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Contact Information

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Animal and Food Industry Services
Office of Veterinary Services
102 Governor Street
Richmond, Virginia 23219

Resources
Virginia Department of Agriculture and Consumer Services (VDACS)
http://www.vdacs.virginia.gov/

Office of Veterinary Services (OVS)

Comprehensive Animal Care Laws
https://law.lis.virginia.gov/vacode/title3.2/chapter65/

Virginia Administrative Code
https://law.lis.virginia.gov/admincode/
Criteria and Procedures Governing the Approval of Basic Training for Animal Control Officers

I. Criteria and procedures for approval of Animal Control Officer (ACO) Basic Training for entities hosting a basic training academy
   a. Effective July 1, 2021 all ACO Basic Training curriculums must meet these training standards, including curriculums approved under previous standards.
   b. Criminal justice academies, local agencies, or other entities seeking to offer Basic Training to ACOs after July 1, 2021 must first submit a written request for approval to the State Veterinarian’s Office. Included in this request will be:
      1. The schedule for the training course, indicating that all standard requirements have been met.
   c. The State Veterinarian’s Office will review and provide feedback to requests within 30 days.
   d. The State Veterinarian’s Office will approve ACO Basic Training Curricula that meet the criteria outlined in the most current Animal Control Basic Training Standards.
   e. All curricula must be approved prior to any entity offering to host an academy.
   f. ACOs in the Commonwealth of Virginia will be considered trained and will meet the requirements of § 3.2-6556 after completing Basic Training from approved academies.

II. Tracking and ensuring compliance
   a. VDACS reserves the right to conduct audits of ACO Basic Training Curricula.
      i. This may be accomplished via an unannounced and in-person inspection during ACO Basic Training, a collection of surveys and materials from students recently attending basic, a request for materials from the hosting entity, or a combination thereof.
   b. ACO Basic Training Curricula audited and determined to be out of compliance with these standards shall work to come into compliance immediately.

III. Other miscellaneous information
   a. Hosting entities are not required to submit a list of ACOs who have successfully completed basic training to the State Veterinarian’s Office, but shall provide such a list upon request.
   b. All entities that have received ACO Basic Training approval from the State Veterinarian will be posted on the VDACS Animal Care webpage (http://www.vdacs.virginia.gov/animals-animal-care.shtml).
**Animal Control Officer Basic Training Curriculum Summary**  
**Effective July 1, 2021**

ACO Basic Training will consist of a **minimum** of 120 hours (3 weeks) of training. This will include the 108 hours of specified curricula outlined below and an additional 12 hours remaining for administrative tasks, Q & A or review sessions, additional testing, advanced courses/topics, etc. Instructors must meet the criteria described in the endnotes for each section, and all instructors are required to address bias-free policing in any subject matter involving citizen contact in accordance with current published DCJS training.

### Animal Sciences Curriculum ¹

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### Basic Law Enforcement Curriculum ³ *

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3.11 Recognition of Child Abuse and Domestic Family Trauma 2
3.12 Diversity and Cultural Awareness 2

¹ Instructors must be a subject matter expert.
² Instructors must be a subject matter expert OR Department of Criminal Justice Services (DCJS) certified.
³ Instructors must be DCJS certified.
*Certified Law Enforcement Officers may opt out of these curricula.
Part 1: Animal Sciences Curriculum (35 hours)

Sections:
1.1 Companion Animal Identification, Care, Behavior, and Capture (10 hours)
1.2 Agricultural Animal Identification, Care, Behavior, and Capture (10 hours)
1.3 Wildlife Identification, Care, Behavior, Handling, and Laws (4 hours)
1.4 Animal Disease Principles and Zoonoses (4 hours)
1.5 Rabies Control and Confinement (2 hours)
1.6 Animal First Aid and Provision of Veterinary Care (2 hours)
1.7 Animal Transportation (2 hours)
1.8 Emergency Planning and Response (1 hour)

Instructors must be a subject matter expert.
1.1 Companion Animal Identification, Care, Behavior, and Capture (10 hours)

**Performance Outcomes:**

- Ability to correctly identify breeds and species of domestic companion animals.
- Apply knowledge of the law and basic animal husbandry to correctly identify adequate care and husbandry of companion animals.
- Ability to identify different types of animal behavior and conditions to determine the appropriate method to properly capture, handle, and restrain a companion animal.

**Training Objectives and Criteria for Testing:**

Given a written or practical exercise, the student should be able to:

A. Define “companion animal” as specified in the Code of Virginia.
B. Identify breeds, species, colors, and markings of companion animals.
C. Perform a limited physical exam on companion animals, including body condition scoring and sexing.
D. Identify abnormal behaviors or appearances as indicators of disease, injury, illness, or pain in companion animals.
E. Demonstrate knowledge of the legal requirements for the provision of adequate care for companion animals.
F. Identify conditions arising from inadequate care, and identify which environmental conditions and husbandry practices may contribute to compromised health of a companion animal.
G. Formulate appropriate action plans to respond to companion animals presenting abnormal behaviors and/or appearances within their environment, or not receiving adequate care.
H. Determine, formulate, and demonstrate appropriate capture and restraint techniques and use of equipment for companion animals, providing for the species, size, age, condition, and type of companion animal.
I. Demonstrate knowledge of animal control officer (ACO) responsibilities when capturing and restraining companion animals.
J. Demonstrate knowledge of chemical capture and State Veterinarian’s Directive 83-1.
K. Demonstrate the use of acceptable force when capturing companion animals.

**Lesson Plan Guide:**

The lesson plan shall include the following at a minimum:
A. Definition of a companion animal
   a. Reference the Code of Virginia
   b. Identify which animals meet the definition of a companion animal, and which do not
   c. Note that it is one of several classifications of animals under Virginia law (companion, agricultural, wildlife)

B. A review of the common species, breeds, colors, and markings of companion animals, including:
   a. Canine
      i. Groups
         1. Sporting
         2. Hounds
         3. Working
         4. Terrier
         5. Toy
         6. Non-sporting
         7. Herding
         8. Hybrids
   b. Feline
      i. Breeds
         1. Domestic Short Hair (DSH)
         2. Domestic Long Hair (DLH)
         3. Abyssinian
         4. Burmese
         5. Persian
         6. Rag doll
         7. Siamese
         8. Large cats
         9. Exotic domestic crosses
   c. Small mammals
      i. Types
         1. Gerbils
         2. Hamsters
         3. Guinea pigs
         4. Sugar gliders
         5. Mice and rats
         6. Rabbits not used for food or fiber
         7. Chinchillas
         8. Ferrets
         9. Hedgehogs
   d. Reptiles
      i. Lizards
      ii. Snakes
         1. Venomous
2. Non-venomous
   iii. Turtles and tortoises
   iv. Crocodilians

e. Amphibians
   i. Newts and Salamanders
   ii. Toads and Frogs

f. Birds
   i. Psittacines
   ii. Passerines
   iii. Pigeons
   iv. Waterfowl
   v. Ratites

g. Non-human primates

h. Other exotic animals

C. Normal physical exam parameters for companion animals *
   a. Basic anatomy
      i. Gender differences and identification in the various companion animals
   b. Vital signs
      i. Normal ranges for temperature, pulse, respirations
   c. Body condition scoring
      i. Purina scale
      ii. Tufts Care and Condition scales
   d. Basics of a limited physical exam
      i. Proper restraint
      ii. Observations
      iii. Head-to-tail basic exam

D. Normal and abnormal appearances and behaviors of companion animals *
   a. Normal appearances
      i. Pregnancy
      ii. Lactation
      iii. Estrus
   b. Physical indicators of disease and injury
      i. Abnormal appearances
         1. Hands-off observations
         2. Physical indicators of pain and suffering
         3. Physical indicators of malnutrition and starvation
         4. Physical indicators of dehydration
         5. Observations which could indicate disease
            a. Abnormal gum color
            b. Abnormal respiratory rate or respiratory effort
            c. Vomiting or diarrhea
            d. Bodily fluid discharge (nose, eyes, etc.)
            e. Coughing/Sneezing
f. Ear infections
g. Dental disease

ii. Communicative behavior
   1. Physical indicators of potential aggressive behavior
      a. Defensive, avoidance, and assertive behaviors
      b. Triggers
   2. Physical indications of submissive behavior
   3. Differences in normal behaviors of prey animals and predator animals
   4. Stereotypic behaviors
      a. Indicators of poor welfare

E. Adequate care of companion animals
   a. Reference the Code of Virginia
      i. Adequate feed
      ii. Adequate water
      iii. Adequate shelter
      iv. Adequate space
      v. Adequate exercise
      vi. Adequate care, treatment, and transportation
      vii. Adequate veterinary care
   b. Animal Welfare Act
      i. Which animals are included and under what circumstances
      ii. U.S. Department of Agriculture’s enforcement role

F. Common abnormalities and symptoms of common injuries, illnesses, and diseases in companion animals, including those arising from inadequate care
   a. Vaccine-preventable diseases
   b. Parasitic infestations
   c. Trauma
      i. Lacerations
      ii. Fractures
      iii. Hit by car
   d. Hemorrhage
   e. Upper respiratory infections
   f. Vomiting and diarrhea
   g. Dehydration, malnutrition, and starvation
   h. Skin, claw, and coat abnormalities
      i. Matted fur
      j. Dental disease
   k. Cancers
   l. Other common acute and chronic diseases
   m. Other infectious and/or communicable diseases

G. Discuss and develop an action plan in response to an animal with signs of disease, abnormal behavior, or inadequate care *
a. Owner education
b. Order to comply
c. Filing charges
d. Lawful seizure
e. Capture of animals at large
f. Transportation
g. Veterinary care
h. Follow up
i. Documentation and records

H. ACO responsibilities and liabilities when capturing, restraining, and transporting animals
   a. Animal health and safety
   b. Animal welfare
c. Personal health and safety
d. Public safety
e. Public perception
f. Veterinary assistance
g. Other

I. Humane handling, capture, and personal safety
   a. Appropriate forms of capture and restraint given the species, size, age, condition, and type of companion animal *
      i. Manual
      ii. Mechanical
      iii. Chemical
      iv. Veterinary-assisted capture
   b. Appropriate equipment utilized to capture companion animals *
      1. Voice
      2. Catch pole
      3. Nets
      4. Traps
      5. Considerations for each species, size, age, condition, and type of companion animal
   c. Human body language and postures
      i. Aiding companion animal capture and handling
      ii. Hindering companion animal capture and handling
   d. Safety considerations when handling companion animals
      i. Size of the animal
      ii. Behavior of the animal
         1. Maternal
         2. Fearful
         3. Dominant
      iii. Flight vs. fight
      iv. Knowledge of the species and handling techniques
      v. Environment
vi. Proper and functioning equipment
vii. Complacency

J. A review of chemical capture techniques and legal requirements
   a. State Veterinarian’s Directive 83-1
      i. Drugs
      ii. Drug administering equipment
      iii. Certification requirements

K. Progression of acceptable use of force when capturing companion animals

**Applicable Laws, Regulations, and Guidance Documents:**
- Code of Virginia §§ 3.2-6500, 3.2-6503
- State Veterinarian’s Directive 83-1

**Resources for Instructors:**
- Tufts Care and Condition Scales
- Purina Body Condition Score (BCS) for Dogs and Cats
- AVMA Welfare Policy Statements
  [https://www.avma.org/KB/Resources/Reference/AnimalWelfare/Pages/Animal-Welfare-Policy-statements.aspx](https://www.avma.org/KB/Resources/Reference/AnimalWelfare/Pages/Animal-Welfare-Policy-statements.aspx)
- Virginia Department of Agriculture and Consumer Services (VDACS) Directive 83-1
  Ames, IA: Blackwell Publishing

*Interactive teaching modalities recommended when available, such as live animal demonstrations, videos, case studies, working through a given scenario, utilizing equipment, etc.*
1.2 Agricultural Animal Identification, Care, Behavior, and Capture (10 hours)

Performance Outcomes:

- Ability to correctly identify species and breeds of domestic livestock and poultry.
- Ability to apply knowledge of the law and basic animal husbandry to correctly identify adequate care and husbandry of agricultural animals.
- Ability to observe agricultural animal behaviors and appearances, and recognize possible abnormalities, illnesses, and injuries.
- Ability to identify different types of animal behavior and conditions to determine the appropriate method and equipment to capture, handle, and restrain agricultural animals.

Training Objectives and Criteria for Testing:

Given a written or practical exercise, the student should be able to:

A. Provide the Code of Virginia’s definitions of agricultural animal, livestock, and poultry.
B. Identify breeds, species, colors, and markings of domestic livestock and poultry.
C. Perform a basic physical exam of agricultural animals, including body condition scoring and sexing.
D. Identify abnormal behaviors or appearances as indicators of disease, injury, illness, malnutrition, or dehydration in agricultural animals.
E. Interpret behavioral cues used by agricultural animals that communicate fear, avoidance, aggression, excitement, and other common demeanors.
F. Demonstrate knowledge of the accepted basic animal husbandry practices for domestic livestock and poultry.
G. Demonstrate knowledge of the legal requirements for the provision of adequate care for agricultural animals.
H. Identify physical conditions of agricultural animals that arise from inadequate care, and identify which environmental conditions and husbandry practices may contribute to compromised health of an agricultural animal.
I. Formulate appropriate action plans to respond to agricultural animals presenting abnormal behaviors and/or appearances within their environment, or otherwise not receiving adequate care.
J. Determine, formulate, and demonstrate appropriate capture and restraint techniques and equipment use for agricultural animals providing for the species, size, age, condition and type of agricultural animal. Identify both human and animal body language and postures that may help or hinder agricultural animal capture.
K. Demonstrate the use of acceptable force when capturing agricultural animals.
L. Demonstrate knowledge of animal control officer (ACO) responsibilities and liabilities when capturing, restraining, and transporting agricultural animals.

**Lesson Plan Guide:**

The lesson plan shall include the following at a minimum:

A. Definitions of “agricultural animal,” “livestock,” and “poultry”
   a. Reference the Code of Virginia
   b. Identify which animals meet the definition of an agricultural animal, livestock and poultry, and which do not
   c. Identify species of animals considered companion vs. agricultural animals depending on intended use

B. A review of the common species, breeds, colors, and markings of agricultural animals, including:
   a. Equine
      i. Groups
         1. Light
         2. Draft
         3. Sporting
         4. Ponies
      ii. Miniature horses
      iii. Donkeys
      iv. Mules
      v. Coloring
         1. Palomino
         2. Appaloosa pattern
         3. Pinto
         4. Paint
         5. Buckskin/Dunn
         6. Bay
         7. Black
         8. Chestnut/Sorrel
         9. White
         10. Grey
         11. Brown
         12. Roan
         13. Other
      vi. Face and leg markings
         1. Star
         2. Stripe
         3. Snip
         4. Blaze
         5. Coronet
Virginia ACO Basic Training Standards
Effective July 1, 2021

6. Pastern
7. Fetlock
8. Sock
9. Stocking

b. Cattle
   i. Beef
      1. Angus
      2. Hereford
      3. Charolais
      4. Shorthorn
      5. Simmental
      6. Belted Galloway
      7. Santa Gretrudis
      8. Brahman
      9. Other
   ii. Dairy
      1. Holstein
      2. Jersey
      3. Guernsey
      4. Ayrshire
      5. Brown Swiss
      6. Other

c. Sheep
   i. Cheviot
   ii. Columbia
   iii. Dorset
   iv. Hampshire
   v. Suffolk, Romney
   vi. Rambolete
   vii. Other

d. Goat
   i. Dairy
      1. Nubian
      2. Alpine
      3. Saanen
      4. Toggenburg
      5. LaMancha
      6. Pygmy
      7. Oberhasli
      8. Nigerian dwarf
      9. Other
   ii. Meat
      1. Boer
      2. Nubian
      3. Spanish
      4. Kiko
5. Kalahari
6. Other

iii. Wool
1. Agora
2. Other

e. Swine
i. Berkshire
ii. Chester White
iii. Duroc
iv. Hampshire
v. Pot Belly
vi. Other

f. Poultry
i. Chickens
1. Rhode Island Red
2. Leghorn
3. Plymouth Rock
4. Sussex
5. Old English Game
6. Orpington
7. Bantam breeds
8. Other

ii. Ducks
1. Pekin
2. Muscovy
3. Other

iii. Domestic Turkey

iv. Domestic Geese


g. Llamas, Alpacas

h. Emus, Ostrich

C. Normal physical exam parameters of agricultural animals, including at minimum equine, bovine, porcine, ovine/caprine, and poultry

a. Basic anatomy
i. Sex differences and identification

b. Vitals
i. Normal ranges for temperature, pulse, and respirations

c. Body condition scoring (BCS)

i. Henneke/equine scale

ii. Beef cattle

iii. Dairy cattle

iv. Poultry

d. Basics of limited physical exam

i. Approach, capture, and proper restraint

ii. Observations

iii. Head-to-tail basic exam
D. Normal and abnormal appearances and behaviors of agricultural animals *

a. Normal appearances
   i. Mental state (e.g. alert, lethargic, etc.)
   ii. Coat condition
   iii. Weight
   iv. Conformation and posture
   v. Mobility
   vi. Pregnancy
   vii. Lactation
   viii. Estrus

b. Physical indicators of disease and injury
   i. Abnormal appearances
      1. Hands-off observations
         a. Coat condition
         b. BCS
         c. Mobility
         d. Character of respiration rate and effort
         e. Bodily fluids
      2. Physical indicators of pain and suffering
         a. Limping/poor mobility
         b. Lack of movement, staying in one place
         c. Head carriage
         d. Segregation from herd or flock
         e. Roach back
         f. Flat or pinned back ears
         g. Others
      3. Physical indicators of malnutrition and starvation
      4. Physical indicators of dehydration
      5. Observations which could indicate disease
         a. Abnormal gum color
         b. Abnormal respiratory rate or effort
         c. Bodily fluid discharge
         d. Coughing/sneezing
         e. Dental disease

E. Normal and communicative behaviors
   i. Instinctive behavior
   ii. Learned behavior
      1. Social behavior
      2. Maternal behavior
      3. Feeding behavior
      4. Handling behavior
   iii. Prey behaviors
   iv. Defensive and avoidant behaviors
   v. Assertive or aggressive behaviors
vi. Stereotypic behaviors
   1. Indicators of poor welfare
vii. Provide pictures and/or videos of behavioral cues (auditory or physical) used by different species of agricultural animals in order to interpret the following:
   1. Fear (example: ears pinned back in a horse)
   2. Avoidance
   3. Aggression
   4. Excited
   5. Other

F. Accepted animal husbandry practices for domestic livestock and poultry
   a. Industry standards for each species
      i. Food
      ii. Water
      iii. Shelter/housing
      iv. Hoof/foot care
      v. Dental care
      vi. Beak care
      vii. Others
   b. Practices prone to public scrutiny
      i. Castration
      ii. Dehorning
      iii. Beak trimming
      iv. Special housing
         1. Veal group housing
         2. Gestation/farrowing crates
         3. Commercial broilers
         4. Feedlots
      v. Others

G. Adequate care of agricultural animals
   a. Reference the Code of Virginia
      i. Feed to prevent malnourishment
         1. Appearance of normal food for each species
         2. How to identify feed that has “gone bad”
         3. Amount and type of food required
         4. Husbandry or medical issues that may result in malnutrition despite feed being available
      ii. Water to prevent dehydration
      iii. Veterinary treatment as needed to address impairment of health or bodily function
         1. Reference the Code of Virginia for definition of “veterinary treatment”
   b. Care exceptions
      i. Farming activity
      ii. Acts of God
iii. Bona fide medical or scientific experimentation

H. Common abnormalities and symptoms of common injuries, illnesses, and diseases in agricultural animals, including those arising from inadequate care
   a. Physical conditions
      i. Vaccine-preventable diseases
      ii. Parasitic infestations
      iii. Trauma
         1. Lacerations
         2. Fractures
         3. Other
      iv. Hemorrhage
      v. Respiratory disease
     vi. Diarrhea and other gastrointestinal abnormalities
      vii. Skin, hoof, and coat abnormalities
     viii. Malnutrition and starvation
      ix. Dehydration
      x. Dental diseases
     xi. Lameness
      xii. Cancers
      xiii. Other common acute and chronic diseases
     xiv. Other infectious and/or communicable diseases
   b. Environmental conditions and husbandry procedures that may have an adverse effect or create stress on agricultural animals, to include:
      i. Environmental
         1. Extreme heat and cold
         2. Cold rain
         3. Snow and sleet
         4. Unsanitary containment
         5. Lack of proper water runoff
      ii. Group housing
         1. Feedlots
         2. Poultry houses
         3. Farrowing systems
         4. Dairy lots
      iii. Equipment
         1. Use of electronic aids for moving livestock
         2. Head gates
         3. Squeeze chutes
         4. Branding irons
      iv. Cosmetic altering practices when not done according to industry standards
         1. Dehorning
         2. Beak trimming
         3. Tail docking
      v. Separation from herd/flock
1. Weaning practices
2. Veal calves
3. Quarantines
4. Transportation
5. Livestock Markets
6. Culling and reintroducing to new herds/flocks

