NEW YORK STATE DEPARTMENT OF AGRICULTURE AND MARKETS
DIVISION OF ANIMAL INDUSTRY
10B AIRLINE DRIVE, ALBANY, NY 12235

MUNICIPAL SHELTER INSPECTION REPORT - DL-90

Rating: **Unsatisfactory30** Purpose: **Inspection**

DATE/TOA: **1/10/25 1:15 pm**

PORTLAND SHELTER
6218 West Main St.
BROCTON NY 14716

Inspector #: **79**
Inspector #: **074**

These are the findings of an inspection of your facility on the date(s) indicated above:

1. Shelter is structurally sound	Yes
2. Housing area and equipment is sanitized regularly	Yes
3. Repairs are done when necessary	Yes
4. Dogs are handled safely	Yes
5. Adequate space is available for all dogs	Yes
6. Light is sufficient for observation	Yes
7. Ventilation is adequate	Yes
8. Drainage is adequate	Yes
9. Temperature extremes are avoided	Yes
10. Clean food and water is available and in ample amount	Yes
11. Veterinary care is provided when necessary	Yes
12. Dogs are euthanized humanely, by authorized personnel	Yes
13. Complete intake and disposition records are maintained for all seized dogs	No
Missing licensing information for 6 dogs seized (1B, 18B, 24B,10P, 17P, 19P).	
14. Dogs transferred for purposes of adoption in compliance with Article 7	Yes
15. Redemption period is observed before adoption, euthanasia or transfer	No
Two dogs transferred prior to completion of 5 day holding period (16B and 13P).	
16. Owners of identified dogs are properly notified	Yes
17. Redeemed dogs are licensed before release	No
Unable to determine due to incomplete disposition records.	
18. Proper impoundment fees paid before dogs are released	Yes
19. Written contract or lease with municipality	Not Applicable
Municipality owned.	

Town - City - Village Information for Inspection:

TCV CODE	TCV NAME
0621	Town of Portland

REMARKS:

Records must be complete at the time of inspection. This often is accomplished by communication between the municipal offices, the contracted shelter and the DCO. According to Article 7, Section 113.4, every dog control officer, peace officer, when acting pursuant to his special duties or police officer shall promptly make and maintain a complete record of any seizure and subsequent disposition of any dog. Such record shall include, but not be limited to, a description of the dog (including breed, sex, color, and age), the date and hour of seizure, the official identification number of such dog, if any, the location where seized, the reason for seizure, and the owner's name and address, if known.

According to Article 7, Sections 117.4 and 117.6, the DCO or shelter cannot release an "Article 7" dog unless the owner shows proof of a current license and proof that the correct impoundment fee has been paid; the new license number issued must also be recorded in order to determine compliance at the time of inspection. As discussed at the inspection, even if the dog is harbored in a different municipality or state, the owner must provide proof of licensing before release. A current license from another municipality/state is acceptable. If there is no licensing entity in the municipality where the dog is harbored, then the dog can always be licensed to wherever it is currently staying (e.g. a family member, campground/seasonal or friend's address) or even the town/city hall's address, but it MUST have a current license in order to be released.

Each unidentified dog licensed or not, must be held for a period of five (5) days from the date of seizure. A day is defined as a 24 hour period from midnight to midnight. Redemption period starts after midnight following the day of seizure. If the shelter is closed on the last day of the redemption period, the redemption period is extended one more day to give the owner the opportunity to redeem their dog. The redemption period may be reduced by local law or ordinance provided that it is not less than three (3) days for an unidentified dog or an identified dog where notification to the owner has been given personally. The redemption period for identified dogs where notification is given by mail can be reduced to not less than 7 days.

REPRESENTATIVE PRESENT FOR INSPECTION: **Gloria McCormick**
TITLE: **DCO**

REVIEWED BY: **Inspector #: 074**
REVIEWED DATE: **01/16/2025**