4. Respond and determine disposition of pets that have been reported as being treated inhumanely.

3.2.5. Perform or provide for necessary observations of animals quarantined due to an incident resulting in medical treatment of a person.

3.3. The Base Civil Engineer (60 SPTG/CE) will:

3.3.1. Maintain animal trap cages at Entomology Section and Fire Station #2 and issue cages to base residents to assist in the capture of stray pets.

3.3.2. Maintain a pet nuisance complaint program at the Housing Office for reports of pets running loose, incessant barking, defecating on common or neighbors' grounds, etc., and make recommendations to 60th Support Group Commander for removal of nuisance pets from Travis AFB. Definition of nuisance is provided in paragraph 5.6.

3.3.3. 60 CES/CEH will notify the pet owner of the results of the hearing officer's decision in writing and provide a courtesy copy to Humane Animal Services if the animal was impounded by HAS.

3.3.4. 60 CES/CEH will conduct a follow-up with the pet owner to ensure compliance with the hearing officer's determinations.

3.4. DGMC Emergency Room (60 MDOS/SGOEE) will:

3.4.1. Immediately notify the Security Force Control Center of all on-base incidents involving individuals requesting medical treatment for an animal attack, bite or scratch.

3.4.2. Provide responding Security Force patrols with detailed information about injuries that a patient received from an animal bite or scratch.

3.5. Unit Mascots are the responsibility of the respective unit commander; however, 60th Support Group Commander must approve ownership, care and use of mascots.

3.6. Pet Owners will:

3.6.1. Register their pets in the manner prescribed in paragraph 4.

3.6.2. Maintain current rabies immunization and base registration for their pets.

3.6.3. Clean grounds on which their pets defecate.

3.6.4. Comply with all quarantine rules and instructions issued by base veterinarian. *Note:* Notification by base veterinarian for owner to present the animal to the Veterinarian Clinic at a given time for quarantine and end of quarantine examination constitutes a direct order from 60th Air Mobility Wing Commander (60 AMW/CC).

3.6.5. Provide food, shelter and water for humane existence of their pets, to include proper care and treatment.

3.6.6. Place deceased pets in a plastic bag and take the remains of their deceased animal to Solano County Animal Shelter, on Clay Bank Road, during business hours only. Monday through Friday from 1000 to 1700 and Saturdays from 1000 to 1400. Closed on Sundays and holidays.

3.6.7. Notify base veterinarian when a registered pet is no longer in your possession.

3.6.8. Comply with the hearing officer's determination and orders in accordance with a time schedule established by the hearing officer.

3.7. Base Housing Residents will:

3.7.1. Report pet nuisance, excessive pets at a residence, and pet leashing/chaining/walking/at-large complaints to base Housing Office during normal operating hours.

3.7.2. Report all animal attack bite and scratch incidents to DGMC Emergency Room and Security Forces Control Center.

3.7.3. Since Humane Animal Services will not capture stray cats, it is the housing resident's responsibility to capture stray cats. Cages are available for sign out from base Civil Engineer Entomology Section (Building 905) during duty hours. In emergency cases, cages may be signed out from Fire Station #2 located on First Street and Travis Avenue. Once the stray cat has been captured, transfer it into an enclosed box with dimensions no greater than 2' x 2' since HAS will not be able to give the cage back once they transport the cat.

3.7.3.1. If the cat can't be transferred safely by the housing resident, Security Forces will transport the caged animal to the Solano County Animal Shelter.

3.8. Facility Managers will:

3.8.1. Identify stray pets roaming or living on the ground that the manager is responsible for and notify the SFCC. Since Humane Animal Services will not capture stray cats, it is the facility manager's responsibility to capture stray cats. Cages are available for sign out from the Civil Engineer Entomology Section (Building 905) during duty hours. In emergency cases, cages may be signed out from Fire Station #2 located on First Street and Travis Avenue. Once the stray cat has been captured, transfer it into a box with dimensions no greater than 2' x 2' since HAS will not be able to give the cage back when they transport the cat.

3.8.1.1. If the cat can't be transferred safely by the facility manager, security forces will transport the caged animal to the Solano County Animal Shelter.

4. PROCEDURES:

4.1. In accordance with Air Force Instruction 48-131, *Veterinary Health Services*, if an animal is involved in an incident resulting in someone needing medical treatment at DGMC, the Base Veterinarian and Security Forces will investigate. Privately owned dogs and cats will be confined under obser-

vation by order of Base Veterinarian (Chief, Travis Branch, Veterinary Services) until definite signs of rabies develop or until the animal has been retained in confinement for 10 days from time of incident. Base Veterinarian will determine designated Confinement Area after examination of the animal. Animals showing no clinical signs of rabies may be released from Designated Confinement Area after 10 days from time of incident. Animals developing signs of rabies during the 10-day observation period will be euthanized and appropriate specimens submitted for laboratory examination to Fort Sam Houston, Armed Forces Institute of Pathology.