I. Development of action plans in response to agricultural animals with signs of disease, abnormal behavior, or inadequate care *
   a. Owner/producer education
   b. Order to comply
   c. Filing charges
   d. Lawful seizure
   e. Capture of animals
   f. Transportation considerations
   g. Veterinary care
   h. Follow-up
   i. Documentation and records

J. Humane handling, capture, and personal safety
   a. Appropriate forms of capture and restraint given the species, size, age, condition, and type of agricultural animal *
      i. Manual
      ii. Mechanical
      iii. Veterinary assisted capture
   b. Point of balance considerations
   c. Safety considerations when handling agricultural animals
      i. Size of the animal
      ii. Behavior of the animal
         1. Maternal
         2. Fearful
         3. Dominance
      iii. Danger zones
      iv. Flight vs. fight
      v. Knowledge of the species and handling techniques
      vi. Environment
      vii. Proper and functioning equipment
      viii. Complacency
   d. Human body language and postures
      i. Aiding agricultural animal capture and handling
      ii. Hindering agricultural animal capture and handling
   e. Appropriate equipment utilized to capture agricultural animals *
      i. Voice
      ii. Halters
      iii. Gate panels
iv. Considerations for each species, size, age, condition, and type of agricultural animal

K. Progression of acceptable use of force when capturing agricultural animals
   a. Calling or enticing with feed
   b. Herding
   c. Roping
   d. Veterinarian assistance
   e. Other

L. ACO responsibilities and liability considerations when handling, capturing, or transporting agricultural animals
   a. Animal health and safety
   b. Animal welfare
   c. Personal safety
   d. Public safety
   e. Public perceptions
   f. Value of animal
   g. Veterinary assistance
   h. Other

Applicable Laws, Regulations, and Guidance Documents:
Code of Virginia §§ 3.2-6500, 3.2-6503.1

Resources for Instructors:
Virginia Cooperative Extension
https://ext.vt.edu/agriculture.html

Virginia Horse Council
http://www.virginiahorsecouncil.org/

American Association of Equine Practitioners (AAEP) Equine Abuse, Neglect, and Abandonment Resources
https://aaep.org/owner-guidelines/equine-welfare

Henneke Body Condition Score (BCS) chart for equine

BCS for beef cattle
http://extensionpublications.unl.edu/assets/pdf/ec281.pdf
BCS for dairy cattle

BCS for pigs

BCS for poultry

BCS for sheep
https://msusheepration.montana.edu/Documents/bcs.pdf

USDA National Agricultural Library’s Standards and Guidelines

*Interactive teaching modalities recommended when available, such as live animal demonstrations, videos, case studies, working through a given scenario, utilizing equipment, etc.
1.3 Wildlife Identification, Care, Behavior, Handling, and Laws (4 hours)

**Performance outcome:**

- Ability to understand the federal and state laws pertaining to wildlife including endangered and threatened species.
- Ability to observe wildlife species behavior and appearances and recognize possible abnormalities, disease, and injury.
- Ability to understand the considerations for capturing, handling, transporting, or disposing of wildlife.

**Training Objectives and Criteria for Testing:**

Given a written or practical exercise, the student should be able to:

A. Define “wildlife,” “nuisance species,” “game animals,” “furbearer,” “domestic animal,” and “exotic animal.”
B. Identify common wildlife species in Virginia.
C. Identify common endangered and threatened species found within Virginia.
D. Identify abnormal behaviors or appearances as indicators of injury or impairment in wildlife species.
E. Identify resources that DWR provides to assist the public with wildlife concerns.
F. Identify appropriate safety equipment and procedure to prevent disease transmission when handling wildlife.
G. Demonstrate an understanding of why relocation of wildlife is usually not an appropriate course of action.
H. List the options ACOs have when handling a situation when wildlife is a nuisance or is causing damage.
I. Identify appropriate methods and requirements of humane dispatch of wildlife.
J. Identify appropriate methods and requirements for wildlife carcass disposal.
K. Identify when DWR should be notified of bear conflict situations.
L. Demonstrate understanding of laws and regulations related to importation, ownership, private use and transportation of wildlife.
M. Formulate an appropriate action plan for wildlife interaction scenarios.

**Lesson Plan Guide:**

The lesson plan shall include the following at a minimum:

A. Definitions
   a. Code of Virginia and Virginia Administrative Code
i. Wildlife
ii. Nuisance species
iii. Migratory game birds
iv. Game animals
v. Furbearer species
vi. Domestic animals
vii. Exotic animals

B. Wildlife species in Virginia
   a. Waterfowl
   b. Black Bears
   c. Cervids (deer and elk)
   d. Small mammals (field mice, squirrels, chipmunks, moles, voles, woodchucks, etc.)
   e. Coyotes
   f. Mesomammals (raccoons, skunks, opossums, foxes, bobcats, etc.)
   g. Aquatic furbearers (beavers, muskrats, etc)
   h. Raptors
   i. Bats
   j. Snakes
   k. Nuisance species (Code and regulation)
   l. Migratory Birds
      i. Some species cause conflicts with humans
      ii. Migratory Bird Treaty Act
         1. Protects these birds, their feathers, nests, and eggs
         2. May not take, possess, or transport a migratory bird without permits from U.S. Fish & Wildlife Service (50 CFR Depredation Permit)

C. Endangered or threatened species
   a. Special Status Faunal Species in Virginia
      i. Includes both federally listed (US Fish and Wildlife Service) and state listed (DWR)

D. Recognizing abnormal appearances or behaviors in wildlife *
   a. Normal appearances and behavior
      i. Pregnancy
      ii. Caring for offspring
      iii. Breeding behavior or displays
      iv. Seasonal coat differences and pelage
      v. Aggressive behaviors (bears and coyotes)
   b. Common causes of injury, impairment or debilitation
      i. Vehicle strike
      ii. Abandoned offspring
      iii. Hunting-related injuries
         1. Traps
2. Arrows and crossbow bolts
3. Gunshot
4. Others

iv. Obstructed movement
1. Caught on fence
2. Trapped in dumpsters, trash cans, window wells, empty pools, etc.
3. Impaired vision due to container or other object stuck on head or neck
4. Fractured bones
5. Others

v. Illness and disease
1. Abnormal appearance or behavior may indicate disease
2. Define “communicable disease,” “non-communicable disease,” and “zoonotic disease”
3. Common communicable diseases in wildlife
   a. Viral (examples: rabies, distemper, etc.)
   b. Bacterial
   c. Fungal (example: White-nose syndrome)
   d. Parasitic
      i. Internal (example: intestinal)
      ii. External (example: mites)
   e. Prion (example: Chronic Wasting Disease)
4. Common zoonotic diseases of wildlife and species affected
   a. Tularemia
   b. Rabies
   c. Raccoon roundworm
   d. Toxoplasmosis
   e. Leptospirosis
   f. Other

E. Primary ACO involvement with wildlife
   a. Rabies
   b. Cruelty
   c. Public calls
      i. Resources for callers
         1. DWR Wildlife Conflict Helpline 1-855-571-9003
         2. DWR’s Commercial Nuisance Animal Permit (CNAP) holders
         3. DWR’s Licensed Wildlife Rehabilitators

F. Wildlife contact methods and considerations *
   a. Questions to consider when choosing capture, handling, transportation, and disposal methods for wildlife
      i. Is it safe for the wildlife, humans, pets, etc.?
      ii. What are the environmental impacts?
      iii. Is it practical?
iv. Is it humane?
v. Is it legal?
vi. What are the potential public relations impacts?
vii. Is someone else better equipped to handle the problem (i.e. CNAP trapper, DWR personnel, etc.)?
b. Handling considerations
   i. Restraint techniques
   ii. Appropriate safety equipment and procedures to prevent disease transmission from wildlife to humans
      1. Equipment
         a. Nets
         b. Gloves
         c. Eye protection
         d. Traps
         e. Tongs
         f. Catchpoles
         g. Firearms
      2. Safety procedures
         a. Prophylactic rabies pre-exposure vaccination series and subsequent titer check every two years
         b. Handling
         c. Transportation
         d. Housing
         e. Release
      3. Separation from domestic animals
   c. Capturing a loose animal (excluding bears and cervids)
      i. Limit movement of the animal
      ii. Determine if the animal must be captured immediately or if setting a trap(s) is appropriate
      iii. Personal protective equipment
      iv. Be prepared
         1. Animal reactions
         2. On looker reactions
      v. Determine if any humans or companion animals may have been in contact with the wildlife
         1. If direct contact with saliva or brain/spinal cord tissue or fluid from a mammalian species of wildlife is confirmed or suspected, contact the local Health Department to determine if rabies testing or post-exposure rabies treatment/vaccines are required

G. Relocation of wildlife is illegal in most instances and is usually not the best course of action
   a. DWR strongly discourages the relocation of wildlife for the following reasons:
      i. Relocated animals often have a low survival rate
ii. Rarely stay in the area of release
iii. May spread disease in new places
iv. Relocated animals may cause damage at new locations
v. Human health risks associated with extra handling, especially highest-risk rabies vector species

b. State regulation prohibits the relocation of most wildlife by citizens and Commercial Nuisance Animal Permittees
   i. Except squirrels and snakes under certain circumstances

c. Animal Control Officers (ACOs) are authorized to release live-captured native or naturalized wildlife only upon the property on which it was captured per DWR

H. Wildlife Damage Management (WDM) and Animal Control Officers
   a. DWR function and oversight
      i. Defined as the process of dealing with vertebrate species that:
         1. Cause damage to food, fiber, personal property, and natural resources
         2. Threaten human health and safety through disease, vehicular collisions, negative interactions, etc.
      ii. Focus of WDM is to reduce or eliminate damage, not reduce the number of animals in the area
   b. Options for ACOs in a wildlife damage situation
      i. Do nothing
         1. Let the problem resolve itself
      ii. Public education
         1. DWR Wildlife Conflict Helpline 1-855-571-9003
      iii. Make the environment less attractive – remove any food sources or attractants
      iv. Keep the animal out (exclusion)
      v. Scare the animal away
         1. Removal of attractants should be completed prior to or in conjunction with harassment of the animal
      vi. Contact an individual with a Commercial Nuisance Animal Permit (CNAP)
         1. Role of CNAPS is to provide assistance and recommendations to homeowners for complicated situations
   vii. Damage Control Assistance Program (DCAP)
      1. Deer management program that increases a landowner’s deer management options
      2. DCAP permit tags
   viii. Follow any official DWR regulations, guidance documents, or Director Policies for methods and processes to be used by ACOs

I. Humane dispatch
   a. Appropriate and legally authorized personnel, agents, and methods for euthanasia
i. Highly regulated
ii. ACOs must follow any specific and official DWR regulations, guidance documents, or Director Policies for methods and processes
iii. State and federal drug laws and regulations
   1. Virginia Board of Pharmacy
   2. U.S. Drug Enforcement Agency
   3. Code of Virginia Administration of Drugs to Wildlife
iv. Common sources of confusion
   1. Animal Medicinal Drug Use Clarification Act of 1994 (AMDUCA) - Provides veterinarians the ability to prescribe extra-label drug use. All drug use in wildlife is extra-label.
   2. State Veterinarian Directive 83-1 is specific to companion animals and does not include provisions for wildlife
   3. Public animal shelter Controlled Substance Registration is for the purpose of domestic animals within the animal shelter
v. DWR considers some methods of dispatch as inhumane or dangerous, and are therefore not acceptable.
   1. Examples

J. Carcass disposal
   a. Requires familiarity with all state and local regulations related to carcass disposal
      i. Potential options:
         a. Burial
         b. Incineration
         c. Landfills (varies by locality)
   b. Federal or state endangered or threatened species carcasses
      i. Notify DWR or US Fish and Wildlife Service
      ii. Freeze carcass until able to contact DWR or USFWS
   c. Secondary pentobarbital toxicity
      i. Effects in scavengers
      ii. Documented in many animals, but eagles are particularly susceptible due to feeding behaviors
      iii. Wildlife dispatched via sodium pentobarbital must be incinerated or buried at least 3 – 4 feet deep
   d. Secondary lead exposure
      i. Avian scavengers are particularly susceptible
      ii. It is recommended that wildlife dispatched with lead ammunition be removed from the landscape and incinerated, buried at least 3 – 4 feet deep, or disposed of at a landfill and covered immediately to reduce avian scavenging and secondary lead toxicity

K. Black Bears
   a. Conflict situations
      i. Simple, low-intervention methods
1. Removal of trash
2. Discontinuation of outdoor feeding of other animals, such as cats
3. Other
   ii. Notify DWR if greater intervention is needed
b. Bear Attacks
   i. DWR is main point of contact
c. When necessary, the capture, immobilization, transport, and handling of black bears will be conducted by DWR staff.

L. Other laws and regulations
   a. Keeping of reptiles
   b. Possession, importation, sale, etc. of wild animals
   c. Importation requirements, possession and sale of non-native (exotic) animals
   d. Possession, transportation, and release of wildlife by authorized persons
   e. Poisoning of wild birds and wild animals prohibited
   f. Taking aquatic invertebrates, amphibians, reptiles, and nongame fish for private use
   g. Local ordinances and regulations
      i. Familiar with local ordinances and/or regulations regarding wild and exotic animals held in captivity

M. Review case examples/scenarios pertaining to common wildlife issues *
   a. Discuss appropriate action plans for different scenarios
   b. Practice formulating action plans for a given wildlife scenario

Applicable Virginia Laws, Regulations, and Guidance Documents:
Code of Virginia §§ 29.1-100, 29.1-508.1, 29.1-569, 3.2-6570
Migratory Bird Treaty Act of 1918

Resources for Instructors:
Virginia Department of Wildlife Resources
https://www.dwr.virginia.gov/wildlife/

Virginia Wildlife Control Training and Wildlife Species Damage Management Information by Paul D. Curtis, Scott E. Hygnstrom, Stephen M. Vantassel, and Raj Smith
http://store.nwctp.com (ordering information for the wildlife manual)
Basic Training Program for Wildlife Control Professionals
http://wildlifecontroltraining.com

US Fish and Wildlife Service (USFWS)
Fact sheet: Secondary Pentobarbital Poisoning of Wildlife

Code of Virginia

*Interactive teaching modalities recommended when available, such as live animal demonstrations, videos, case studies, working through a given scenario, utilizing equipment, etc.
1.4 Animal Disease Principles and Zoonoses (4 hours)

Performance Outcomes:

- A basic understanding of animal disease principles.
- Ability to utilize communicable disease prevention and control measures.
- Ability to identify signs of common zoonotic diseases and mitigate risks.

Training Objectives and Criteria for Testing:

Given a written exercise or practical exercise, the student should be able to:

A. Demonstrate a basic understanding of how disease occurs in animals.
B. Identify ways in which animal diseases are transmitted.
C. Identify common clinical signs of communicable diseases.
D. Identify common areas within different species’ environments that pose a risk of potential disease exposure.
E. Identify the components of basic disease prevention and control.
F. Distinguish between cleaning, sanitizing, and disinfecting; and identify steps for cleaning and disinfecting animal enclosures and housing areas.
G. Explain the differences between disease prevention and control for agricultural versus companion animals.
H. Identify common zoonotic diseases and which species they affect.

Lesson Plan Guide:

The lesson plan shall include the following at a minimum:

A. Basic disease principles
   a. Define “communicable disease,” “non-communicable disease,” and “zoonotic disease”
   b. Cause of disease
      i. Communicable disease
         1. Viral
            a. No treatment; prevention with vaccinations when available for a particular virus
         2. Bacterial
            a. The target of antibiotic medications
         3. Fungal
            a. The target of antifungal medications
         4. Parasitic
            a. The target of deworming medications
         5. Prions
ii. Non-communicable disease
   1. Physiological
      a. Organ failure
      b. Hormone abnormalities
      c. Allergies
      d. Others
   2. Cancer

B. General communicable disease transmission
   a. Definition of “communicable disease”
   b. Direct vs. indirect
   c. Routes
      i. Oral/ingestion
      ii. Direct contact
      iii. Reproductive
      iv. Fomites
      v. Aerosol
   d. Interspecies transmission
   e. Some communicable diseases are also zoonotic diseases
   f. If multiple animals are showing signs of illness, it is likely a communicable disease

C. Clinical signs of disease (i.e. noticeable symptoms):
   a. Clinical signs (symptoms) are not diseases
   b. Clinical signs of any body system can be caused by viruses, bacteria, fungus, parasites, etc.
   c. Veterinarians are trained to make a specific diagnosis of a disease
   d. Identify common clinical signs indicating either a communicable or zoonotic disease in the following body systems:
      i. Skin/fur
      ii. Eyes
      iii. Ears
      iv. Cardiovascular
      v. Pulmonary
      vi. Gastrointestinal tract
      vii. Lymph nodes
      viii. Body condition
      ix. Urogenital
      x. Musculoskeletal/Gait
      xi. Reproductive
      xii. Neurological
      xiii. Behavior
      xiv. Other

D. Disease exposure risks
a. Based on the clinical signs of communicable disease listed above in “C.d”, identify the exposure risks to other animals and the ACOs for each system listed in “C.d” (i-xii) above. For example, diarrhea may be a clinical sign for “C.d.vi. Gastrointestinal tract” above, and the exposure risk would be any contact with feces from the animal or within the environment.

b. Identify areas of environmental exposure to disease and common fomites within the following:
   i. Home
   ii. Yard
   iii. Barn
   iv. Farm
   v. Poultry house
   vi. Open fields

E. Disease prevention and control
   a. Terms and concepts
      i. Clean
      ii. Properly clean
         1. Reference the Code of Virginia
      iii. Sanitize
         1. Reference the Code of Virginia
      iv. Detergent
      v. Antiseptic
      vi. Disinfectant
      vii. Sterilant
      viii. –cide vs. –static
   b. For animals
      i. Hygiene
      ii. Biosecurity, quarantine, and isolation
      iii. Cleaning and disinfecting (C&D)
      iv. Other considerations
         1. Vaccines
         2. Animal housing
         3. Foot traffic/facility flow
         4. Footbaths
         5. Transportation vehicles
         6. Equipment
            a. Reusable vs. disposable
   c. For ACOs
      i. Hygiene
      ii. Personal protective equipment *
      iii. Other considerations
         1. Foot traffic
         2. Vehicle
         3. Equipment
            a. Reusable vs. disposable
iv. Cleaning and disinfecting
   1. Principles of cleaning and disinfecting
      a. Identify what needs to be cleaned and sanitized
         i. All surfaces and items with which animals come in direct or indirect contact
         ii. Yourself
         iii. Transportation vehicles
         iv. Portable cages
         v. Exercise areas
         vi. Enclosures
         vii. Tools
      viii. Frequently handled items
           1. Door knobs
           2. Phones
           3. Keyboards
           4. Other

F. The cleaning and disinfection process
   a. Remove all grossly visible debris
      i. Presence of gross contamination or organic material, especially feces, will inactivate most disinfectants
   b. Wash the area or item with water and detergent
   c. Thoroughly rinse the cleaned area to remove any detergent residue
      i. Some disinfectants may be inactivated by detergents; therefore, it is very important to rinse well after washing the area or item
   d. Allow the area to dry completely
   e. Select and apply an appropriate, effective disinfectant; read the label
      i. Considerations when choosing a disinfectant
         1. Intended use/purpose
         2. Concentration
         3. Contact time
         4. Application method
         5. Stability and storage
         6. Instructions for use
         7. Safety precautions
         8. Expense
      ii. One-step cleaner disinfectants
   f. Allow the proper contact time
      i. This is the one of the most overlooked steps
      ii. Contact time may vary depending on the disinfectant selected
      iii. Usually at least 10 minutes
      iv. Consult the product label
   g. Thoroughly rinse away any residual disinfectant and allow the area or item to dry
G. Common factors or methods of disease prevention that vary between agricultural animals and companion animals
   a. Routine vaccination practices
   b. The use of a quarantine (or isolation) of new arrivals and diseased animals
   c. Clean confinement and housing with adequate ventilation
   d. Nutritious food appropriate for age, condition, and species
   e. Established anti-parasite program
      i. Deworming practices
      ii. Pest (fly and mosquito) management
   f. Waste management
      i. Preventing run-off of manure
      ii. Removing excess animal waste
      iii. Avoiding cross contamination
   g. Clean environment
      i. Feeding and watering areas
   h. Veterinary care for diseased animals
   i. Reduce environmental stressors
   j. Avoid exposure through human contact
   k. Appropriate safety equipment to prevent disease transmission
      i. Animal-to-animal disease transmission
      ii. Animal-to-human disease transmission

H. Zoonotic disease case studies *
   a. Review common zoonotic diseases, how they are transmitted, and which species are affected
      i. Livestock
      ii. Poultry and birds
      iii. Companion animals
   b. Special considerations for primates

Applicable Virginia Laws, Regulations, and Guidance Documents:
Code of Virginia §§ 3.2-6500, 3.2-6503, 3.2-6503.1

Resources for Instructors:
Veterinary Partner
https://veterinarypartner.vin.com/

Centers for Disease Control and Prevention
https://www.cdc.gov/onehealth/basics/zoonotic-diseases.html
*Interactive teaching modalities recommended when available, such as live animal demonstrations, videos, case studies, working through a given scenario, utilizing equipment, etc.
1.5 Rabies Control and Confinement (2 hours)

**Performance Outcomes:**

- Ability to respond to and investigate a complaint regarding a potentially rabid animal.
- Ability to understand the appropriate confinement of an animal with possible rabies exposure.
- Ability to apply and enforce current laws and regulations regarding rabies control and prevention.

