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: **10/11/17 1:45 pm**

CORTLAND CO SPCA
879 MCLEAN RD
CORTLAND NY 13045

Inspector #: **64**

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
Incomplete records missing information	
14. Dogs transferred for purposes of adoption in compliance with Article 7	No
Transfers are not documented in the disposition reports.	
15. Redemption period is observed before adoption, euthanasia or transfer	No
Some dates are missing/ incomplete records	
16. Owners of identified dogs are properly notified	Yes
17. Redeemed dogs are licensed before release	No
Many license numbers missing in records	
18. Proper impoundment fees paid before dogs are released	Yes
Fees collected are inconsistent	
19. Written contract or lease with municipality	Yes

Town - City - Village Information for Inspection:

TCV CODE	TCV NAME
1101	Town of Cincinnatus
1102	Town of Cortlandville
1107	Town of Lapeer
0808	Town of Lincklaen
1108	Town of Marathon
1116	City of Cortland
1111	Town of Solon

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 117.7(a)All Transfers to a municipal shelter or Dually incorporated SPCA must be documented on the disposition records including the date of transfer and where it was transferred to.

According to Article 7 section 117.4 Dog Control, municipal shelters and municipalities may not waive Impoundment fees or charge less than the statutory rates for impoundment fees unless a local ordinance has been written. All dogs which are seized/ picked up for Article 7 reasons a disposition report must be filled out and an impoundment fee collected.

All impound fees collected must be recorded somewhere with the disposition reports in order to determine this at the time of inspection. The shelter cannot release an "Article 7" dog unless the owner shows proof of current dog license and proof that the impoundment fee has been paid. According to Article 7 Section 113.4 and 113.5 All records must reflect this information has been verified and be included in the disposition records.

If your municipality chooses to make the fees higher no local ordinance is necessary. Although fee rates should be collected consistently with each towns fee schedule.

These fees/ count against the owner not the dog. Therefore, if an owner redeems his 2 dogs that would be considered a first and a second offense.

If you have any questions regarding impoundment fees, please feel free to give me a call at 315-399-9187 or email me at emily.cacchione@agriculture.ny.gov

REPRESENTATIVE PRESENT FOR INSPECTION: **William A. Carr**
TITLE: **CLEO**

REVIEWED BY: **Inspector #: 14**
REVIEWED DATE: **10/16/2017**