4.2. Security Forces report will be sent to Base Housing Office and 60th Support Group Commander who will decide on the disposition of the animal.

4.3. Owners must have their pets immunized or show proof of current rabies vaccination of a cat or dog within 10 days after assignment to government quarters. Rabies vaccination is required for pet registration on base.

4.3.1. Rabies vaccination is required for all cats and dogs over sixteen weeks of age. A second immunization is required at one-year of age, and thereafter every three years. Pets need to be registered prior to reaching age of four-months.

4.3.2. Re-registration will be accomplished through base Veterinary Services before the current rabies immunization expires according to requirement in this instruction regardless of expiration date given by a civilian veterinarian.

4.3.3. Registration or re-registration of pets vaccinated at civilian veterinarian clinics is accomplished by providing the original rabies certificate to the Base Veterinarian for verification. The original rabies certificate will be maintained in the pet's record and a DD Form 2208, **Rabies Vaccination Certificate**, will be issued for the pet owner's records.

4.3.4. Owners of cats and dogs will be ordered to remove their pet from the installation after two documented incidents where the dog or cat is identified without current rabies vaccination.

5. DEFINITIONS:

5.1. Abused animal refers to any animal which is:

5.1.1. Mistreated, beaten, tormented or teased.

5.1.2. Deprived of water, food or shelter.

5.1.3. Kept under unsanitary conditions.

5.1.4. Abandoned.

5.2. Dangerous animal means any of the following:

5.2.1. Any animal which, when unprovoked, inflicts injury on or kills a human being.

5.2.2. Any animal which, when unprovoked, engages in aggressive conduct requiring defensive action by any person to avoid bodily injury.

5.2.3. Any animal which has killed or injured a domestic animal.

5.2.4. Trained for fighting or attacking other animals or human beings.

5.3. Enclosure means a fence or structure of at least six feet in height forming or causing an enclosure suitable to prevent the entry of young children and suitable to humanely confine an animal with ade-

quate exercise area, and posted with an appropriate warning sign, in conjunction with other measures which may be taken by the owner of the animal. The enclosure shall be designed in order to prevent the animal from escaping.

5.4. Hearing Officer is designated as the 60 SPTG/CC.

5.5. A “dangerous animal” does not mean any animal in a situation in which it is shown that the person or domestic animal suffering the injury or damage had, at the time of the injury or damage:

5.5.1. Provoked, tormented, teased, abused or assaulted the animal into the alleged behavior.

5.5.2. Committed or attempted to commit a crime.

5.5.3. Threatened or committed an unjustified attack or assault against the owner or person in control of the animal.

5.6. A pet is declared a nuisance whenever it has, by its bodily waste odor, unsanitary condition or habitual howling, yelping, barking or other noise disturbed the comfort, peace or quiet of nearby residents or has caused annoyance or discomfort to a reasonable person of normal sensitivity in the area.

6. BARMENT OF PETS:

6.1. Pets may be barred by the 60th Support Group Commander (60 SPTG/CC) upon an administrative determination that they are a danger or nuisance to the public.

6.1.1. 60 SPTG/CC will conduct an administrative hearing. Based upon the facts, the hearing officer will make a determination as to whether or not a pet is a danger to the public or a nuisance.

6.1.2. Dangerous pets may be ordered removed from the installation at any time or be allowed to remain on the base under the conditions outlined in paragraph 6.4.2.2. of this instruction.

6.1.3. Pets, which are a nuisance, will normally be barred from the installation after two substantiated documented nuisance incidents filed with the Base Housing Office.

6.2. Administrative Hearing Officer will consider the following when determining if an animal is dangerous:

6.2.1. Any previous history of the animal attacking, biting or causing injury to a human being or other domestic animal.

6.2.2. Nature and extent of injuries inflicted and the number of victims involved.

6.2.3. Place where the bite, attack, or injury occurred.

6.2.4. The presence or absence of any provocation for the bite, attack, or injury.

6.2.5. The extent to which property has been damaged or destroyed.

6.2.6. Whether the animal exhibits any aggressive characteristics or unpredictable temperment or behavior in the presence of human beings or other domestic animals.

6.2.7. Whether the animal can be effectively trained or retrained to change its temperment.

6.2.8. Any other relevant evidence regarding the ability of the owner to protect the public safety in the future if the animal is permitted to remain on Travis AFB.

6.3. The administrative hearing officer will consider the following when determining if a pet is a nuisance:

6.3.1. The nature of the alleged behavior.

6.3.2. The number of previous complaints of inappropriate behavior.

6.4. The hearing officer will render a decision and make determination as to the animal's disposition.

6.4.1. The hearing officer will document the results of the hearing, include a deadline for the pet's removal (if necessary), and provide a copy to the Base Housing Office for action. The Housing Office will prepare a letter to the pet's owner for the hearing officer's signature. The letter will include the decision of the hearing officer and disposition instructions. The Housing Office will provide the courtesy copy of the letter to the pet owner's unit commander. In the case of a dangerous animal, the Housing Office will also forward a courtesy copy of the letter to the Humane Animal Service if the animal was impounded by that agency.