**Training Objectives and Criteria for Testing:**

Given a written or practical exercise, the student should be able to:

A. Demonstrate familiarity with the *Compendium of Animal Rabies Prevention*.
B. Demonstrate knowledge of the legal requirements for rabies control and prevention.
C. Demonstrate familiarity with the *Virginia Guidelines for Rabies Prevention and Control*.
D. Define the terms “rabid animal,” “suspected rabid animal,” “currently vaccinated,” “rabies exposure,” “confinement,” and “strict isolation” as defined in Virginia Administrative Code or the *Virginia Guidelines for Rabies Prevention and Control*.
E. Identify high-risk species as identified in the *Virginia Guidelines for Rabies Prevention and Control*.
F. Identify clinical signs of rabies in animals, and which animals are typically assigned a 10-day post-bite confinement and observation period.
G. Identify how rabies virus is transmitted between mammals.
H. Identify the basic safety precautions for handling animals suspected to be rabid.
I. Demonstrate knowledge of the state guidelines for bite exposure, and how local ordinances may apply to rabies exposure and reporting exposures.
J. Explain the procedures to follow after a rabies exposure.

**Lesson Plan Guide:**

The lesson plan shall include the following at a minimum:

A. Overview of the *Compendium of Animal Rabies Prevention* (National Association of State and Public Health Veterinarians)

B. Review current laws and regulations regarding rabies control and prevention
   a. Code of Virginia
b. Virginia Administrative Code

C. Overview of the *Virginia Guidelines for Rabies Prevention and Control* (Virginia Department of Health)

D. Term definitions
   a. Rabid animal
   b. Suspected rabid animal
   c. Currently vaccinated
   d. Rabies exposure
   e. Confinement
   f. Strict confinement
   g. Incubation period

E. Animals which may carry the virus
   a. Mammals
   b. Reservoir species
   c. High-risk species
      i. May have no clinical signs
      ii. Should be considered suspect rabid, even if behaving normally

F. Clinical signs of rabies
   a. Companion animals
   b. Livestock
   c. Wildlife and game species
   d. Confinement and observation periods related to different species

G. Incubation and methods of rabies virus transmission
   a. Transmission between animals
   b. Transmission between animals and humans
   c. Range of incubation period for rabies virus
   d. Educating the public

H. Basic safety precautions for handling potentially rabid animals/occupational health
   a. Considerations for live animal handling and rabies sample submission
   b. Personal protective equipment (PPE)
   c. Pre-exposure vaccination series and routine titer assessment

I. Guidelines on bite exposure cases
   a. State
      i. Code of Virginia
      ii. Virginia Administrative Code
      iii. *Virginia Guidelines for Rabies Prevention and Control* (Virginia Department of Health)
   b. Potential application of local ordinances
J. Procedures to follow in the event of rabies exposure
   a. ACO exposure/occupational exposure
   b. ACO alerted to potential human exposure
   c. ACO alerted to potential domestic animal exposure

**Applicable Virginia Laws, Regulations, and Guidance Documents:**
Code of Virginia §§ 3.2-6521, 3.2-6522  
*Compendium of Animal Rabies Prevention and Control*  
*Virginia Guidelines for Rabies Prevention and Control*

**Resources for Instructors:**
Code of Virginia  
https://law.lis.virginia.gov/vacode

Virginia Administrative Code  

*Virginia Guidelines for Rabies Prevention and Control, 2017*  

*Compendium of Animal Rabies Prevention and Control, 2016*  
http://www.nasphv.org/documentsCompendiaRabies.html

Human Rabies Vaccination and Titer Monitoring Basics for Animal Health Professionals  

**Note:** Students should receive a copy of the latest *Compendium of Animal Rabies Prevention and Control* and *Virginia Guidelines for Rabies Prevention and Control.*
1.6 Animal First Aid and Provision of Veterinary Care (2 hours)

Performance Outcomes:

- Ability to assess animal health status and determine when to seek veterinary care or emergency veterinary treatment.
- Ability to administer first aid to animals in need of care.
- Ability to handle, confine, and transport medically compromised animals safely.

Training Objectives and Criteria for Testing:

Given a written or practical exercise, the student should be able to:

A. Demonstrate ability to perform a basic animal health assessment.
B. Identify common situations necessitating emergency or urgent veterinary care.
C. Demonstrate ability to administer basic first aid prior to or en route to advanced care by a veterinarian.
D. Identify safety considerations for animal control officers and the public when handling medically compromised animals.
E. Demonstrate familiarity with the legal requirements to provide an animal veterinary care and/or emergency veterinary treatment.

Lesson Plan Guide:

The lesson plan shall include the following at a minimum:

A. Components of a basic animal health assessment
   a. Remote or hands-off observation
      i. Physical appearance/signalment
      ii. Attitude and behavior(s)
         1. Mentation (e.g. alert, depressed, etc.)
         2. Context of environment
            a. Within the herd
            b. Interactions with people/handlers
      iii. Overall physical condition
           1. Body Condition Scoring
   b. General cursory physical evaluation
      i. Head to tail
   c. Assessment of vital signs
      i. Average body temperature ranges
      ii. Average heart rates
      iii. Average respiratory rates and expected effort
   d. Assessment of mucous membranes
i. Color
ii. Capillary refill time
iii. Moist vs. dry or tacky

e. Indicators of hydration status
f. Documentation of findings/assessment
g. Species differences to consider in animals most commonly encountered

B. Common situations requiring veterinary emergency and urgent care *
   a. Recognize signs of
      i. Trauma
      ii. Breathing and/or cardiac emergencies
      iii. Internal injuries
      iv. Cardiovascular shock
      v. Uncontrollable hemorrhage
      vi. Broken bones
      vii. Seizures
      viii. Urinary obstruction
      ix. Dystocia
      x. Pain
      xi. Others
   b. Any animal exhibiting
      i. Pain
      ii. Distress
      iii. Neurological signs
      iv. A condition interfering with a vital function

C. Review the basics of administering first-aid *
   a. Keep animal safe/stable until more advanced medical treatment can be provided
   b. Steps to control hemorrhage
   c. Steps to safely immobilize broken limbs
   d. Resuscitation/CPR for companion animals
   e. Pain assessment
   f. Basic first aid kits

D. Safety considerations for animal control officers when handling injured animals
   a. Animal(s) involved
      i. Species
      ii. Temperament
      iii. Extent of injury/illness
      iv. Environment
      v. Reactionary behaviors
      vi. Other
   b. Responder(s)
      i. Experience or familiarity with the individual animal
      ii. Experience or familiarity with the species
iii. Ability, skills, and training
iv. Other
c. Equipment
   i. Availability
   ii. Situational appropriateness
   iii. Risks of use
      1. For responder
      2. For animal(s)
d. Transportation
   i. Security of animal
   ii. Accessibility of responder/transporter to the animal
   iii. Distance to advanced care

E. Review laws and regulations
a. Code of Virginia
   i. Definitions
      1. Veterinary care
      2. Veterinary treatment
      3. Emergency veterinary treatment

**Applicable Virginia Laws, Regulations, and Guidance Documents:**
Code of Virginia §§ 3.2-6500, 3.2-6503, 3.2-6503.1
Virginia Administrative Code 2 VAC 5-111-30

**Resources for Instructors:**
AVMA Pet First Aid brochure

VCA Pet Emergency Care Handbook

*Interactive teaching modalities recommended when available, such as live animal demonstrations, videos, case studies, working through a given scenario, utilizing equipment, etc.*
1.7 Animal Transportation (2 hours)

**Performance Outcomes:**

- Ability to provide transportation for animals that is safe, humane, and in compliance with applicable laws and regulations.
- Ability to determine considerations and precautions for transporting wildlife species.
- Ability to enforce laws and regulations applicable to dealers, exhibitors, pet shops, carriers, auction sales, animal shelters/pounds, humane societies, and individuals transporting animals.

**Training Objectives and Criteria for Testing:**

Given a written or practical exercise, the student should be able to:

A. Identify basic factors, which contribute to the responsible transportation of animals.
B. Recognize the factors necessary for safe, comfortable, and humane transportation of companion animals.
C. Recognize the factors necessary for safe, comfortable, and humane transportation of agricultural animals.
D. Recognize the factors necessary for safe, comfortable, and humane transportation of wildlife animals, and considerations for disease control between vehicle use for wildlife species and domestic species of animals.
E. Demonstrate the ability to enforce and comply with state regulations governing the transportation of companion animals.
F. Demonstrate an understanding of the circumstances in which federal animal transportation laws and regulations may apply.

**Lesson Plan Guide:**

The lesson plan shall include the following at a minimum:

A. Basic considerations
   a. Requirements for all animals
      i. Reference the Code of Virginia
      ii. No animal to be confined on a conveyance for more than 24 consecutive hours without proper exercise, rest, food, and water necessary for type and species
      iii. Animals must have adequate space in the primary enclosure within the conveyance
   b. Requirements for animal control officers
i. Vehicle in good operating condition
ii. Vehicle cargo space clean and free of hazardous objects and substances
iii. Smooth operation of vehicle
iv. Minimum necessary transit time and avoidance of unnecessary stops
v. Professionalism and humane handling

B. Transporting companion animals
   a. Safe and humane loading and unloading
   b. Safe and comfortable confinement quarters
   c. Proper separation of animals and grouping exceptions
   d. Adequate ventilation and comfortable temperature
   e. Care and monitoring in transit
   f. Considerations for neonatal, medically compromised, or extremely anxious animals
   g. Considerations for exotic species and birds
   h. Adequate care includes the responsible transportation of animals
      i. Reference the Code of Virginia

C. Transporting agricultural animals
   a. Proper hauling equipment and local resources
   b. Safe and humane loading and unloading
   c. Safe confinement quarters and non-slip flooring
   d. Proper separation of animals and grouping exceptions
   e. Adequate ventilation and safe temperature
   f. Care and monitoring in transit
   g. Considerations for neonatal, medically compromised, or extremely anxious animals
   h. Specific considerations for each species
   i. Veterinary guidance should be obtained in most cases

D. Transporting wildlife species
   a. Proper equipment and resources
   b. Safe and humane loading and unloading
   c. Safe enclosure
   d. Adequate ventilation
   e. Monitoring during transit
   f. No simultaneous transport of wildlife and domestic animals
   g. Disease control between wildlife and domestic animals; thorough disinfection

E. State regulations governing the transportation of companion animals
   a. Reference the Virginia Administrative Code
      i. Definitions
      ii. Carriers, Dealers, Exhibitors, Pet Shops, and Auction Sales
1. Primary enclosure specifications
2. Primary conveyance specifications
3. Terminal facilities
4. Food and water requirements
5. Care in transit
6. Handling
7. Primary enclosures for dogs and cats
8. Food and water requirements for dogs and cats
9. Identification of dogs and cats

iii. Cities, counties, animal control officers, animal shelters, and humane societies
   1. Primary enclosure specifications
   2. Primary conveyance specifications
   3. Care in transit
   4. Primary enclosures for dogs and cats
   5. Water requirements for dogs and cats
   6. Identification of dogs and cats

iv. Transportation of birds
   1. Primary enclosures used to transport birds
   2. Primary conveyance specifications
   3. Terminal facilities
   4. Food and water requirements
   5. Care in transit
   6. Handling

F. Introduction to Animal Welfare Act and regulations governing the transportation of companion animals
   a. Applicability for local enforcement
      i. Carrier
      ii. Dealer – in commerce
      iii. Exhibitor
      iv. Intermediate handler
   b. Transportation standards

Applicable Virginia Laws, Regulations, and Guidance Documents:
   Code of Virginia §§ 3.2-6500, 3.2-6503, 3.2-6508
   Virginia Administrative Code 2 VAC 5-150, 2 VAC 5-150-120, 2 VAC 5-150-130
   United States Code 49 USC §80502

Resources for Instructors:
USDA National Agricultural Library.  
https://www.nal.usda.gov/awic/transportation

Canadian National Farm Animal Care Council (NFACC). Code of Practice for the Care and Handling of Farm Animals: Transportation.  
http://www.nfacc.ca/codes-of-practice/transportation

Current Federal Laws and Regulations governing the transportation of companion animals: Animal Welfare Act and Animal Welfare Regulations  
### 1.8 Emergency Management (1 hour)

**Performance outcome:**

- A basic understanding of how emergency management is organized within Virginia.
- Ability to respond to animal-related events during local, state, and federal emergencies.

**Training Objectives and Criteria for Testing:**

Given a written or practical exercise, the student should be able to:

A. Demonstrate an understanding of the Incident Command System and National Incident Management system.
B. Identify the local, regional, and state-level emergency response agencies in Virginia.
C. Demonstrate an understanding of the flow of information and resources during an emergency in Virginia.
D. Identify animal control’s role in emergency preparedness, response, and recovery activities.
E. Demonstrate an understanding of the legal requirements for animal-related emergency preparedness.

**Lesson Plan Guide:**

The lesson plan shall include the following at a minimum:

A. Overview of an Incident Command System (ICS) and the National Incident Management System (NIMS)
   a. Purpose
   b. Basic structure and components

B. Overview of emergency management in Virginia
   a. Localities
      i. Locality emergency manager
         1. Animal-related preparedness plans
            a. Animal Control Officers can offer subject matter expertise
         2. Public animal shelter emergency plans
            a. Animal Control Officers can offer subject matter expertise
3. Coordination of emergency response and recovery activities
   ii. Local Emergency Operations Center
b. Regional
   i. Virginia Department of Emergency Management (VDEM) regional offices
c. State
   i. Virginia Department of Emergency Management
   ii. Virginia Emergency Operations Center (VEOC)
   iii. Commonwealth of Virginia Emergency Operations Plan
      1. Emergency Support Function #11, Agriculture and Natural Resources
      2. Emergency roles of state agencies related to animals:
         a. Virginia Department of Agriculture & Consumer Services
         b. Virginia Department of Health
         c. Virginia Department of Environmental Quality
         d. Virginia Cooperative Extension

C. Virginia’s response structure
   a. Emergencies start with local response and end with local response
      i. Escalate as needed
         1. If the required response exceeds the capacity to provide the response, localities escalate to regional response and resources; regional response escalates to state; state escalates to federal
   b. Communication during an emergency
      i. Use the established structure
         1. Animal-related activity is reported to the local emergency manager; local emergency manager reports to regional VDEM office; regional VDEM office reports to Virginia Emergency Operations Center
         2. Requests for resources, services, or personnel start with the operational team and should be communicated through the established structure.
         3. Locality’s emergency manager coordinates regional, state, and/or federal assistance

D. Animal care and control functions
   a. Preparedness
      i. Identify shelter and confinement areas for companion and agricultural animals
      ii. Identify food and water sources
   b. Response
      i. Activities immediately necessary to preserve life and property
      ii. Examples:
Virginia ACO Basic Training Standards
Effective July 1, 2021

1. Evacuation
2. Search and rescue
3. Secure emergency shelter, food, and water
4. Temporary confinement with a goal to return animals to owners
5. Provide transportation from evacuated area to shelter area
6. Secure emergency medical care
7. Other

c. Recovery
   i. Identify and reunite animals with owners
   ii. Legal dispositions of unclaimed animals
   iii. Carcass management
   iv. Damage assessments for the locality

E. Legal requirements for animal-related emergency preparedness
   a. Local
   b. State
   c. Federal

Applicable Virginia Laws, Regulations, and Guidance Documents:
   Code of Virginia § 44-146.18
   Commonwealth of Virginia Emergency Operations Plan
   Pets Evacuation and Transportation Standards Act of 2006

Resources for Instructors:
   Virginia Emergency Support Function #11, Agriculture & Natural Resources

   Commonwealth of Virginia Emergency Operations Plan
   https://www.vaemergency.gov/planning/

   Pets Evacuation and Transportation Standards Act of 2006

   National Animal Rescue and Sheltering Coalition
   http://thenarsc.org/

   National Alliance of State Animal and Agricultural Emergency Programs
   https://www.thenasaaep.com/

   Virginia State Animal Response Team
   https://virginiasart.org/
Part 2: Animal-Related Law Curriculum (39 hours)

Sections:
2.1 Operational Response to Calls for Service 2
2.2 Animal Care and Cruelty Investigations 8
2.3 Collecting and Processing of Evidence 4
2.4 Case Preparation 2
2.5 Public Education on Animal Issues 1
2.6 Virginia Comprehensive Animal Care Laws 5
2.7 Animal Shelters and Other Releasing Agencies 3
2.8 Dangerous and Vicious Dogs 2
2.9 Animal Fighting Investigations 3
2.10 Seizure and Impoundment of Animals 3
2.11 Overview of Laws and Regulations Regarding Animal Euthanasia 2
2.12 Use of Force—Animals 2
2.13 Compassion Fatigue 2

Instructors must be a subject matter expert OR Department of Criminal Justice Services (DCJS) certified.
2.1 Operational Response to Calls for Service (2 hours)

Performance Outcome:

- Ability to respond to a complaint involving animals.

Training Objectives and Criteria for Testing:

Given a written or practical exercise, the student should be able to:

A. Demonstrate knowledge of the general process and considerations for responding to complaints related to animals.
B. Identify pertinent considerations when arriving at the scene.
C. Identify pertinent considerations when evaluating the scene.
D. Identify steps involved in processing a scene.
E. Identify what information to consider in determining the appropriate response to the complaint.

Lesson Plan Guide:

The lesson plan shall include the following at a minimum:

A. Considerations when responding to a complaint related to animals
   a. Jurisdiction
   b. Source of the complaint
      i. Social media/text/email
      ii. Call to dispatch center
      iii. In person/eyewitness
      iv. Postal mail
      v. Anonymous
   c. Priority level of complaint
      i. Emergency
      ii. Non-emergency
   d. Legitimacy of the complaint
      i. If not legitimate, inform and educate complainant
   e. Ways to respond to the complaint
      i. Phone call
      ii. Visit scene/area
      iii. Review of available documents
         1. Social media
         2. Local and state government records
         3. Materials submitted by complainant
         4. Other
      iv. Local protocols may dictate response actions
      v. Other
f. How to document the complaint and the outcome

B. Considerations when arriving at the scene
   a. Type of call and source of complaint
   b. Animal(s) involved or present on-scene
      i. Species
      ii. Breed
      iii. Size
      iv. Temperament
      v. Condition
      vi. Other
   c. Safely parking vehicle
   d. Location of animals
   e. Equipment
   f. Training
   g. Department policies
   h. Laws/regulations
      i. History of incidents at this address
         i. Prior criminal history of tenants/owners
         ii. Hostile or friendly interaction previously
         iii. Sovereign citizen

C. Considerations when evaluating the scene
   a. Officer safety
   b. Assessment of scene before proceeding onto the property
   c. Location/presence of animal(s)
   d. Location/presence of people
   e. Demeanor/behavior of animals and people
   f. Environment
      i. Terrain
      ii. Hazmat conditions
      iii. Weather
      iv. Structural safety and considerations
      v. Time of day

D. On-scene assessment
   a. Verify legitimacy of complaint
      i. If not legitimate:
         1. Inform subject
         2. Provide animal care education, if necessary
            a. Best practices vs. minimum standards
      ii. If legitimate, take appropriate action (enforcement and/or education)
         1. ACOs have discretionary authority
   b. Speak with witnesses, if necessary
      i. On-scene
ii. Others as investigation progresses
   1. Veterinarians
   2. Neighbors
   3. Employees/volunteers
   4. Feed suppliers
   5. Other animal care providers
      a. Farriers
      b. Groomers
   6. Other

c. Document the incident and assess the totality of evidence
   i. Utilize appropriate forms and procedures
   ii. Type and severity of violation(s)
   iii. Cooperation of subject
   iv. Considerations for subject’s prior violations

d. Consult with local Commonwealth’s Attorney, when necessary

E. Determine response action(s)
   a. May be dictated by:
      i. Type and severity of violation(s)
      ii. Support from local Commonwealth’s Attorney
      iii. Other
   b. Potential response actions
      i. Education
      ii. Future unannounced welfare visits
      iii. Order to comply
         1. Establish deadlines for compliance actions and follow-up visits
      iv. Animal seizure
      v. Warrants for further investigation
      vi. Charges
         1. Misdemeanor
         2. Felony
      vii. Other
   c. Review and discuss case scenarios/examples *
      i. Abuse or cruelty complaint
      ii. Inadequate care complaint
      iii. Dangerous or vicious animal complaint
      iv. Stray or at-large animal complaint
      v. Rabies vaccination or licensing notification
      vi. Other

*Interactive teaching modalities recommended when available, such as live animal demonstrations, videos, case studies, working through a given scenario, utilizing equipment, etc.
2.2 Animal Care and Cruelty Investigations (8 hours)

*Performance Outcomes:*

- Ability to process cases of inadequate care or cruelty to animals.
- Ability to identify and document cases of inadequate care and/or cruelty in animals.

*Training Objectives and Criteria for Testing:*

Given a written or practice exercise, the student should be able to:

A. Define the terms listed in the Code of Virginia Comprehensive Animal Care laws that relate to cruelty, care, and the keeping of animals.
B. Identify considerations when evaluating adequate care in companion animals and agricultural animals.
C. List common forms of cruelty to companion animals and agricultural animals.
D. Identify the roles private practicing veterinarians and the State Veterinarian can play in cruelty investigations.
E. Identify resources available to assist animal control officers with cruelty investigations.
F. Apply the provisions of the Code of Virginia related to adequate care and cruelty to a given investigation scenario.

*Lesson Plan Guide:*

The lesson plan shall include the following at a minimum:

A. Review terms and concepts
   a. Reference the Code of Virginia
      i. Abandon
      ii. Adequate
         1. Care
         2. Exercise
         3. Feed
         4. Shelter
         5. Space
         6. Water
      iii. Direct and immediate threat
      iv. Dump
      v. Farming activity
      vi. Owner
      vii. Properly cleaned
      viii. Properly lighted
ix. Sanitize
x. Sore
xi. Treatment
xii. Veterinary treatment
   1. Emergency veterinary treatment
b. Other animal welfare concepts and terms
   i. Suffering
      1. The “five freedoms” of animal welfare
   ii. Deprivation/neglect
c. Necropsy

B. Inadequate care
   a. Companion animals
      i. Reference the Code of Virginia
      ii. Considerations
         1. Each situation is unique
         2. Must assess breed, age, sex, size, condition, behavior, etc.
         3. When a veterinarian’s assessment may be helpful or necessary
         4. Available documentation for evaluation
            a. Examples: Veterinary records, health certificates/Certificates of Veterinary Inspection, contracts, purchase orders, photos, documents submitted by complainant, etc.
      5. Seizure and impoundment
         a. Reference the Code of Virginia
      6. Other
   iii. Common forms of inadequate care *
      1. Common examples:
         a. Poor husbandry
         b. Unsanitary food supply
         c. Lack of food and water
         d. Crowding, hoarding, puppy mills
         e. Inappropriate tethering
         f. Illness or injury not treated by a veterinarian
         g. Outbreaks of contagious diseases without appropriate veterinary care

b. Agricultural animals
   i. Reference the Code of Virginia
   ii. Considerations
      1. Each situation is unique
      2. Industry standards
      3. When a veterinarian’s assessment may be helpful or necessary
      4. Available documentation for evaluation
a. Examples: Feed deliveries, veterinary records, health certificates/Certificates of Veterinary Inspection, contracts, purchase orders, photos, documents submitted by complainant, etc.

5. Seizure and impoundment consideration
   a. Reference the Code of Virginia

6. Other
   iii. Common forms of inadequate care *
      1. Common examples:
         a. Poor husbandry
         b. Malnourishment
            i. Lack of appropriate food
            ii. Rotted or moldy food
         c. Lack of veterinary care

C. Animal cruelty
   a. Reference the Code of Virginia
   b. Seizure and impoundment considerations
   c. Common forms of cruelty to companion animals and exotics *
      i. Deprivation of adequate care
         1. Common examples:
            a. Malnutrition
               i. Improper feeding
               ii. Starvation
                  iii. Body Condition Scores
            b. Untreated injuries
            c. Hoarding
            d. Puppy mills
            e. Heat stroke
            f. Hypothermia
            g. Other
      ii. Non-accidental injuries
         1. Repetitive injuries most characteristic
            a. Multiples injuries in various stages of healing may be indicative
         2. Unexplained death or injury
         3. Blunt force trauma
         4. Sharp force trauma
         5. Burn-, electrical-, and fire-related injuries
         6. Firearm injuries
         7. Asphyxia
         8. Poisoning
      iii. Sexual abuse/bestiality
      iv. Animal fighting
         1. Reference the Code of Virginia
   d. Common forms of cruelty to agricultural animals *
i. Malnutrition/starvation
   1. Important to assign body condition score (BCS)
      a. BCS system for each species
ii. Deprivation of adequate care
   1. Shelter
      a. Lack of “necessary” shelter
         i. Must consider industry standards
      b. Overcrowding
         i. Must consider industry standards
   2. Veterinary care
      a. Lack of “necessary” emergency veterinary treatment
      b. Examples:
         i. Untreated accidental injuries
         ii. Long-term illness/disease
   3. Other common examples
      a. Hoof care
      b. Dental
iii. Non-accidental injuries
   1. Torture, willfully inflict inhumane injury or pain
   2. Examples:
      a. Blunt force trauma
      b. Sharp force trauma
      c. Gunshot
      d. Asphyxia
      e. Poisoning
iv. Sexual abuse/bestiality
v. Animal fighting
   1. Reference the Code of Virginia

D. Role of veterinarians in animal care and cruelty cases
   a. Private practitioners
      i. Report suspected cases to law enforcement officers (LEOs)/animal control officers (ACOs)
      ii. Provide care and treatment to animal victims
      iii. Perform necropsy on deceased animals
      iv. Conduct medical examinations
      v. Provide scientific and medical reports of animal assessments
      vi. Testify as an expert witness
   b. State Veterinarian
      i. Animal Care Program
         1. Animal welfare veterinary staff
            a. Provides technical assistance and consultation
            b. Conducts medical examinations
            c. Provides reports of animal assessments
            d. Testifies as an expert witness
e. Assists or advises in preparations for large-scale operations

ii. Regional Animal Health Laboratories
   1. Diagnosticians and pathologists
      a. Provide necropsy reports
         i. Gross and microscopic pathology
         ii. Toxicology
         iii. Diagnostics/laboratory test results
         iv. Bone marrow fat analysis for malnutrition cases

c. Other veterinary experts
   i. Behaviorists
   ii. Species-specific experts
   iii. Laboratory specialists
      1. Pathologists
      2. Toxicologists
      3. Entomologists
      4. Other

E. Available resources to aid ACOs in animal welfare investigations
   a. Local private practice veterinarians
   b. State Veterinarian’s Office
      i. Animal Care Program staff
      ii. Regional Animal Health Laboratories
   c. Virginia Department of Wildlife Resources
      i. State Wildlife Veterinarian
   d. Virginia Department of Forensic Science (DFS)
   e. Virginia Animal Fighting Task Force (VAFTF)
   f. Office of the Attorney General
      i. Animal Law Unit
   g. National animal welfare groups
      i. American Society for the Prevention of Cruelty to Animals (ASPCA)
      ii. Humane Society of the United States (HSUS)
   h. Large-scale operation considerations
      i. Local or regional community animal response teams (CARTs)
      ii. Reputable rescue groups
   i. Other

F. Review and discuss case scenarios/examples *

**Recommendations for Instructors:**
Incorporate investigative and forensic techniques used by an officer dealing with inadequate care and/or cruelty as discussed in other ACO Basic Training
curriculum sections (e.g., Operational Response to Calls for Service, Case Preparation, and Collecting and Processing of Evidence).

Review forms and documents used by an officer dealing with abandonment, inadequate care, or cruelty.

**Applicable Laws, Regulations, and Guidance Documents:**

Code of Virginia §§ 3.2-6500, 3.2-6503, 3.2-6503.1, 3.2-6569, 3.2-6570, 3.2-6571, 18.2-144

**Resources for Instructors:**


AVMA Welfare Policy Statements
https://www.avma.org/KB/Resources/Reference/AnimalWelfare/Pages/Animal-Welfare-Policy-statements.aspx

USDA Animal Welfare Act (November 2013)

*Interactive teaching modalities recommended when available, such as live animal demonstrations, videos, case studies, working through a given scenario, utilizing equipment, etc.
2.3 Collecting and Processing Evidence (4 hours)

Performance Outcome:

- Ability to recognize and collect pertinent evidence in order to properly process and document a crime scene involving animals.

Training Objectives and Criteria for Testing:

Given a written or practical exercise, the student should be able to:

A. Identity the basic principles and steps involved in collecting and processing evidence at a crime scene.
B. List the types of search methods used to process a crime scene.
C. List the methods for documenting evidence.
D. Provide a descriptive narrative of collected evidence in a given scenario.
E. Identify the essential elements of a crime scene diagram/map.
F. Identify techniques to capture and preserve animal evidence with the use of photography and videography.
G. Describe how to package evidence properly in a manner to maintain its integrity.
H. Process and maintain animals as evidence, and identify unique considerations for animal related crime scenes.

Lesson Plan Guide:

The lesson plan shall include the following at a minimum:

A. Basic principles for crime scene investigations
   a. Systematic evaluation
   b. Locard’s exchange principle
   c. Forensic triad
      i. Links victim, suspect, and crime scene
   d. Evidence classification
      i. Physical evidence
         1. Non-biological object(s) found
      ii. Biological evidence
         1. Blood, saliva, sperm, hair, tissue, bones, teeth, other bodily fluids, etc.
      iii. Further classified as:
         a. Transient
         b. Conditional
         c. Pattern
d. Transfer

e. Forensic evidence
   i. Supports or refutes examination or findings
   ii. Assists with reconstruction of crime scene
   iii. Develops important investigative leads

f. Basic steps for processing evidence at a crime scene

g. Maintain chain of custody throughout process
   i. Define chain of custody
   ii. Review chain of custody procedures for collected evidence
   iii. Discuss what happens when/if there is a loss of the chain of custody
      1. Implications and potential ramifications

B. Locating and recognizing evidence
   a. Careful observation of the entire scene
   b. Assign labels for designated areas to be searched
   c. Search method
      i. Type used may be dependent on scene
      ii. Types
         1. Spiral
         2. Grid
         3. Strip (line)
         4. Zone (quadrants)
      iii. Large scenes
         1. Strip or line searches preferred

d. Search for evidence which may support or refute theories
   i. Evidence that may:
      1. Support timelines
      2. Show ownership
      3. Be associated with different types of cruelty
      4. Warrant further testing at crime lab
      5. Other

C. Documenting evidence *
   a. Labeling evidence
      i. Different markers and systems available
      ii. Determine ahead of time how evidence will be marked
      iii. Prevent duplication
   b. Methods for documenting evidence
      i. Note-taking
      ii. Sketching/mapping
      iii. Photography/videography
      iv. Collection of evidence
      v. Other
D. Documentation via note-taking *
   a. Details of observations and investigation
   b. Include
      i. Names of personnel present at the scene
      ii. Include affiliations
      iii. Time of arrival
      iv. Chronological order of events
      v. Descriptive narrative of:
         1. Victim(s)
         2. Environment
            a. Macro scene
            b. Micro scene
      3. Items/evidence collected

E. Documentation via sketching/mapping *
   a. Helps eliminate the clutter and confusion of photographs when later
      analyzing the scene
   b. Diagram the scene
      i. Rough sketch at the crime scene
         1. Not drawn to scale
            a. Measurements of distances and dimensions for
               areas of interest are included for reconstruction
         2. Date and case information
         3. Sketcher’s name
         4. Compass rose
         5. Legend
         6. Include essential elements and their relationship
            a. Location of evidence
               i. Including animals
                  1. Alive
                  2. Deceased
            b. Assign identification numbers to evidence
      7. Assign labels to different areas within the scene
      ii. Finalized sketch made later
         1. Include
            a. Legend
            b. Completed measurement chart
            c. “Not drawn to scale” disclaimer
            d. Author’s name and signature
            e. Compass rose
            f. Date

F. Documentation via photography and videography *
   a. Purpose is to create permanent record of the scene and evidence collected
      i. Provides a record that can be examined after a scene is processed
         1. Identify additional evidence
2. Reassess crime scene findings
   b. Should be done in a manner to:
      i. Capture the scene
      ii. Place evidence in context
      iii. Show relationships of evidence to the scene
   c. Systematic approach
      i. Begin with most general and progress to more detail
         1. Start with panoramic of the area and buildings
         2. Important to capture perspectives of the scene
            a. Overall views first
            b. Then mid-ranges
            c. Close-ups last
   d. General guidelines for legal cases
      i. Separate memory card should be used for each scene
      ii. No photograph or video should ever be deleted
      iii. Should be professional
         1. Pictures/videos should be related to case
         2. Picture/video quality is important
            a. Lighting considerations
            b. Lens selection
            c. Advantages of digital cameras
   e. Photographing evidence
      i. Take at 90° angle to area of interest
      ii. Try to avoid including personnel in the photographs
         1. Use of hands should be avoided to hold or point to areas of interest
         2. Use instruments or point labels instead
      iii. Have marker in photo
         1. Variety of colors, shapes, and sizes
         2. Letter or number assigned by the marker is carried over as the evidence ID
      iv. Photo scales should be used in the photo series when size of evidence is important
         1. Scales should be placed in the same plane as the area of interest
            a. Specialty scales
         2. If photo scale unavailable, use item with known established size
      v. Photographing animals
         1. Use placard or dry erase board
            a. Include case and animal information placed next to animal
               i. Case number
               ii. Animal ID
               iii. Date
      vi. Photos labeled and photo log included in evidence log
1. Brief description of each photo
   vii. Photographs may be altered only after the original is preserved
       1. Document enhancements or alternations
f. Documentation via videography
   i. Person handling the video equipment should:
      1. Be familiar with how to operate video equipment
      2. Know how to video a crime scene
         a. Viewpoints
         b. Evidence to capture
   ii. When taking video, important to inform others on scene
      1. Minimize noise
      2. Refrain from talking
      3. If capturing audio is not desired:
         a. Mute button
         b. Turn volume down
   iii. Copies of video labeled and recorded in evidence log
   iv. Videography may be especially valuable to show certain conditions of the animal(s)
      1. Weakness
      2. Limping
      3. Injuries
      4. Vocalizing
      5. Other abnormal behaviors

G. Evidence collection and packaging *
   a. Person collecting should be prepared to testify to the method of collection
   b. Protocol to prevent contamination should be followed
      i. Gloves changed between handling of different items to prevent cross contamination
      ii. Avoid touching own face, hair, or body prior to handling the evidence
      iii. Mask worn to prevent contamination of DNA
      iv. Swab evidence with sterile cotton-tipped swabs
      v. Use disposable or thoroughly cleaned tools
   c. Different types of evidence require different types of packaging and storage
      i. Physical vs. biological evidence considerations
      ii. Packaging
         1. Goal is to preserve integrity of evidence
         2. Needs to be clean or new to avoid contamination
         3. Each item packed separately
         4. Appropriate size and material
            a. Paper evidence bags and envelopes may be preferred over plastic for certain types of evidence
            b. Plastic allows moisture to build up over time, which can damage some types evidence
5. Special packaging considerations for:
   a. Fragile items
   b. Gunshot projectiles
   c. Wet items
   d. Sharp objects
   e. Arson evidence
   f. Hair or fibers
   g. Biological tissue
   iii. Store evidence to prevent loss or damage
   d. Use evidence log to document all collected items and track chain of custody

H. Special considerations for assessment and documentation of animals on scene *
   a. Animals are the victim, but are also considered evidence
      i. Important to document and preserve evidence
         1. Document prior to any first aid or veterinary treatment
         2. Triage and seek veterinary care for any critically ill or dying animals
   b. Animal’s environment
      i. Temperature
         1. Time and location
         2. Ambient temperature
         3. Weather conditions
         4. Measured at the level of the animal (live or deceased)
         5. Important for entomology analysis and time of death determination
      ii. Shelter/enclosure
      iii. Food and water
         1. Location of containers and accessibility to animals
         2. Container size
         3. Type and appropriateness of food
            a. Species
            b. Condition
            c. Life stage
         4. Food normally fed
            a. Compare to stomach contents or vomit
               i. Use of necropsy
            b. May be important for suspected inadequate care/cruelty or poisoning cases
      iv. Air quality
         1. Smells
         2. Meters
            a. Ammonia readers
   c. Assess animal within the context of their environment
   d. Assess animal behavior
      i. Expected/normal
ii. Abnormal

e. Assess the animal for potential evidence
   i. Benefits of using a veterinarian on scene and a veterinary medical record vs ACO assessing alone
   ii. General condition
       1. Body condition score
       2. Coat
       3. Attitude/demeanor
       4. Vitals
   iii. Wounds or scars
   iv. Bodily fluids and waste
       1. Blood
       2. Feces
       3. Other
   v. Trace evidence
       1. Hair (other than the animals)
       2. Fibers
       3. Foreign matter
       4. Other
   f. Live animal evidence
      i. Best practices to preserve trace evidence
         1. Wrap feet if any scratching suspected
         2. Do not wash or bathe until after collection, processing, and documentation is complete
      ii. Document changes over time while in custody
         1. Body condition score (BCS)
         2. Behavioral
         3. Health
         4. Use of a veterinarian
   g. Deceased animal evidence
      i. Best practices to collect preserve trace evidence
         1. Bagging
         2. Leave collars, ligatures, bags, etc. intact
         3. Keep cool
            a. Refrigerate; do no freeze
         4. Burial sites
      ii. Necropsy
         1. Veterinarian (private)
         2. Veterinarian (diagnostic/state laboratory)
         3. Find out the veterinarian or laboratory’s protocol prior to collecting and submitting the animal
         4. Special laboratory testing/requests
            a. Biochemical
            b. Toxicological
            c. Bone marrow
            d. Histopathologic
e. Microscopic

h. Other evidence considerations of importance in animal related crime scenes
   i. Supply/animal purchase records
   ii. Animal veterinary medical records
   iii. Animal medications and supplies
   iv. Bodily fluids found within the environment
      1. Alternate light sources may assist in detection
      2. Bloodstain pattern recognition, documentation, and analysis

i. Veterinarian’s role in animal crime scene investigations
   i. Ideally, have veterinarians on-scene due to the unique aspects of animal cases
   ii. Can provide invaluable assistance to investigators in evidence recognition and assessment of significance
      1. Assist with identification of medical evidence
         a. Potential for additional charges
         b. Potential to prompt further investigation
   iii. Expert opinion often deciding factor in legal cases

**Recommendations for Instructors:**

Refer to DCJS and other law enforcement references for basic principles.

Incorporate investigative and forensic techniques used by an officer dealing with inadequate care and/or cruelty as discussed in other ACO Basic Training curriculum sections (e.g., Operational Response to Calls for Service, Animal Investigations, and Case Preparation).

**Resources for Instructors:**


Virginia Department of Agriculture and Consumer Services (VDACS)
Animal Care Program
(804) 692-4001
animalcare@vdacs.virginia.gov

Office of Laboratory Services (OLS)
804-786-9202
http://www.vdacs.virginia.gov/animals-laboratory-services.shtml

Tufts Care and Condition Scales
Virginia Department of Forensic Science. Evidence Handling and Laboratory Capabilities Guide.  

*Interactive teaching modalities recommended when available, such as live animal demonstrations, videos, case studies, working through a given scenario, utilizing equipment, etc.
2.4 Case Preparation (2 hours)

*Performance Outcomes:*

- Ability to prepare incident/offense reports and related paperwork in order to facilitate a misdemeanor or felony prosecution related to offenses involving animals.
- Ability to confidently present a case to Commonwealth’s Attorneys and provide testimony in case trials.

*Training Objectives and Criteria for Testing:*

Given a written or practical exercise, the student should be able to:

A. Prepare an incident/offense report and related paperwork using descriptive sentences in a narrative style.
B. Identify the necessary supporting documentation to submit to the Commonwealth’s Attorney with the offense report to facilitate prosecution.
C. Prepare a complete case file for submission to a Commonwealth’s Attorney.
D. Demonstrate ability to prepare testimony for case trials adequately.

*Lesson Plan Guide:*

The lesson plan shall include the following at a minimum:

A. Incidence/offense report
   a. The importance of documentation
   b. Narrative style
      i. Proper use of grammar
         1. Past tense
         2. Active voice
      ii. Accurate statement of facts
      iii. Complete and detailed representation of facts
      iv. Impartial, clear, and concise language
      v. Chronological order
   B. Documentation requirements
      a. Reference to offenses in the Code of Virginia and local ordinances
      b. Date
      c. Location
      d. Time
      e. Description of details of incident/offense
      f. Victim description(s); animals may be considered victims
g. Suspect(s) description(s)
   i. Full name
   ii. Address and contact information
   iii. Date of birth
   iv. Social security number
   v. Any prior criminal history
   vi. Injuries defendant may have received during arrest (if any)
       1. Document circumstances surrounding the injuries
       2. Indicate if a justifiable use of force was necessary

h. Complainant/reporting party information
   i. Full Name
   ii. Address
   iii. Contact information

i. Witness information
   i. Full name
   ii. Address
   iii. Contact information
   iv. Signed statements

C. Supporting documentation
   a. Submitted with report to Commonwealth’s Attorney as part of a case file
      i. Statements
         1. Suspect(s)
         2. Witness(es)
      ii. Veterinary and other subject matter expert reports
         1. Written medical record
         2. Necropsy
         3. Diagnostic testing
         4. Laboratory reports/analyses
      iii. Investigative or follow-up report(s)
   b. All documents should be typed or printed

D. Case trial preparation
   a. Review case file and report
   b. Prepare for testimony with prosecutors
      i. Trial date and location
         1. Meeting times
      ii. Appropriate courtroom demeanor
      iii. Anticipated questions
         1. Prosecution
         2. Defense
   c. Involve expert witnesses as needed

Recommendations for Instructors:
Refer to Department of Criminal Justice Services (DCJS) and other law enforcement materials for basic principles.

Review investigative and forensic techniques used by an officer dealing with inadequate care and/or cruelty as discussed in other ACO Basic Training curriculum sections (e.g. Operational Response to Calls for Service, Animal Investigations, and Collecting and Processing of Evidence).

Review forms and documents used by an officer dealing with abandonment, inadequate care, or cruelty.
2.5 Public Education on Animal Issues (1 hour)

*Performance Outcomes:*

- Ability to educate the public on proper animal husbandry, treatment, and care of animals.
- Ability to articulate to the public the laws and ordinances of the community in which they serve.
- Working knowledge of available animal-related resources, and how to research or find needed resources.

*Training Objectives and Criteria for Testing:*

Given a written or practical exercise, the student should be able to:

A. Demonstrate ability to communicate with a variety of members of the public on the proper care and treatment of animals, as well as animal care laws.
B. Prepare and deliver a brief educational presentation utilizing best practices, and adjusting communication skills to identify with a particular audience.
C. Demonstrate ability to research available resources pertaining to proper animal husbandry, treatment, and care of animals in the community.

*Lesson Plan Guide:*

The lesson plan shall include the following at a minimum:

A. Effective communication for animal control officers
   a. Relevance
      i. ACOs interact daily with people from various backgrounds and cultures
      ii. Requires sensitivity to personal differences in order to perform duties
   b. Communicating with diverse populations
      i. Significance of nonverbal communication
      ii. Factors which may affect communication and cloud perceptions or comprehension
         1. Educational background
         2. Values
         3. Environment
         4. Life experiences
         5. Prejudices and biases
   c. Techniques for the various means of communication, and best practices for each *
i. Verbal
   1. Techniques for adjusting verbal communication according to the situation
      a. Some examples:
         i. Consider the audience
         ii. Avoid words that show prejudice
         iii. Use simple, commonly understood terminology
            1. Avoid acronyms, slang, sarcasm, and idioms
         iv. Be courteous
         v. Consider voice tone
         vi. Consider speed of speech
            1. Pause when necessary
         vii. Enunciate each word
   2. Other considerations
      a. Use knowledge of cultural norms/expectations
      b. Use visual aids
      c. Use translators, if available
      d. Check for understanding

ii. Nonverbal
    1. Body stances
    2. Gestures
    3. Use appropriate eye contact

iii. Written
    1. May supplement verbal communication
    2. May be used for community outreach and educational purposes

iv. Media
    1. Television/Radio
    2. Social media
    3. Agency websites

B. Practice verbally educating, communicating, and interacting with various audiences through role playing *
   a. Respond appropriately to questions based on audience
   b. Audience examples:
      i. Average adult citizen
      ii. Children/juveniles
      iii. Senior citizens
      iv. Mentally disabled
      v. Emotional individuals or groups
      vi. Supervisors
      vii. Lawmakers
      viii. Attorneys
      ix. Other
C. Identifying resources to aid in educating and assisting the public
   a. Common websites
      i. How to know if the information is reputable
      ii. Examples of some available online resources:
         1. American Veterinary Medical Association (AVMA)
            https://www.avma.org/public/PetCare/PAges/default.aspx
         2. VeterinaryPartner.com
            http://www.veterinarypartner.com/
         3. Association of Pet Dog Trainers (APDT)
            https://apdt.com/
         4. American Animal Hospital Association (AAHA)
            https://www.aaha.org/pet_owner/default.aspx
         5. Humane Society
            http://www.humanesociety.org/animals/?credit=web_id101199907
            (ASPCA)
            https://www.aspca.org/pet-care
         7. National Humane Education Society
            https://nhes.org/education-2/
   b. Specific species or topic handouts
   c. Research techniques to help identify available resources on animal
      welfare, husbandry, care, treatment, and other relevant topics
   d. Other

*Interactive teaching modalities recommended when available, such as live animal
demonstrations, videos, case studies, working through a given scenario, utilizing
equipment, etc.
2.6 Virginia Comprehensive Animal Care Laws (5 hours)

Performance Outcomes:

- Proficiency with the Code of Virginia Comprehensive Animal Care Laws.
- Ability to enforce and comply with the Code of Virginia Comprehensive Animal Care Laws.

Training Objectives and Criteria for Testing:

Given a written or practical exercise, the student should be able to:

A. Demonstrate an understanding of the system by which Virginia laws are codified.
B. Navigate the Code of Virginia Comprehensive Animal Care Laws and apply them to a given situation.
C. Locate and apply other laws governing animals and property rights in animals.

Lesson Plan Guide:

The lesson plan shall include the following at a minimum:

A. Introduction to the codification of Virginia law
   a. Basic layout/organization
      i. Title
      ii. Chapter
      iii. Section
      iv. Subsection
   b. Understand the term “article”
      i. Refers to a specifically referenced piece of law
   c. Review Title 3.2
      i. Agriculture, Animal Care, and Food
         1. Chapter 65: Comprehensive Animal Care Laws

B. Review the Comprehensive Animal Care Laws within the Code of Virginia (listed by specific sections):
   a. Definitions
   b. Board of agriculture authority
   c. Adequate care
   d. Prohibitions
   e. Regarding veterinarians
   f. Commercial dog breeding
   g. Transportation
   h. Sale of animals
   i. Boarding establishments
j. Rabies prevention, licensing, and running at large
k. Control of dangerous and vicious dogs
l. Local ordinance authorizations
m. Public animal shelters
n. Research prohibition
o. Private animal shelters
p. Other releasing agencies
q. Foster homes
r. Individuals finding companion animals
s. Dogs killing, injuring, or chasing livestock or poultry
t. Disposal of dead companion animals
u. Animal control officers
v. Humane investigators
w. Capturing, duties, rabies plan, investigation, powers
x. Seizure, cruelty
y. Animal fighting
z. Keeping birds for shooting amusement
aa. Sterilization of adopted animals
bb. Civil penalties
cc. Hybrid canines
dd. Unlawful acts, jurisdiction
e. Animal testing

C. Review how to use the Virginia Legislative Information System to search for other relevant Code of Virginia sections (listed by specific sections):

a. Other sections of the Code of Virginia related to animals
   i. Certificate of veterinary inspection
   ii. Larceny of animals
   iii. Unauthorized use of animal
   iv. Maliciously injure or kill animal or police animal respectively
   v. False representation
   vi. Withholding information
   vii. Leaving dead or disabled animal in road, or allowing dead animal to remain unburied
   viii. Obstructing justice
   ix. Animal fighting included under Virginia RICO section
   x. Keeping of reptiles
   xi. Duty of driver involved in accident with damage to unattended property
   xii. ACOs shall report suspected child abuse
   xiii. Others
Applicable Laws, Regulations, and Guidance Documents:
Code of Virginia §§ 3.2-6500 – 3.2-6593 (Comprehensive Animal Care laws),
18.2-97, 18.2-102, 18.2-144 – 18.2-144.2, 18.2-313.1, 18.2-323, 18.2-460, 18.2-
513, 29.1-569, 46.2-896, 63.2-1509

Resources for Instructors:
Legislative Information System (LIS)-Code of Virginia.
https://law.lis.virginia.gov/vacode

2.7 Animal Shelters and Other Releasing Agencies (3 hours)

Performance Outcomes:

- Ability to determine the requirements of lawful operation of animal shelters and other releasing agencies.
- Ability to ensure compliant operation of a jurisdiction’s public animal shelter.
- Ability to enforce laws applicable to private animal shelters.
- Ability to investigate complaints against home-based rescues.

Training Objectives and Criteria for Testing:

Given a written or practical exercise, the student should be able to:

A. Distinguish between types of facilities and agencies that confine and dispose animals and definitions associated with each.
B. List the general operating requirements of animal shelters and other releasing agencies.
C. Determine the proper holding period for a given animal based on the circumstances of custody, and the compliance requirements for a given method of disposition.
D. Identify the items that must be included in an animal custody record.
E. Explain how the requirement to provide all elements of adequate care applies to animal shelters and releasing agencies.
F. Identify whether a given scenario complies with animal shelter regulations.
G. Demonstrate familiarity with State Veterinarian’s right of access and enforcement authority for animal shelters.
H. Demonstrate familiarity with veterinary, pharmacy, and wildlife laws as they relate to animal shelters.

Lesson Plan Guide:

The lesson plan shall include the following at a minimum:

A. Definitions in the Code of Virginia
   a. Public animal shelter
   b. Private animal shelter
   c. Releasing agency
   d. Home-based rescue
   e. Humane society
   f. Facility
   g. Enclosure
   h. Foster home
i. Foster care provider

B. General requirements
   a. Accessibility
   b. Private animal shelter must be approved by the State Veterinarian prior to receiving animals
   c. Other releasing agencies must be incorporated and not operated for profit
   d. Signed statements - never convicted of animal cruelty, neglect, or abandonment
   e. Companion animals confined by private animal shelters, other releasing agencies, and individuals
      i. When to report to public animal shelter
      ii. Public animal shelter maintains record of these animals
      iii. Penalties
   f. Agricultural animals are not included in the general operation of animal shelters and home-based rescues; they are seized, impounded, confined, and disposed under separate and distinct requirements and procedures

C. Confinement and disposition
   a. Reasons for custody
      i. Stray
      ii. Seized
      iii. Owner surrendered
      iv. Quarantine
      v. Transferred from another Virginia releasing agency
      vi. Transferred from out-of-state releasing agency, Certificate of Veterinary Inspection (CVI) required
      vii. Others
   b. Holding period
      i. What is a holding period
      ii. Not less than five days
      iii. Requirement to ascertain identification and notify rightful owner
      iv. Additional holding period for animals bearing identification
   c. Exceptions to holding period
      i. Return to rightful owner
      ii. Compliant statement of surrender signed by rightful owner
      iii. Seized animals pending court order must be held until court disposition
      iv. Immediate euthanasia of critically ill, critically injured, or unweaned animal for humane purposes
         1. Veterinary medical records
      v. Euthanasia of feral dog or cat on the third day if:
         1. No identification
         2. Posing a risk of injury to any person providing its care
         3. Signed statement from a disinterested party
   d. Methods of disposition
i. Return to rightful owner
ii. Adoption to resident of same or adjacent locality
   1. Compliant sterilization agreement signed by both parties
   2. Signed statement from adopting party indicating no previous history of animal crimes
iii. Adoption to any person if animal is already sterilized
   1. Signed statement from adopting party indicating no previous history of animal crimes
iv. Euthanasia
   1. Method prescribed or approved by State Veterinarian
v. Transfer to a Virginia releasing agency (lawfully operating)
vi. Transfer to an Out-of-State Releasing Agency
   1. Signed statement from authorized representative that agency complies with Virginia laws
   2. Certificate of Veterinary Inspection (health certificate) prior to crossing state lines if applicable

D. Animal custody records
   a. Must be made immediately upon taking custody
   b. One custody record per animal
   c. Must include all of the required elements
      i. Date on which custody was taken
      ii. Date of making of the record
      iii. Reason for taking custody
      iv. Location where custody was taken
      v. Species, breed, color, sex, approximate age, approximate weight
      vi. Any license or rabies tag, collar, tattoo, or other identification carried by or appearing on the animal
      vii. Name and address of the animal’s owner, if known
      viii. The disposition of the animal
   d. Must be available for public inspection upon request
   e. Must be maintained for five years

E. Requirement for adequate care
   a. Adequate care by owner applies to animal shelters and other releasing agencies to the same extent as it applies to any person
   b. Each element of adequate care must be provided for each individual animal
      i. Reference the Code of Virginia
   c. Veterinary care must be provided by a licensed veterinarian to prevent suffering, impairment of health, and disease transmission

F. Animal shelter regulations
   a. General requirements
      i. Suitability, separation, protection
      ii. Proper ventilation and comfortable temperature
iii. Maintenance and sanitation
iv. Drinking water
v. Appropriate feeding and food storage
vi. Resting provisions and enclosure floors
b. Protocols written/ratified by a veterinarian
   i. Determining if an animal requires treatment by veterinarian
      1. Written protocol signed by veterinarian
      2. Must provide veterinary care for ill or injured animals
   ii. Control of contagious and infectious disease
      1. Written protocol signed by veterinarian
      2. Must have an isolation room
   iii. Management of neonatal and medically compromised animals
      1. Written protocol signed by veterinarian
      2. Must maintain suitable enclosures
c. Housing of animals subject to a holding period
   i. Enclosure construction
   ii. Surface materials
   iii. Structures contained in the enclosure
   iv. Disinfection between animals

G. Animal shelter inspection and compliance enforcement
   a. State Veterinarian’s authority to inspect and enforce
   b. Civil Penalty Matrix

H. Overview other applicable laws and regulations
   a. Virginia veterinary laws
      i. Activities that constitute the practice of veterinary medicine
      ii. Practicing veterinary medicine requires a license
      iii. Limited and specific exceptions for animal shelters with veterinarian supervision
   b. Virginia wildlife laws and federal wildlife laws
      i. Possession of wildlife animals requires permit unless individual is specifically authorized by law, such as an animal control officer
      ii. ACO wildlife handling areas located in proximity to an animal shelter should be separate from the facility for companion animals
      iii. Protected species and species of concern
   c. Virginia Drug Control Act and Federal Controlled Substances Act
      i. Reference the Code of Virginia and the United States Code
      ii. Possession and administration of controlled substances and prescription medications is restricted to licensed individuals
      iii. Limited and specific allowances for animal shelters with veterinarian supervision
      iv. Controlled substances and prescription medications must remain at the location of license
Applicable Laws, Regulations, and Guidance Documents:
- Code of Virginia Title 3.2, Chapter 65 (Comprehensive Animal Care laws)
- Code of Virginia Title 54.1, Chapter 54 (Drug Control Act)
- Virginia Administrative Code 2 VAC 5-111, 2 VAC 5-115, 2 VAC 110-20-690
- United States Code Title 21, Chapter 13 (Controlled Substances Act)
- State Veterinarian - Division Administrative Directive 79-1
- Virginia Board of Veterinary Medicine Guidance Document 150-10

Resources for Instructors:
- Legislative Information System (LIS)-Code of Virginia
  https://law.lis.virginia.gov/vacode

- Legislative Information System – Administrative Code

- Virginia Department of Agriculture & Consumer Services
  Animal Care Program
  804-692-4001
  animalcare@vdacs.virginia.gov

2.8 Dangerous and Vicious Dogs (2 hours)

Performance Outcomes:

- Ability to enforce the laws regarding the control of dangerous and vicious dogs.
- Ability to follow the procedural requirements upon a dangerous or vicious dog declaration.
- Ability to add and update information in the Virginia Dangerous Dog Registry.

Training Objectives and Criteria for Testing:

Given a written or practical exercise, the student should be able to:

A. Identify the laws and regulations pertaining to dangerous and vicious dogs.
B. Demonstrate understanding of the criteria to classify a dog as dangerous or vicious.
C. Identify the duties of an animal control officer if they believe a dog to be dangerous or vicious.
D. Identify the initial requirements for owners and animal control officers following a dangerous or vicious dog declaration.
E. Identify the ongoing requirements for owners and animal control officers following a dangerous or vicious dog declaration.
F. Describe the process for adding and updating information in the Virginia Dangerous Dog Registry.
G. Identify the potential criminal penalties related to a declared dangerous dog attacking again.
H. Identify the response procedures when an owner fails to comply with a dangerous dog order.

Lesson Plan Guide:

The lesson plan shall include the following at a minimum:

A. Laws and regulations pertaining to dangerous and vicious dogs
   a. Reference the Code of Virginia
      i. Control of dangerous dogs
      ii. Vicious dogs
      iii. Establishment of Dangerous Dog Registry
   b. Reference the Virginia Administrative Code
      i. Regulations pertaining to the establishment of the Dangerous Dog Registry

B. Definitions and criteria for classification
a. Reference the Code of Virginia

b. Dangerous dogs
   i. Bitten, attacked, inflicted injury on, or killed a companion animal
   ii. Bitten, attacked, or inflicted injury to a person
   iii. Shall not be found dangerous solely based on breed
   iv. Exceptions
       1. Engaged in lawful hunting or dog handling event
       2. Person committing crime, trespassing, or provoking animal
       3. Police dogs
       4. Dog responding to pain
       5. Justifiable act of protection

c. Vicious dogs
   i. Killed a person
   ii. Inflicted serious injury on a person
   iii. Continued dangerous behavior following a dangerous dog declaration
   iv. Shall not be found vicious solely based on breed

C. Duties of animal control officer (ACO) or law enforcement officer (LEO)
   a. Any ACO or LEO that has reason to believe a dog may be dangerous:
      i. May apply to a magistrate for a summons
         1. ACOs have discretion
         2. LEOs must notify ACO
      ii. Shall confine the animal
         1. Until verdict is rendered
         2. ACO may make a determination that conditions permit the owner to confine animal in a manner that ensures public safety
   b. Any ACO or LEO who has reason to believe a dog may be vicious:
      i. Shall apply to magistrate for a summons
      ii. Shall confine the animal
         1. Until verdict is rendered
         2. No option for owner to confine

D. Initial requirements upon dangerous or vicious dog declaration
   a. Court may order restitution
   b. Dangerous dog declaration
      i. ACO
         1. Provide owner with a copy of all the applicable laws and regulations
         2. Provide owner with a Dangerous Dog Registration Certificate
         3. Inspect dog and property
         4. Provide owner with dangerous dog tag
         5. Collect registration fee from owner
         6. Make entry in Virginia Dangerous Dog Registry
ii. Owner
   1. Pay registration fee
   2. Acquire dangerous dog tag
   3. Complete Dangerous Dog Registration Certificate
   4. Confine animal in accordance with requirements

  c. Vicious dog declaration
     i. No registration requirements for vicious dogs
     ii. Must be euthanized

E. Ongoing requirements following dangerous or vicious dog declaration
   a. ACO
      i. Update Virginia Dangerous Dog Registry with any changes
      ii. Meet with dog owner annually
         1. Confirm continued compliance
         2. Complete Virginia Dangerous Dog Registry Renewal Form

   b. Owner
      i. Must notify ACO if:
         1. There are any changes to:
            a. Owner name, address, or phone number
            b. Owner contact information
            c. Chip identification
            d. Insurance or bond
         2. Dog is loose
         3. Dog bites or attacks again
         4. Dog is sold, given away, or dies
      ii. Pay annual renewal fee for Dangerous Dog Registry

F. Virginia Dangerous Dog Registry website
   a. How to add a new dog to the registry
   b. How to update or edit information
      i. Changes in address/ownership/jurisdiction
      ii. Death

G. Potential criminal penalties
   a. Reference the Code of Virginia
      i. Class 2 misdemeanor for subsequent attack on another cat or dog
      ii. Class 1 misdemeanor for subsequent attacks on a human
      iii. Class 6 felony for willful and reckless disregard for human life

H. Failure of owner to comply with dangerous dog order
   a. Class 1 misdemeanor
   b. ACO shall confine the dog until a court hearing
   c. Court may:
      i. Order disposal of dog
      ii. Grant owner additional time to comply
      iii. Order owner to pay reasonable expenses

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Applicable Laws, Regulations, and Guidance Documents:
Code of Virginia §§ 3.2-6540, 3.2-6540.1, 3.2-6542
Virginia Administrative Code 2 VAC 5-620

Resources for Instructors:
Virginia Department of Agriculture & Consumer Services
Office of Veterinary Services
804-692-4001
animalcare@vdacs.virginia.gov
2.9 Animal Fighting Investigations (3 hours)

Performance Outcomes:

- Ability to respond to complaints regarding animal fighting.
- Ability to correctly identify animal fighting.
- Ability to investigate and document cases of animal fighting.

Training Objectives and Criteria for Testing:

Given a written or practical exercise, the student should be able to:

A. Demonstrate knowledge of the laws pertaining to animal fighting.
B. Demonstrate knowledge of the context of animal fighting operations, and associated activities with fighting operations and underground networks.
C. Identify collateral crimes commonly associated with animal fighting.
D. Identify signs and evidence specific to cockfighting operations.
E. Identify signs and evidence specific to dog fighting operations.
F. Identify the elements necessary for an animal control officer to build an animal fighting case.
G. Identify resources available to assist animal control officers with animal fighting investigations.

Lesson Plan Guide:

The lesson plan shall include the following at the minimum:

A. Animal fighting laws
   a. United States
      i. Reference the United States Code
      ii. Dog fighting is a felony in all states
      iii. Cock fighting is illegal in all states
          1. Felony in 40 states and District of Columbia (D.C.)
          2. Misdemeanor in all others
   b. Virginia
      i. Reference the Code of Virginia
      ii. Levels of criminal violation for animal fighting
          1. Class 1 misdemeanor
          2. Class 6 felony
      iii. Penalties

B. Context of animal fighting operations and underground networks
   a. Types of participants
i. Professionals/organized
ii. Hobbyists/dabblers
iii. Street fighters
iv. Hybrids

b. Concealment of operations
   i. Rural operations, remote locations
      1. Temporary pits
      2. Heavily wooded out-of-the-way areas
      3. Barns or sheds
   ii. Urban operations
      1. Garages, warehouses, abandoned buildings
      2. Inside homes
      3. Established businesses

c. Registration groups
   i. Registration papers are commonly found on the property of animal fighters
      1. Examples:
         a. American Dog Breeders Association (ADBA)
         b. United Kennel Club (UKC)
         c. Bonafide
         d. Animal Research Foundation (ARF)
         e. Private kennels
         f. Game fowl by breed
         g. Other

d. Publications
   i. Produced by animal fighting entities
   ii. Commonly found on the property of animal fighters
   iii. New subscribers typically must be sponsored by an existing member
   iv. Advertising
      1. Magazines
      2. Local classifieds
      3. Internet
         a. Websites
         b. Message boards
         c. Chat rooms

e. Profit sources
   i. Winning fights
   ii. Dog breeding
      1. Stud fees
      2. Puppy sales
   iii. Sales of fighting animal(s)
      1. Champions
      2. Battle cocks
      3. Trios
   iv. Side businesses
1. Transporters
2. Registries
3. Sale of paraphernalia

v. Fees
   1. Registration (or “purse”) for matches
   2. Spectator admission
   3. Referee services
   4. Parking fees

vi. Gambling activities

vii. Concessions

viii. Other

C. Collateral crimes
   a. Larceny
   b. Narcotics
      i. Human
      ii. Animal
   c. Firearms
   d. Malicious wounding and assaults
   e. Homicide
   f. Vice crimes
      i. Humans
      ii. Animals
   g. Child abuse, neglect, endangerment
   h. Tax law violations
      i. Unlawful practice of veterinary medicine
      j. Unlawful possession of controlled substances

D. Cockfighting
   a. Signs and evidence
      i. High ratio of males to females
      ii. Special housing
         1. Fly pens
         2. Segregated
      iii. Clipping (aka “dubbing”)
         1. Combs
         2. Wattles
         3. Spurs
      iv. Weights or leg pulls
   v. Tools, implements, and paraphernalia
      1. Gaffs
      2. Knives
      3. Muffs
      4. Pits
      5. Scales
      6. Other
b. Training birds to fight
   i. Physical exercise
      1. Running
      2. Flirting
      3. Flying
      4. Leg pulls
      5. Sparring
   ii. Special diets/feeds
   iii. Vitamins and supplements
   iv. Enhancements
      1. Illicit drugs
      2. Steroids
   v. Over-the-counter (OTC) medications
   vi. Homemade or “natural” remedies
   vii. The “Keep”
      1. Period of intense conditioning
         a. Typically the two weeks just prior to a fight
         b. Separate housing
         c. Aiming for specific weight
      2. Fighters often have their own “formulas” for success

c. Types of cock fighting
   i. Gaff
   ii. Knife
      1. Short
      2. Long
   iii. Naked heel

d. Styles of Fighting
   i. Derbies
   ii. Brush fights
   iii. Mains
   iv. Welsh mains

e. How fights are conducted

E. Dogfighting
   a. Signs and evidence
      i. Wounds and scars
      ii. Methods of housing/confinement
         1. Heavy chains
         2. Close proximity to other dogs
      iii. Training equipment and other paraphernalia
         1. Treadmills
         2. Catmill (or Jenny)
         3. Springpoles
         4. Pit
         5. Breaksticks
         6. Swim tanks
7. Breeding stands
8. Weights
9. Scales
10. Other

iv. Medical supplies
1. Quantities may be excessive or disproportionate
2. Veterinary drugs
   a. With or without valid prescriptions
   b. Expired
   c. Preventives
      i. Anthelmintics (dewormers)
      ii. Flea and tick repellants
      iii. Vaccines
3. Over the counter (OTC) medications
4. Illicit drugs
5. Wound treatment
   a. Devices
      i. Skin staplers
6. Shock therapy
7. Homemade or “natural” remedies

b. Training dogs to fight
   i. Physical
      1. Weights
      2. Running
      3. Pulling
      4. Jumping
      5. Flirting
      6. Bumps/rolls
   ii. Enhancements
      1. Vitamin and mineral supplements
      2. Drugs/steroids
   iii. The “Keep”
      1. Typically a six-week conditioning program
         a. Diet and exercise
      2. Objective is to reach “Fighting weight”
      3. Fighters may have their own “formulas”
         a. May be specific to each dog

c. Conducting the fight
   i. Weigh-in
   ii. Washing the dogs
   iii. Referee and two handlers in the pit
   iv. Dogs face off and are released from “scratch line”
   v. Fight until a turn, “fang,” or “out of holds”
   vi. Fight ends when
      1. One dog fails to “scratch”
      2. One handler concedes
3. One dog dies

d. Status
   i. Champion
   ii. Grand Champion
   iii. Register of Merit (R.O.M.)
   iv. Producer of Record (P.O.R.)

F. Investigating animal fighting cases *
   a. Obtaining affidavits and search warrants
      i. May need to explain significance of items to a magistrate or judge
      ii. Counter-surveillance
      iii. Complaints
      iv. Sworn statements
      v. Fly-overs
      vi. Warrants should include:
         1. All animals alive, dead, unborn, above and below ground
         2. Technology
   b. Documentation of officer’s on-scene observations and investigation narrative
      i. Written report
   c. Collection and documentation of evidence
      i. Methodical and well organized
      ii. Photos, videos
      iii. Scene maps/diagrams
      iv. Ensure proper chain of custody
      v. Proper packaging of material recovered
      vi. Special considerations for animals as live evidence
      vii. Special handling and processing of deceased animals
   d. Work closely with prosecutors
      i. Local Commonwealth’s Attorney
      ii. Office of the Attorney General of Virginia (OAG)
         1. Animal Law Unit
      iii. Federal
   e. Considerations for the seizure of live animals
      i. Transportation
      ii. Sheltering
      iii. Veterinary care
   f. Ensure examination and care of animals
      i. Triage and emergency veterinary care if necessary
      ii. Veterinary examination
         1. Forensic Veterinarian if possible
         2. Veterinarians
            a. Assessment of:
               i. Animals
                  1. Scars and wounds
                  2. Abnormal behaviors
ii. Environment

iii. Medical supplies
   1. Drugs
   2. Supplements
   b. Provide veterinary reports
   c. Provide treatment and/or recommendations

3. Pathologists/diagnosticians
   a. Necropsies
   b. Toxicology
   c. Other laboratory tests

4. Animal behavioral experts
   a. Behavioral assessments
   b. Videos
   c. Reports

g. Utilize animal fighting experts
   i. Virginia Animal Fighting Task Force (VAFTF)
   ii. American Society for the Prevention of Cruelty to Animals (ASPCA)

h. Other charges to consider
   i. Cruelty
   i. Inadequate care
   ii. Collateral crimes

i. Understand and prepare for common defenses
   i. Boar hunting
   ii. Dog weight pulling competitions
   iii. Dog conformation shows
   iv. Show birds
   v. Other

j. Review and discuss case scenarios/examples *

G. Resources for animal control officers
   a. Virginia Animal Fighting Task Force (VAFTF)
   b. State Veterinarian’s Office
      i. Animal Care Program
         1. Staff Veterinarian for Animal Care
   c. Office of the Attorney General of Virginia (OAG)
      i. Animal Law Unit
   d. Virginia Animal Control Association (VACA)
   e. American Society for the Prevention of Cruelty to Animals (ASPCA)
   f. The Humane Society of the United States (HSUS)
   g. Websites
      i. Google Maps/Google Earth
      ii. Cockfighting
         1. www.gamerooster.com
         2. www.gamefowl.com
      iii. Dogfighting
Recommendations for Instructors:
Review investigative and forensic techniques used by an officer dealing with inadequate care and/or cruelty as discussed in other ACO Basic Training curriculum sections (e.g., Operational Response to Calls for Service, Case Preparation, Animal Investigations, and Collecting and Processing of Evidence).

Applicable Laws, Regulations, and Guidance Documents:
Code of Virginia §§ 3.2-6503, 3.2-6503.1, 3.2-6571
U.S. Code Title 7 § 2156

Resources for Instructors:
Virginia Animal Fighting Task Force
http://www.VAFTF.org

Virginia Department of Agriculture and Consumer Services
Animal Care Program
804-692-4001
animalcare@vdacs.virginia.gov

Office of the Attorney General Animal Law Unit
http://www.ag.virginia.gov

Virginia Animal Control Association
http://www.vacaonline.net

American Society for the Prevention of Cruelty to Animals
https://www.aspca.org/

Dogfighting Toolkit for Law Enforcement
https://www.aspca.org/resource/dogfighting-toolkit-law-enforcement

The Humane Society of the United States
http://www.humanesociety.org/

*Interactive teaching modalities recommended when available, such as live animal demonstrations, videos, case studies, working through a given scenario, utilizing equipment, etc.
2.10 Seizure and Impoundment of Animals (3 hours)

Performance Outcomes:

- Ability to seize animals lawfully and prepare for an animal custody hearing.

Training Objectives and Criteria for Testing:

Given a written or practical exercise, the student should be able to:

A. Identify when an animal control officer may lawfully take custody of an animal.
B. Identify and complete pertinent documents, including an affidavit for a search warrant, petition for custody, notice to owner, public notice form, and a final order.
C. Demonstrate an understanding of the process to properly execute an animal seizure and adequately prepare for a custody hearing.
D. Identify the requirements following the seizure or impoundment of an agricultural animal.
E. Identify the procedures an animal control officer shall take to secure a custody hearing.
F. Demonstrate an understanding of when restitution or surety bonds may be imposed.
G. Identify the lawful methods of disposition for an animal whose custody has been awarded to a local jurisdiction by the court.

Lesson Plan Guide:

A. Animal seizure authority and enforcement
   a. Reference the Code of Virginia
   b. Who has authority to lawfully seize and impound animals
      i. Humane investigator
      ii. Law-enforcement
      iii. Animal control officer (ACO)
   c. Affirmative duty to act
   d. Review the duties of the Commonwealth’s Attorney
   e. When an animal can be seized
      i. Abandoned, cruelly treated, or suffering
      ii. Direct and immediate threat to its life, safety, or health
         1. Clear and imminent danger
      iii. Has been, is, or is intended to be used in animal fighting

B. Terms and documents *
   a. Affidavit for search warrant
i. File number
ii. ACO/applicant information
iii. Clerk of Circuit Court certified
iv. Date(s)
v. Description of offense
vi. Description of place, person, or thing to be searched and what types of things may be found during the search
vii. Material facts constituting probable cause
viii. Required signatures

b. Petition for custody
   i. Request for hearing
   ii. Request to grant local governing body custody of animal(s)
   iii. Within 10 business days of seizure
   iv. Additional requests
       1. Boarding or impound fees
       2. Veterinary medical fees
       3. Prohibition against owning animals
   v. Signed by a judge/clerk

c. Order
   i. Grant of petition for custody hearing
   ii. Date and time

d. Notice
   i. To owner
   ii. Date, time, and place for hearing
   iii. Nature of hearing
   iv. Service
       1. Personal
       2. Family member
       3. Posted on door of residence or property
   v. At least five days prior to scheduled hearing

e. Final order
   i. May be prepared by ACO or Commonwealth’s Attorney
   ii. Include everything the ACO or agency is requesting in the petition for custody

C. Processes and considerations when executing a seizure of animals and preparing for the custody hearing *
a. Treat like a crime scene
b. Photographs
   i. Animal(s)
   ii. Crime scene
c. Scene diagram
d. Label and identify each animal prior to transport
e. Evaluation of all animals on-scene
   i. Differing conditions among different species
   ii. Pros and cons of:
1. Seizing only affected species/animals
2. Seizing all animals on the property
f. Veterinary examination and care
   i. Ideally on-scene, or immediately thereafter
   ii. Obtain veterinary report
       1. General health of the animal(s)
       2. Treatments provided
       3. Necropsies performed
       4. Laboratory or other diagnostic tests performed
       5. Abnormal behaviors
   iii. Document progress of animal

g. Officer’s complete investigation report
h. Collect witness statements
   i. Preferred method is to have witnesses provide statement in writing
      with their signature
   ii. Can be recorded with consent
       1. Voice
       2. Video

i. Subpoena witnesses

j. Utilize expert witnesses
   i. May provide testimony for custody hearing and criminal trials
   ii. Veterinarian
       1. Examined or treated animal(s)
       2. Performed necropsy
          a. Diagnosticians and pathologists
             i. Regional Animal Health Laboratory
             ii. Veterinary school diagnostic laboratory
          b. Private practitioner
   iii. Forensic veterinarian
       1. State Veterinarian’s Office
       2. National animal welfare organizations
       3. Private consultants
   iv. Animal husbandry/behavior experts
   v. Animal fighting experts
   vi. Other forensic experts

k. Review and discuss case scenarios/examples *

D. Agricultural animal seizure
   a. Reference the Code of Virginia
   b. Prior to seizing agricultural animal:
      i. ACO must contact State Veterinarian’s Office
         1. Representative shall recommend the most appropriate
            action for effecting seizure or impoundment
   c. ACO must notify owner and the Commonwealth’s Attorney
   d. ACO must complete Agricultural Animal Seizure Report form provided
      by State Veterinarian
i. Submit within five days of seizure
e. Animals may be impounded on owner’s land (aka “seized in place”) if:
   i. Land owner or tenant gives written permission;
   ii. Court ordered; or
   iii. It is in the best interest of animal(s) and the land owner/tenant cannot be located
f. Must provide appropriate security and adequate care
g. Review and discuss case scenarios/examples *

E. Custody hearing process
   a. Reference the Code of Virginia
   b. Upon such seizure or impoundment, ACO shall petition general district court for a hearing
      i. Date and time for hearing set
      ii. Hearing shall not be more than 10 business days from date of seizure
      iii. Hearing will determine if animal has been abandoned, cruelly treated, or deprived of adequate care
c. Notice of hearing served to animal owner or custodian
   i. If owner/custodian is known, written notice served at least 5 days prior to hearing
   ii. If owner or owner’s location is unknown
      1. Notice published in newspaper of general circulation:
         a. At least one time prior to hearing
      2. Public notice must also be posted at city hall or courthouse:
         a. At least five days prior to hearing
      3. Recommend keeping the original published notice in the case file
d. ACO shall provide care for animals until the court has concluded the hearing
e. Hearing
   i. Court will hear evidence
   ii. Court will determine if animal has been abandoned, cruelly treated, or deprived of adequate care
   iii. Procedure for appeals are the same as those for misdemeanors

F. Restitution and surety bonds
   a. Reference the Code of Virginia
   b. Cover cost of expenses to locality
   c. Discuss pros and cons of each
d. Court can order restitution for expenses incurred related to care and keep of the animals seized
e. Animals held more than 30 days
   i. Locality may require surety bond for the cost of boarding the animal for a period of time not to exceed nine months
   ii. Shall not be forfeited if owner is found to be not guilty
G. Disposition of animals
   a. Reference the Code of Virginia
      i. Companion animals
      ii. Agricultural animals
   b. If owner is found not guilty
   c. If owner is found guilty
      i. Owner shall not be allowed to purchase, adopt, or otherwise obtain the animal(s)
      ii. Court orders
         1. Court may prohibit possession or ownership of animals

Recommendations for Instructors:
Review investigative and forensic techniques used by an officer dealing with inadequate care and/or cruelty as discussed in other ACO Basic Training curriculum sections (e.g., Animal Investigations, Operational Response to Calls for Service, Case Preparation, and Collecting and Processing of Evidence).

Review forms and documents used by an officer dealing with abandonment, inadequate care, or cruelty.

Applicable Laws, Regulations, and Guidance Documents:
Code of Virginia §§ 3.2-6503, 3.2-6503.1, 3.2-6507.6, 3.2-6566, 3.2-6569, 3.2-6571

Resources for Instructors:
Virginia Judicial System
http://www.courts.state.va.us/main.htm

Affidavit for Search Warrant
http://www.courts.state.va.us/forms/district/dc338.pdf

Virginia Department of Agriculture and Consumer Services (VDACS)
http://www.vdacs.virginia.gov/animals.shtml

Agricultural Animal Seizure Report

*Interactive teaching modalities recommended when available, such as live animal demonstrations, videos, case studies, working through a given scenario, utilizing equipment, etc.
2.11 Overview of Animal Euthanasia (2 hours)

Performance Outcome:

- An understanding of humane euthanasia of animals and familiarity with the methods prescribed or approved by the State Veterinarian.

Training Objectives and Criteria for Testing:

Given a written exercise, the student should be able to:

A. Demonstrate understanding of the statutory differences between euthanasia, killing, humane dispatch/destruction, and depopulation of animals.
B. Identify what types of scenarios and topics each state and federal agency has the regulatory authority over in regards to regulating euthanasia within the Commonwealth of Virginia.
C. Identify training and certification requirements for non-veterinarian personnel to euthanize domestic animals.
D. Identify the requirements and responsibilities of a supervising veterinarian.
E. Demonstrate familiarity with the prescribed or approved methods of euthanasia for companion animals.
F. Demonstrate familiarity with the approved methods of euthanasia for livestock.

Lesson Plan Guide:

The lesson plan shall include the following at a minimum:

A. Definitions
   a. Definition of euthanasia (reference the Code of Virginia)
   b. Discuss the differences between the following terms (reference the Code of Virginia as applicable):
      i. Euthanasia
      ii. Killing
         1. “Unnecessary killing” constitutes cruelty
      iii. Humane dispatch/destruction
         1. Direct and immediate threat to public safety or public health
         2. Destruction of a dog in the act of killing livestock or poultry
      iv. Depopulation

B. Governance of euthanasia
   a. Regulatory authorities within Virginia
i. State Veterinarian within Virginia Department of Agriculture and Consumer Services
   1. Authorized to prescribe or approve methods for euthanasia of animals (reference the Code of Virginia)
      a. State Veterinarian’s Directive 79-1; different methods for companion animals vs agricultural animals

ii. Virginia Department of Health Professions
   1. Virginia Board of Pharmacy
      a. Authority over the purchase, possession, and administration of pharmaceuticals
      b. Applicable pharmacy laws, regulations, and guidance documents within Virginia
      c. Controlled substance licensing requirements
         i. Controlled substance registration (CSR)
         ii. DEA
   2. Virginia Board of Veterinary Medicine
      a. Definition of “the practice of veterinary medicine” (reference the Code of Virginia)
      b. Regulate laws governing the practice of veterinary medicine and any exceptions

iii. Virginia Department of Wildlife Resources (DWR)
   1. State Veterinarian has designated DWR to authorize the euthanasia of wildlife and approve methods by which it is performed per State Veterinarian Directive 79-1
   2. Regulates relevant wildlife laws, regulations, and guidance documents for the authorization and approved methods of euthanasia of wildlife

b. Federal regulatory authorities
   i. US Drug Enforcement Agency (DEA)
      1. Regulates the controlled substances used during euthanasia
      2. Regulates relevant pharmacy laws, regulations, and/or guidance documents as they pertain to euthanasia

C. Individuals authorized to perform euthanasia
   a. A veterinarian with a current Virginia license
   b. Exceptions to euthanasia by veterinarians: Trained and certified non-veterinary personnel pursuant to the State Veterinarian’s Directive 79-1
      i. Training requirements
         1. VDACS Humane Animal Euthanasia course completed prior to certification
            a. Completed and signed Animal Euthanasia Training Record (VDACS Form AC4)
               i. Kept on file at animal facility where individual performs euthanasia
               ii. Public record
ii. Certification requirements
   1. Certified by a supervising veterinarian as having a level of clinical competency conducive to the proficient and humane performance of euthanasia
   2. Completed and signed Competency Certification for Animal Euthanasia (VDACS Form AC5)
      a. Review requirements for renewal
      b. Kept on file at animal facility where individual performs euthanasia
      c. Public record
   3. Additional requirements for livestock species
      a. Firearm qualifications and certifications

D. Supervision by a veterinarian licensed to practice veterinary medicine in the Commonwealth of Virginia
   a. The supervising veterinarian is expected to provide general oversight of euthanasia of companion animals and agricultural animals
   b. Establishes a euthanasia protocol for the facility in compliance with all pertinent state and federal laws and regulations
      i. Completes and signs Veterinary Supervision and Protocol Summary for Companion Animal Euthanasia (VDACS Form AC6)
         1. Kept on file at animal facility
         2. Public record
   c. Supervising veterinarians may suspend an individual’s Competency Certification for Animal Euthanasia (VDACS Form AC5)
      i. Suspension shall be communicated in writing to State Veterinarian’s Office

E. Euthanasia of companion animals by trained and certified non-veterinary personnel
   a. Review definition of “companion animal”
      i. Reference the Code of Virginia
   b. Animals which may be euthanized as authorized by the Code of Virginia
      i. Reference specific sections of the Code of Virginia
   c. Approved methods for routine and emergency euthanasia
      i. Injection of sodium pentobarbital is the only approved method per State Veterinarian Directive 79-1
      ii. Must be provided according to the completed Supervising Veterinarian’s Protocol for Companion Animal Euthanasia (VDACS Form AC6)
      iii. A veterinarian with a current Virginia license may perform euthanasia on animals utilizing any method recognized as humane by the AVMA
   d. Unapproved methods of euthanasia for companion animals
      i. Carbon monoxide or other gas chambers
      ii. Oral administration of sodium pentobarbital
iii. Firearms
   1. Euthanasia vs. killing/destruction/humane dispatch
      a. Use of firearms for personal or public protection is not considered euthanasia and is not under the authority of the State Veterinarian Directive 79-1
         i. When destruction or humane dispatch of an animal that is not considered “euthanasia:”
            1. An animal posing a direct and immediate threat to public safety
            2. An animal posing a direct and immediate threat to public health, by showing active clinical signs of rabies or suspected of having rabies based on valid information that the animal has had contact with a known or suspected rabid animal
            3. A dog in the act of killing livestock or poultry
      b. Review the differences between the requirements to provide humane euthanasia versus the legal allowances for a necessary killing or humane destruction/dispatch
         i. Reference Code of Virginia
         ii. Consult with the local Commonwealth’s Attorney regarding any circumstances involving the use of a firearm for the destruction or killing of a companion animal

F. Euthanasia of agricultural animals by trained and certified non-veterinary personnel
   a. Review definition of agricultural animal
      i. Reference the Code of Virginia
   b. Animals which may be euthanized as authorized in the Code of Virginia
      i. Reference specific sections of the Code of Virginia
   c. Approved methods for routine and emergency euthanasia
      i. Livestock
         1. Firearm
         2. Captive bolt
      ii. Poultry
         1. No pre-approved methods for euthanasia
         2. Humane destruction must be performed in a manner prescribed by the supervising veterinarian
   d. Unapproved methods for agricultural animals
      i. Sodium pentobarbital injection is not approved for livestock
      ii. Unauthorized use of controlled substances is considered a diversion of drugs
e. Contact the State Veterinarian’s office before any mass euthanasia or humane destruction of livestock or poultry

Applicable Laws, Regulations, and Guidance Documents:
United States Code 21 USC 13 (Controlled Substances Act), 21 USC 13 § 822


Resources for Instructors:
State Veterinarian Directive 79-1, Methods Prescribed or Approved for Animal Euthanasia and Competency Certification Requirements

Iowa State University Extension Office’s Procedures for Humane Euthanasia

Multi-Species Euthanasia Wallet Cards
https://vetmed.iastate.edu/sites/default/files/vdpam/Extension/Dairy/Programs/Humane%20Euthanasia/Download%20Files/MultiSpecies-EuthanasiaWallets%26Index-20120810B.pdf

AVMA Guidelines for the Euthanasia of Animals (Guide for Veterinarians)
2.12 Use of Force-Animals (2 hours)

*Performance Outcomes:*

- Ability to assess immediate and imminent threats from animals, and to protect themselves, other people, and other animals.
- Ability to contain or neutralize threats from animals appropriately and safely, and to maintain control using safe and approved methods.

**Training Objectives and Criteria for Testing:**

Given a written or practical exercise, the student should be able to:

A. Define reasonable and necessary force and understand the range of effect actions may have.
B. Identify general considerations and factors affecting use of force with animals.
C. Demonstrate understanding of what an animal would perceive as an offensive or defensive stance, depending on the species involved.
D. Identify primary and secondary non-lethal and lethal target areas of an animal.
E. Identify potential equipment an animal control officer may use to protect the public and/or other animal(s).
F. Identify the types of chemical agents and aerosol sprays used to control an animal, and methods of deployment.
G. Demonstrate knowledge of the potential short- and long-term side effects exhibited in animals sprayed with chemical or aerosol sprays.
H. Demonstrate understanding of how to apply first aid and provide subsequent care to animals affected by chemical agents or aerosol sprays.

**Lesson Plan Guide:**

The lesson plan shall include the following at a minimum:

A. Review terms and definitions as they pertain to animals
   a. Reasonable and necessary force
   b. Immediate and imminent danger
   c. Deadly force
   d. Use of Force Continuum
      i. Steps involved
         1. Reference the National Institute of Justice

B. Considerations and factors affecting use of force with animals *
   a. Situational elements which may affect animal behavior on-scene and will factor into considerations about the use of force:
i. Owner behavior
ii. Sirens
iii. Lights
iv. Additional assistance, number of people in the immediate vicinity
v. Safety of public
vi. Officer’s personal reaction
vii. Provoking factors
viii. Other considerations
   1. Presence of children
      a. School yards/play areas, etc.
   2. Residential or populated areas
   3. Traffic
      a. Interstates, main roads, and other high-traffic areas
b. Officer safety considerations which may factor into use of force with animals
   i. Skill level and knowledge of animal species involved
   ii. Physical ability or limitations
   iii. Special circumstances
      1. Availability of equipment
      2. Availability of weapon(s)
      3. Injury or exhaustion
      4. Falling or being knocked to the ground
      5. Distance from threat
      6. Special knowledge or information
      7. Environmental conditions
      8. Continuing threat to self or others
      9. Other options

C. Review offensive and defensive postures/stances by an animal control officer (ACO) as interpreted by different types of animals *
   a. Prey animals
   b. Predator animals

D. Review primary and secondary non-lethal and lethal target areas of an animal *
   a. Canines
   b. Felines
   c. Primates
   d. Other common companion animals
   e. Equine
   f. Cattle
   g. Swine
   h. Sheep
   i. Goats
   j. Other agricultural animals
   k. Cervids
   l. Bear
m. Other wildlife

E. Equipment ACOs may utilize or deploy *
   a. Catch pole
   b. Tongs
   c. Batons
   d. Nets
   e. Chemical immobilization
      i. Companion animals only
      ii. Competency certification requirements
      iii. Drug components
   f. Aerosol sprays/chemical agents
   g. Weapons
      i. Firearms

F. Review drug and chemical agents available to ACOs for use in animals
   a. Descriptions and types of agents
   b. Deployment of agents

G. Discuss expected short- and long-term effects of drugs/chemicals on the animal
   a. Chemical immobilization (companion animals only)
   b. Aerosol sprays

H. Review how to administer first-aid and provide subsequent care for animals affected by chemicals *
   a. Methods of restraint and transportation of animal(s)

Resources for Instructors:
The Use of Force Continuum

VDACS Directive 83-1: Approved Drugs and Drug Administering Equipment for Chemical Capture of Companion Animals and Competency Certification Requirements

*Interactive teaching modalities recommended when available, such as live animal demonstrations, videos, case studies, working through a given scenario, utilizing equipment, etc.
2.13 Compassion Fatigue (2 hours)

*Performance Outcome:*

- Ability to recognize and manage compassion fatigue and emotional stress related to the animal care and control profession.

*Training Objectives and Criteria for Testing:*

Given a written or practice exercise, the student should be able to:

A. Demonstrate familiarity with the historical evolution of animal care and control in the United States.
B. Identify the various causes of stress in the animal care and control profession and how stress contributes to compassion fatigue.
C. Identify the phases of compassion fatigue and the early warning signs.
D. Identify different ways to manage stress, burnout, and compassion fatigue at an individual level.
E. Identify strategies to effect positive change and create resilience at an organizational level.

*Lesson Plan Guide:*

The lesson plan shall include the following at a minimum:

A. The historical aspect of animal care and control
   a. Dogcatcher
   b. First known use of the term “animal control”
   c. Discuss how various terms, such as “pound” and “dogcatcher,” may affect individuals

B. Stress and compassion fatigue
   a. Define compassion fatigue
   b. Stressors within the animal care and control profession
      i. Home
         1. Balancing home and work life
      ii. Work
         1. Internal and external
         2. Budget and resources
         3. Training
         4. Management and co-workers
         5. Physical environment
      iii. Animal
         1. Neglect and cruelty
2. Temperaments
3. Euthanasia
4. Volume of intakes/cases

iv. Legal system
   1. Court system
   2. Laws

v. Societal expectations
   1. Media
   2. Public perceptions
   3. “Kill rate”

vi. Other

C. Compassion fatigue
   a. Increased prevalence in:
      i. Animal care and control field
      ii. Animal shelters
      iii. Veterinary and animal care professionals
   b. Difference between compassion fatigue and burnout
      i. Work stressors leading to burnout
   c. Four phases associated with compassion fatigue and the common signs of each phase
      i. Zealot
      ii. Withdrawal
      iii. Irritable
      iv. Zombie
   d. Signs/symptoms of compassion fatigue
      i. Individuals
         1. Isolation from others
         2. Poor self-care
         3. Blaming others
         4. Voicing excessive complaints
         5. Substance abuse
         6. Compulsive behaviors
         7. Chronic physical ailments
         8. Physically and mentally tired
      ii. Organizations
         1. Characteristics of compassion fatigue or burnout
            a. High turnover
            b. Poor morale
            c. High absenteeism
            d. Change in co-worker relationships
            e. Lack of teamwork
            f. Disrespect for rules, policies
            g. Inability of staff to complete tasks and meet deadlines
            h. Negativity toward management
i. Lack of interest

D. Managing stress, burnout, and compassion fatigue
   a. Emotional recognition
   b. Acknowledge “at-risk” profession
   c. Put yourself first
      i. Self-care
   d. Learn to say no
   e. Ask for help
   f. Focus on the good, not the bad
   g. Leave work at work
   h. Stress relief
      i. Cry
      ii. Exercise
      iii. Laugh
      iv. Take breaks
   i. Stress management
      i. Breathing exercises
      ii. Meditation
      iii. Visualization techniques
      iv. Self-talk
      v. Self-hypnosis
      vi. Peer support
   j. Employee assistance programs
   k. Counseling
      i. Guidance from a mental health specialist
   l. Hobbies
      i. Non-animal-related outlets
   m. Other

E. Combating compassion fatigue and burnout at an organizational level
   a. Provide training
   b. Provide regular breaks
   c. Prioritize and delegate appropriately
   d. Allow time at staff meetings to discuss emotional components of the job
   e. Debrief after difficult situations/incidents
   f. Build a strong support system for employees
   g. Provide and encourage networking opportunities with animal control officers in other localities
   h. Foster partnership and support with other localities
   i. Other

Resources for Instructors:
American Veterinary Medical Association
“Work and Compassion Fatigue”
https://www.avma.org/ProfessionalDevelopment/PeerAndWellness/Pages/compassion-fatigue.aspx

VetMedTeam
“When Caring Hurts: Managing Compassion Fatigue”

Compassion Fatigue Awareness Project
http://www.compassionfatigue.org/
Part 3: Basic Law Enforcement Curriculum
(34 hours)

Sections:
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3.4 Defense Tactics and Use of Force—People  3
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3.12 Diversity and Cultural Awareness  2

Instructors for any section in Part 3 must be DCJS certified. Certified Law Enforcement Officers may opt out of this curriculum.
3.1 Constitutional Law (4 hours)

Performance Outcome:

- Apply knowledge of animal-related laws to obtain information from a suspect while conforming to constitutional guarantees.

Training Objectives and Criteria for Testing:

Given a written or practical exercise, and in accordance with the most current published DCJS objectives, the student should be able to:

A. Identify constitutional requirements for obtaining information from a suspect.
B. Identify constitutional issues related to the questioning of a suspect and a non-suspect.
C. Demonstrate familiarity with case law related to interrogation.
D. Identify the conditions that trigger the requirement for the Miranda warning.
E. Explain the difference between exculpatory and inculpatory statements and the necessity for documenting both.
F. Identify the conditions by which a confession will be judged to be admissible.
G. Demonstrate the correct use of consent and waiver forms.

Lesson Plan Guide:

The lesson plan shall include the following at a minimum and in accordance with the most current published DCJS objectives:

A. A list of rights an arrested person is guaranteed by the United States Constitution

B. Constitutional issues related to detention and questioning of a suspect versus a non-suspect
   a. Consequences for a person who gives false identity to a law enforcement officer after having been lawfully detained and requested to identify himself

C. Review relevant case law related to detention and questioning of a suspect vs. a non-suspect
   a. Malloy v. Hogan
   b. Miranda v. Arizona
   c. Massiah v. United States
   d. Ford v. Commonwealth
   e. Novak v. Commonwealth
   f. Wass v. Commonwealth
g. Lanier v. Commonwealth

D. Review conditions which trigger the requirement for the Miranda warning
   a. The point at which a suspect should be advised of Constitutional rights
      and read the entire Miranda warning

E. The definitions of exculpatory and inculpatory statements
   a. Examples of each
   b. Necessity for documenting both

F. Conditions by which a confession will be judged to be admissible

G. Review use of consent and waiver forms
   a. Miranda forms
   b. Verbal or written consent to search without a warrant
   c. Other examples pertaining to Fourth and Fifth Amendment rights

Applicable Laws, Regulations, and Guidance Documents:
The United States Constitution
3.2 Search and Seizure (6 hours)

_Performance Outcomes:_

- Ability to conduct searches and seizures under unpredictable conditions.
- Ability to confer appropriately with the local Commonwealth’s attorney under unusual search and seizure circumstances.

_Training Objectives and Criteria for Testing:_

Given a written or practical exercise, and in accordance with the most current published DCJS objectives, the student should be able to:

A. Identify the reason searches generally require a warrant and those situations in which a warrant is mandated by the Fourth Amendment.
B. Identify search and seizure situations in which a warrantless search may be legally conducted.
C. Identify situations that may warrant conferring with the local Commonwealth’s attorney for guidance, such as atypical circumstances.
D. Identify the proper authority for obtaining a search warrant.
E. Complete an affidavit for a search warrant.
F. Identify Code of Virginia requirements for return of search warrants.
G. Demonstrate familiarity with relevant case law related to search and seizure.

_Lesson Plan Guide:_

The lesson plan shall include the following at a minimum and in accordance with the most current published DCJS objectives:

A. Review search warrant requirements
   a. If reasonable expectation of privacy exists
   b. Fourth Amendment mandates

B. Review legal exceptions for searching a crime scene without a warrant:
   a. Emergency circumstances
   b. Public property
   c. Consent is given

C. Deciding when to confer with local Commonwealth’s Attorney for guidance
   a. Review role of Commonwealth’s Attorney
   b. Review role of the Office of the Attorney General (OAG)
      i. Special Animal Law Unit
c. Review common examples of atypical circumstances when conferring with the local Commonwealth’s Attorney is necessary

D. Proper authorities from which a search warrant may be obtained
   a. Reference the Code of Virginia
   b. Judge
   c. Magistrate
   d. Other person with authority to issue criminal warrants in the jurisdiction of the place to be searched

E. Complete a sample affidavit *
   a. Reference the Code of Virginia
   b. State facts and circumstances that would lead a reasonable person to believe seizable items are located in the area to be searched
   c. Describe place, thing, or person to be searched
   d. Describe things or persons for which to search
   e. The offense causing the search
   f. State facts explaining how things being searched for are evidence of the offense
   g. Any other material facts that show probable cause to issue search warrant

F. Requirements to return search warrant
   a. Reference the Code of Virginia
   b. Date of execution of warrant, signature, and time noted on warrant
   c. Under oath, inventory all property seized
   d. File in circuit court clerk’s office of the jurisdiction where the search warrant was served within three days the search warrant, inventory, and affidavit

G. Review of relevant case law related to search and seizure
   a. US v. Santana
   b. Warden v. Hayden
   c. Terry v. Ohio
   d. California v. Hodari D.
   e. Michigan v. Chesternut
   f. Carroll v. United States
   g. California v. Acevedo
   h. Maryland v. Buie
   i. New York v. Belton
   j. Florida v. Royer
   k. Illinois v. Rodriguez
   l. Florida v. Jimeno

**Applicable Laws, Regulations, and Guidance Documents:**
Search and seizure laws
Code of Virginia §§ 19.2-52, 19.2-54, 19.2-57

*Interactive teaching modalities recommended when available, such as live animal demonstrations, videos, case studies, working through a given scenario, utilizing equipment, etc.
3.3 Juvenile Law (2 hours)

Performance Outcomes:

- Ability to legally obtain information from a child/juvenile, and conduct a custodial interrogation.
- A basic understanding of and familiarity with juvenile law.

Training Objectives and Criteria for Testing:

Given a written or practical exercise, and in accordance with the most current published DCJS objectives, the student should be able to:

A. Define and understand the differences between “undisciplined juvenile,” “runaway,” and “delinquent child.”
B. Identify constitutional and Code of Virginia requirements for taking juvenile offenders into custody.
C. Identify the two situations in which a warrant may be issued for a juvenile by a magistrate.
D. Identify the procedures to be followed after a juvenile has been placed in custody.
E. Demonstrate understanding of the requirement to advise a juvenile of his/her constitutional rights when conducting a custodial interrogation.
F. Identify communication skills that promote non-aggressive interaction.

Lesson Plan Guide:

The lesson plan shall include the following at a minimum and in accordance with the most current published DCJS objectives:

A. Review definitions of terms
   a. Reference the Code of Virginia
      i. Child in need of services
      ii. Child in need of supervision
      iii. Undisciplined juvenile
      iv. Runaway
      v. Delinquent child

B. Purpose and intent of juvenile law
   a. Requirements for taking juvenile offenders into custody
      i. Constitutional
      ii. Code of Virginia
b. Review circumstances under which a child/juvenile may be taken into immediate custody
   i. Reference the Code of Virginia

C. Review circumstances under which a warrant may be issued for a child/juvenile by a magistrate
   a. An appeal from a decision of an intake officer
   b. Child/juvenile is in need of services or is a delinquent, and
      i. The court is not open, or
      ii. Intake officer is not reasonably available

D. The procedures required after a child/juvenile has been placed in custody
   a. Reference the Code of Virginia
   b. When in custody by way of written petition
      i. Take child/juvenile before judge or intake officer
   c. When in custody by reason of need of services, protection of the public, or shoplifting
      i. Take child/juvenile before intake officer
   d. Warrant is to be delivered forthwith to the Juvenile and Domestic Relations (J&DR) Court
   e. Summonses should be given to child/juvenile and parents/guardians
   f. Fingerprint and photograph
   g. Review requirements to separate child/juveniles from other prisoners
      i. Reference the Code of Virginia
      ii. Must be kept entirely separate and removed from adult jail population
      iii. Must be transported separately from adults

E. Conducting a custodial interrogation with a child/juvenile
   a. Reference the Code of Virginia
   b. Required to advise of constitutional rights
      i. Same Miranda rights apply as to those of adults
      ii. Recommended that parent/guardian be present, if possible
   c. Statements given at intake are not admissible

F. When children/juveniles may be a victim or suspect
   a. Obtain information related to misdemeanors or felonies
   b. Consider factors involved when notifying parent/guardian that a child/juvenile is a suspect, victim, or witness of a crime
   c. Use communication skills that promote non-aggressive interaction
      i. Provide timely notification
      ii. Be mindful that parents may be defensive, upset, or accusatory depending on the situation
      iii. Present facts and consequences in a non-judgmental manner if the child/juvenile is a suspect
iv. Obtain information using appropriate degree of sensitivity for type of crime
v. Provide information to parents on child/juvenile justice system procedures

Applicable Laws, Regulations, and Guidance Documents:
Juvenile Law
3.4 Defensive Tactics and Use of Force-People (3 hours)

Performance Outcomes:

- Ability to assess immediate and imminent threats, protect self, other people, and animals.
- Ability to identify the use of force that is necessary and appropriate during law enforcement services, and to utilize de-escalation strategies.

Training Objectives and Criteria for Testing:

Given a written or practical exercise, and in accordance with the most current published DCJS objectives, the student should be able to:

I. Identify general considerations and the principles affecting the use of reasonable and necessary force.
J. Demonstrate knowledge of the types of force.
K. Identify common escalation and de-escalation techniques.
L. Identify the factors affecting use of force, including special considerations for deadly force.
M. Demonstrate an understanding of the burden of proof standard in use of force cases.
N. Demonstrate an understanding of and the ability to implement non-lethal defense tactics.
O. Demonstrate knowledge of the types of commonly used chemical agents/aerosol sprays, and how they are properly deployed.
P. Demonstrate an understanding of lethal/deadly force tactics.
Q. Demonstrate familiarity with relevant case law, especially those establishing the reasonableness standard and those pertaining to the use of deadly force.

Lesson Plan Guide:

The lesson plan shall include the following at a minimum and in accordance with the most current published DCJS objectives:

A. General considerations
   a. Statistical overview of assaults on law enforcement officers/animal control officers
   b. Definition of force
      i. Reference International Association of Chiefs of Police (IACP)
      ii. The amount of effort required by police to compel compliance by an unwilling subject
   c. Localities may have department policies and procedures on use of force
d. Legal limitation to force
   i. Governed by:
      1. Agency policy
      2. State law
      3. Federal law

e. High liability area for officers
f. Other considerations
   i. Know the key elements for an appropriate response to situations where violent or resistant reaction is foreseen
      1. Request backup
      2. Form a plan prior to encounter
   ii. Elements of command presence
      1. Stance
      2. Posture
      3. Eye contact
      4. Voice
   iii. Avoid unintentional and/or unnecessary antagonistic and provoking verbal and nonverbal cues
   iv. Primary aspects of proper verbalization
      1. Invoke authority
      2. Instructions on behavior compliance
      3. Clarity

g. Force principles
   i. Do no unnecessary harm
   ii. Applications of force must be lawful, reasonable, and necessary when applied
      1. Define reasonable force
      2. Factors court will consider to evaluate reasonableness
         a. Severity of the crime
         b. Immediate threat to officer or others
         c. Forcibly resisted or evaded arrest
      3. Background information the officer knows may be included in the “totality of the circumstances”
   iii. Force should only be applied when the exercise of persuasion, advice and warning is found to be immediately dangerous, insufficient or impractical

B. Types of force
   a. Privileged/legally permissible
      i. Constitutional privilege provided by way of our Commonwealth’s Constitution and Code
      ii. Situations where this may occur:
         1. Self-defense
         2. Defense of third person
         3. Conducting an arrest
         4. Preventing an escape
5. Preventing the commission of a crime
   b. Non-deadly
      i. Define
      ii. Legally acceptable when applying privileged force, but it can also be viewed as excessive force depending on the circumstances
      iii. Examples
         1. Hands-on defensive techniques
         2. Pressure point control techniques
         3. Physical restraints
         4. Aerosol sprays
         5. Impact weapons
   c. Deadly
      i. Define
      ii. Evaluated by agency’s Internal Affairs Office or the Office of Professional Standards
      iii. Use as last resort
   d. Excessive
      i. The application of an amount and/or frequency of force greater than that required to compel compliance from a willing or unwilling subject (IACP 2012)

C. Use of Force Continuum
   a. Reference the National Institute of Justice (NIJ)
   b. Review possible steps
   c. Decision making process
   d. Appropriate escalation/de-escalation techniques
      i. May be based on agency’s policy

D. Factors affecting the use of force
   a. Subject actions
   b. Intent
   c. Ability
   d. Means
   e. Opportunity
   f. Officer perception of the need for force
   g. Situation and environmental circumstances
   h. Officer safety considerations
   i. Likelihood of serious bodily harm or death
   j. Legal criteria

E. The burden of proof standard
   a. To persuade a judge, jury or fact-finders that your actions were justifiable
   b. Factual elements the court will consider in determining whether or not the officer has met the burden of proof standard
      i. Color of law
      ii. Avenues of escape
iii. Comparative size and strength
iv. Weapons
v. Mental state
vi. Body language/verbal statements
vii. Number of assailants
viii. Special knowledge
ix. Injury or exhaustion
x. Disability
xi. Ground position
xii. Imminent danger of death or serious injury
c. Two-part standard
   i. Burden of production
      1. Three legal criteria
         a. Ability
         b. Opportunity
         c. Intent
   ii. Burden of persuasion
      1. Officer has the responsibility to persuade judge/jury that actions were justifiable
         a. Need for force
            i. Explain subject’s action(s)
            ii. Explain officer’s perceptions
         b. Amount of force used
         c. Results of any injuries sustained
F. Force response options and other non-lethal defensive tactics *
   a. Soft empty hand control
   b. Hard empty hand control
      i. Higher level of physical resistance, aggressive, assaultive behavior, assaults with hands, fist, feet
         1. Aerosol control option
         2. Taser (to protect self and others from physical harm, not for arrest control)
         3. Locks and holds (high level pain compliance)
         4. Striking pressure points
         5. Dynamic balance manipulation/disruption
         6. Use of head or neck restraints
         7. Handcuffing
   c. Impact tools/weapons
      i. For defense against highly aggressive, assaultive behavior
      ii. Taser
      iii. Chemical
         1. Oleoresin Capsicum (OC)
         2. Chloroacetophenone (CN)
         3. Orthochlorobenzalmononitrile (CS)
      iv. Batons
v. Flashlights
vi. Improvised weaponry
vii. Lethal/deadly force

G. Aerosol control/chemical sprays
   a. Considered to be a lower force option
   b. Oleoresin capsicum (OC)
      i. AKA “pepper spray”
      ii. Effective on both people and animals
      iii. Various percentages are available from a variety of manufacturers
           1. The percentage refers to the amount of the active ingredient present in the unit
      iv. Importance of Scoville Heat Unit (SHU) rating
           1. The SHU rating is the scale used for rating the heat intensity/severity of hot peppers
           2. Ascribed to the grind of the pepper prior to the extraction of the oil
           3. Higher SHU rating, the more severe the inflammatory power of the active ingredient capsicum and longer the recovery time
           4. SHU ratings of commonly used products and their availability
   v. Shelf life
      1. Depends on manufacturer
   vi. Keep unit from extreme heat
   vii. Application
   viii. Possible effects
      1. Short-term
      2. Long-term
      3. Danger signs
   ix. Post exposure treatment
      1. Follow department policies and guidelines for post exposure first aid

H. Lethal/deadly force
   a. Imminent deadly force threat/serious injury threat to self or others by way of hands, fist, feet, impact (bludgeon) weapons, firearms, improvised weapons or other means of deadly assault
      i. Empty hand assaults to deadly areas of the body
      ii. Airway/carotid chokes
      iii. Impact weapons (include vehicles)
      iv. Tactical knife
      v. Improvised weaponry
   vi. Firearm use
      1. Likely to result in serious bodily harm or death
      2. Shooting is a last resort option
3. Pointing your firearm at someone is a threat of deadly force
4. Do so only in a response to an imminent threat of deadly force
5. Shoot to stop the threat
6. Firing warning shots
   a. Very dangerous and risky
   b. Unknown effectiveness
   c. Ricochet, backstop issues
   d. May be illegal in some circumstances
   e. Very high risk of personal and professional liability
7. Firing from vehicles is very dangerous and risky
8. Firing at moving vehicles is very dangerous and risky
9. Officer safety versus public safety

I. Review of relevant case law:
   a. Graham v. Connor
      i. The reasonableness standard
         1. Force must be reasonable and necessary at the time it is used
   b. Tennessee v. Garner
      i. Deadly force
         1. Case details
            a. Fleeing felon deadly force case
         2. Case findings
            a. Use or threat of deadly force considered to be a seizure under the 4th Amendment of the US Constitution
            b. Deadly force may only be applied in cases where there is a risk of serious bodily injury or death
            c. Deadly force may be used to prevent the escape of a violent offender, who by way of escape may present a “continuing violent” threat to officers or others

*Interactive teaching modalities recommended when available, such as live animal demonstrations, videos, case studies, working through a given scenario, utilizing equipment, etc.
3.5 General Civil Liability (2 hours)

Performance Outcome:

- Understand general civil liability attached to law enforcement activities.

Training Objectives and Criteria for Testing:

Given a written or practical exercise, and in accordance with the most current published DCJS objectives, the student should be able to:

A. Identify general civil liability of law enforcement personnel related to the performance of their duties.
B. Define and demonstrate an understanding of discretionary arrest.
C. Demonstrate familiarity with sovereign immunity in Virginia.

Lesson Plan Guide:

The lesson plan shall include the following at a minimum and in accordance with the most current published DCJS objectives:

A. Review general civil liability
   a. Performance of law enforcement duties
      i. Privacy and security of person(s) and information
      ii. Use of force
      iii. Operation of law enforcement vehicle
         1. Factors to be considered when driving
         2. Common hazards associated with driving
         3. Agency specific policy may apply
      iv. False arrest
         1. Definition
         2. Documentation of circumstances related to false arrest
   v. False imprisonment
      1. Definition
      2. Duty to release person arrested in error as promptly as possible
      3. Place in a position as good as, or better than, prior to arrest

B. Discretionary arrest *
   a. Definition
   b. Limitations
   c. Documentation of circumstances related to discretionary arrest

C. Sovereign immunity in Virginia
a. Reference the Code of Virginia  
b. Review Virginia Tort Claims Act  
c. How it relates to animal control and law enforcement personnel

*Interactive teaching modalities recommended when available, such as live animal demonstrations, videos, case studies, working through a given scenario, utilizing equipment, etc.

**Instructor Note:** Advise trainees that they should reference their department policy on the use of discretionarv arrest (e.g., giving a warning instead of making an arrest) during field training.
3.6 Reports and Forms (2 hours)

Performance Outcome:

- The ability to prepare and complete reports applicable to law enforcement and animal control.

Training Objectives and Criteria for Testing:

Given a written or practical exercise, and in accordance with the most current published DCJS objectives, the student should be able to:

A. Identify applicable reports and forms in a given scenario.
B. Prepare and complete a report or form using descriptive sentences in a narrative style appropriate for law enforcement.

Lesson Plan Guide:

The lesson plan shall include the following at a minimum and in accordance with the most current published DCJS objectives:

A. Preparing reports and forms
   a. Note taking
      i. Aids in writing reports, interrogations, and accurate court testimony
      ii. Counteracts denials or changes in statements
         1. Protects officer against false accusations
   b. Include accurate statement of facts
      i. Statements, remarks, and admissions
      ii. Use senses (sight, sound, and smell)
      iii. Physical descriptions
      iv. Services rendered
      v. Other agencies involved
   c. Review examples of facts to collect for animal control officers
      i. Date and time
      ii. Number of animals involved
      iii. Species of animals involved
      iv. Physical condition of animal(s)
      v. Environmental facts and observations
      vi. Availability of food and water sources
      vii. Location
      viii. Nature of complaint
      ix. Interaction with owner(s)/guardian(s)
         1. Notice of compliance
Virginia ACO Basic Training Standards
Effective July 1, 2021

2. Follow-up requirements
   x. Other
d. Completing reports and forms
   i. Detailed representation of facts
   ii. Impartial, clear, and concise language
   iii. Proper use of grammar
   iv. Professionalism
e. Case scenarios *

B. Common reports and forms for law enforcement services
   a. Field records
   b. Daily activities
   c. Investigation reports
d. Warnings and citations
e. Animal control-related reports and forms
   i. State-required forms
      1. Agricultural animal seizure reports
   ii. Common types of forms and reports used by individual localities
      1. Animal custody records required by the Code of Virginia
      2. Animal shelter records
f. Other examples
g. Agency-specific documents may differ

*Interactive teaching modalities recommended when available, such as live animal demonstrations, videos, case studies, working through a given scenario, utilizing equipment, etc.
3.7 Conflict Resolution and Officer Safety (5 hours)

Performance Outcome:

- Ability to utilize conflict management techniques in order to prevent a situation from escalating.

Training Objectives and Criteria for Testing:

Given a written and practical exercise, and in accordance with the most current published DCJS objectives, the student should be able to:

A. Demonstrate the ability to evaluate a conflict or crisis scene.
B. Demonstrate an understanding of the differences between the various conflict management techniques.
C. Identify officer safety considerations during conflict management.
D. Demonstrate the ability to apply appropriate conflict management techniques in a given scenario.

Lesson Plan Guide:

The lesson plan shall include the following at a minimum and in accordance with published DCJS objectives:

A. Methods of evaluating the conflict or crisis scene *

B. Conflict management *
   a. Techniques
      i. Mediation
      ii. Negotiation
      iii. Arbitration
   b. Definition of each technique
   c. Steps for each technique
   d. Application of each technique

C. Maintaining officer safety
   a. On-scene risk assessment
      i. Possible trap
      ii. Attempts to divert officer’s attention
      iii. Potential for escalation
   b. Local policies and procedures
   c. When backup is necessary
   d. What to do when conflict management techniques are not effective
D. Review and discuss case examples *

*Interactive teaching modalities recommended when available, such as live animal demonstrations, videos, case studies, working through a given scenario, utilizing equipment, etc.
3.8 Landlord/Tenant Issues (1 hour)

*Performance Outcome:*

- Ability to review relevant landlord/tenant legal documents and situations, and determine the appropriate law enforcement response.

**Training Objectives and Criteria for Testing:**

Given a written or practical exercise, and in accordance with the most current published DCJS objectives, the student should be able to:

A. Identify applicable laws relating to landlord/tenant issues.
B. Identify the appropriate court and legal documents, and enforcement response, including:
   a. landlord/tenant documents;
   b. restraining orders; and
   c. nuisance declarations.

**Lesson Plan Guide:**

The lesson plan shall include the following at a minimum and in accordance with the most current published DCJS objectives:

A. Applicable laws relating to landlord/tenant issues
   a. Housing and Urban Renewal Act of 1983
      i. Tenants in federally assisted rental housing may not be discriminated against for owning “common household pets”
   b. Fair Housing Amendments of 1988
   c. Virginia Residential Landlord Tenant Act
      i. Establishes regulations for landlord-tenant relations in Virginia
   d. Other

B. Court and legal documents
   a. Identify and understand relevant landlord/tenant documents
      i. Lease
         1. Establishes relationship between the tenant and landlord
         2. Civil matter
         3. Terms of the lease do not grant authority for animal control officers (ACOs) to remove animal(s) from premises
            a. ACO authority to remove animals due to violations of laws remains unchanged
      ii. Summons for unlawful detainer
1. May summon tenant to court regarding eviction process
2. Issued by a judge or magistrate
3. Not an eviction, and does not give grounds to remove animals

iii. Writ of possession
1. Only local ACO may be involved
2. Issued by court and gives Sheriff authority to remove tenant and their personal property from premises
3. Tenant must be notified of writ’s effect 72 hours in advance
4. If tenant is not present at time of eviction, and animals owned by tenant are on property:
   a. ACO may be requested to take possession of the animal property and “store” the property (board the animal) on behalf of the landlord
   b. Owner of the animal may be charged impound fees by the ACO for any boarding
   c. If the owner does not take possession of the animal after 30 days, the animal is considered abandoned property

b. Restraining orders
   i. Issued by court for protection of a person
   ii. May interfere with care for animals
      1. Consult Sheriff and/or Commonwealth’s Attorney for best course of action

c. Nuisance declarations
   i. Governed by localities
   ii. Usually enforced through liens, fines, etc.
   iii. Some localities may define certain animal situations as constituting a “nuisance”
   iv. A declaration of an animal as a nuisance does not give an ACO authority to take possession
      1. Nuisance is a civil matter

d. Review and discuss case scenarios/examples *

*Interactive teaching modalities recommended when available, such as live animal demonstrations, videos, case studies, working through a given scenario, utilizing equipment, etc.
3.9 Criminal Law Basics and Legal Research (3 hours)

Performance Outcomes:

- Maintain basic understanding of the criminal law system.
- Ability to research and acquire necessary information from relevant legal materials.

Training Objectives and Criteria for Testing:

Given a written or practical exercise, and in accordance with the most current published DCJS objectives, the student should be able to:

A. Demonstrate knowledge of the components of the criminal justice system, and identify the role animal control officers play within the system.
B. Demonstrate familiarity with the various types of laws and classes of crimes.
C. Demonstrate knowledge of the impact of case law on statutory laws.
D. Demonstrate understanding of the difference between common law and statutory law.
E. Identify crimes and applicable Code sections using the Code of Virginia in a given scenario.

Lesson Plan Guide:

The lesson plan shall include the following at a minimum and in accordance with the most current published DCJS objectives:

A. Components of the criminal justice system
   a. Courts
      i. Federal system
         1. United States (US) District Court
         2. US Court of Appeals
            a. US Supreme Court
      ii. State system
         1. Magistrates
         2. General district courts
         3. Circuit courts
         4. Court of appeals
         5. Supreme court
   b. Law enforcement
      i. Federal officers
      ii. Sheriffs
      iii. Police
1. Local
2. State
   iv. Animal control officers
   v. Other enforcement agents
c. Corrections
   i. Local
      1. Jails
      2. Detention facilities
   ii. State
   iii. Federal

B. Types of laws and subjects contained within the Code of Virginia
   a. Classes of felonies
      i. Penalties/Sentences
   b. Classes of misdemeanors
      i. Penalties/Sentences
   c. Review differences between actual and attempted felonies and misdemeanors

C. Impact of case law on statutory law
   a. Case study

D. Difference between common law and statutory law

E. Basics of legal research
   a. Practice researching case examples to determine class of crime and applicable Code of Virginia section *
      i. Animal law cases

*Interactive teaching modalities recommended when available, such as live animal demonstrations, videos, case studies, working through a given scenario, utilizing equipment, etc.
3.10 Professionalism and Ethics (2 hours)

*Performance Outcome:*

- Ability to maintain a positive rapport with the citizens of Virginia using professional and ethical behavior while upholding professional expectations.

*Training Objectives and Criteria for Testing:*

Given a written or practical exercise, and in accordance with the most current published DCJS objectives, the student should be able to:

A. Demonstrate familiarity with the historical evolution of animal control enforcement in the United States.
B. Identify the principles that define animal control as a profession.
C. Identify the training requirements for animal control officers within Virginia.
D. Demonstrate understanding of ethics pertaining to animal control officers.
E. Identify ways to handle violations of professional, ethical, or legal standards of conduct by fellow animal control officers.
F. Identify the positive and negative aspects of the discretionary enforcement of the animal control and protection laws.
G. Identify the positive and negative influences of an animal control career on an animal control officer’s personal life.
H. Identify best practices for developing and maintaining a positive rapport with the citizens of Virginia.

*Lesson Plan Guide:*

The lesson plan shall include the following at a minimum and in accordance with the most current published DCJS objectives:

A. Evolution of animal control enforcement in the United States

B. Professionalism
   a. Principles that define a profession
      i. Responsibility
      ii. Accountability
      iii. Specialized knowledge
      iv. Institutional preparation
      v. Autonomy
      vi. Ethical constraints
      vii. Other
   b. Officer dedication
c. Career development
   i. In-service training/continuing education (CE)
   ii. Resources for self-development
      1. Reading
      2. Networking
      3. Other

C. Review the requirements for animal control officer (ACO) training
   a. Reference Code of Virginia
   b. Basic training
   c. Additional training/CE
      i. Individual ACO requirements and standards
      ii. Requirements for localities
         1. Submit annual form to State Veterinarian

D. Ethics of animal control officers
   a. General principles of ethics
      i. Application to assist an ACO in making ethical judgments
      ii. Case studies/examples *
   b. ACO ethics/conduct
      i. Officer behavior on-duty
      ii. Reverence for the law
      iii. Cruelty prevention
      iv. Respect for the public
      v. Impartial enforcement of laws
      vi. Truthful reporting
      vii. Testifying under oath
      viii. Prohibits the use of public office for private gain
      ix. Strive to perform at maximum efficiency
      x. Prohibits the misuse of animal control resources or confidential information
   c. Officer behavior off-duty
      i. Good citizenship
      ii. Maintain self-control, fair play, and discipline

E. Methods of handling conduct violations by fellow officers
   a. Standards of conduct
      i. Professional
      ii. Ethical
      iii. Legal
   b. Case examples

F. Discretionary enforcement of the animal control and protection laws
   a. Positive aspect
      i. