

MUNICIPAL SHELTER INSPECTION REPORT - DL-90

Rating: **Unsatisfactory30**

Purpose: **Inspection**

DATE/TOA: **6/5/14 11:15 am**

REGIONAL ANIMAL SHELTER, INC.
117 W. FULTON STREET
GLOVERSVILLE NY 12078

Inspector #: **54**

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 |
| <i>Dr. Amy French, Johnstown Animal Clinic</i> | |
| 12. Dogs are euthanized humanely, by authorized personnel | Yes |
| <i>Veterinarian</i> | |
| 13. Complete intake and disposition records are maintained for all seized dogs | Yes |
| 14. Dogs transferred for purposes of adoption in compliance with Article 7 | Yes |
| 15. Redemption period is observed before adoption, euthanasia or transfer | No |
| <i>One dog record #139 seized on 7/25/13 has no disposition recorded.</i> | |
| 16. Owners of identified dogs are properly notified | Yes |
| <i>DCO and Shelter handles,</i> | |
| 17. Redeemed dogs are licensed before release | No |
| <i>One dog #143 seized on 8/5/13 had no license # recorded at redemption.</i> | |
| 18. Proper impoundment fees paid before dogs are released | No |
| <i>Dog #143 seized 8/5/13 no impoundment fee collected. Two dogs impounded less than 24 hours released without collecting of impound fees. It is unclear if impound fees were collected for several other redeemed dogs due to the manner of record keeping. Not collecting fees set by City Code Section 81-5 (A). See report comments.</i> | |
| 19. Written contract or lease with municipality | Yes |

Town - City - Village Information for Inspection:

<u>TCV CODE</u>	<u>TCV NAME</u>
1711	City of Gloversville

REMARKS:

The shelter has posted (and when collected) are collecting impound fees larger than the fees set in the City's code for redemption. There is no place on the City's form used for 'Seizure & Disposition' records to record fees collected for redeemed dogs. The shelter is using a receipt book. Suggest obtaining a receipt book with two carbon copies so one receipt can be attached to the 'Seizure & Disposition' record. There were a few dogs adopted that the records were unclear as to if they were owner surrenders or seized by the DCO. All seized dogs must have a disposition after the statutory holding period. The possible dispositions are one of the following; redeemed, adopted, transferred or euthanized.

REPRESENTATIVE PRESENT FOR INSPECTION: **Lorrie Venneman**
TITLE: **Vice Pres**

REVIEWED BY: **Inspector #: 50**
REVIEWED DATE: **06/09/2014**