6.4.2. Animals deemed to be dangerous may or may not be ordered off the installation.

6.4.2.1. Should a pet owner be ordered to remove his or her pet, they will comply with paragraph 8. of this instruction.

6.4.2.2. Animals deemed to be dangerous may be allowed to remain on the installation providing the owner complies with the administrative hearing officer's control measures. Pet owners will be required, as a condition for the release of the animal from impoundment, to comply with the written disposition of the hearing officer which contains any or all of the following conditions:

6.4.2.2.1. Confinement. To keep the animal securely confined on its premises in a locked enclosure approved by the Housing Office (CES/CEH) from which the animal can not escape and into which children can not trespass. Such a kennel or structure must have secure sides and a secure top attached to the sides. The structure must have a secure bottom or floor attached to the sides of the pen or the sides of the pen must be embedded in the ground no less than two feet. All structures used to confine the animal must be locked with a key or combination lock when such animals are within the structure. All structures erected to house the animal must be approved through 60 CES. These structures must also be adequately lighted, ventilated, and kept in a clean and sanitary condition.

6.4.2.2.2. Confinement while on a leash. To keep the animal securely muzzled, restrained by a leash not to exceed eight feet and under the control of a responsible person eighteen years of age or older who is physically capable of restraining the animal when the animal is not contained in a locked, secure enclosure.

6.4.2.2.3. Spay or neuter the animal. To have the animal spayed or neutered by a licensed veterinarian and to present proof to the base veterinarian.

6.4.2.2.4. Notification. To immediately inform anyone who comes onto the property of the animal's dangerousness; i.e., postmaster, housing maintenance, etc.

6.4.2.2.5. Signs. To display in a prominent place on the premises a sign easily readable by the public using the words "Beware of Dog" or "Beware of Animal" in letters at least three inches high.

6.4.2.2.6. Numbers and tattoo. To have a registration number assigned to such animal tattooed by a licensed veterinarian on the animals' inner thigh or inserted by a licensed veterinarian under the animals' skin by means of an electronic identification device. For the purpose of this section, "tattoo" shall be defined as any permanent numbering of an animal by means of indelible or permanent ink.

6.4.2.2.7. Other. To take any other steps deemed reasonably necessary to prevent injuries to the public.

6.4.2.2.8. If the subject animal is found to be dangerous and such a threat to public safety that even if reasonable conditions were imposed to release the animal to the owner it would create a significant threat to the public health, safety, or welfare, such animal may be destroyed.

6.4.2.2.9. Any or all conditions imposed on the pet owner will be paid for by the pet owner.

6.5. Unit commanders of pet owners whose pets have been deemed dangerous will ensure the owner complies with the disposition instructions of the administrative hearing officer.

7. APPEAL:

7.1. Any person whose pet is determined to be dangerous or a nuisance under this instruction may submit a written appeal through his or her unit commander to 60th Support Group Commander within seventy hours after receipt of the hearing officer's written decision. If the animal is in quarantine, this appeal must be submitted before the animal in question is released. At the 60th Support Group Commander's discretion, the pet may be allowed to remain on base during the appeal process. Failure to submit a written appeal within such time period shall constitute a waiver by the owner of the right to appeal the hearing officer's decision.

7.2. All actions levied against the pet owner must be accomplished within 30 days after receipt of the hearing officer's decisions.

8. TRANSFER OF DANGEROUS ANIMALS:

8.1. No person will sell, transfer or in any other way dispose of an animal deemed dangerous pursuant to this instruction by the hearing officer to any person, entity, or place not residing or located within Travis AFB or member agency of the Solano Animal Control Authority (Fairfield, Suisun City, Dixon, Rio Vista, or Vacaville).

8.2. The owner of an animal that has been deemed dangerous may sell, transfer, or otherwise dispose of such animal to a person, entity, or place not residing or located within Travis AFB or member agency of the Solano Animal Control Authority, provided the owner first notifies the hearing officer and Humane Animal Services of the proposed sale, transfer, or disposition in writing.

8.2.1. The notice shall be given and received by the hearing officer and HAS not less than fifteen days in advance of the sale, transfer, or disposition and shall specify the name and address of the recipient person or entity. Upon receipt of such notice, the hearing officer or Humane Animal Services may notify the governmental jurisdiction in which the recipient person or entity is located or resides.

9. FORMS PRESCRIBED: DD Form 2208.

KEITH E. WOLFSBERGER, Lt Col, USAF
Director of Wing Staff

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFPD 31-2, *Law Enforcement*

AFI 48-131, *Veterinary Health Services*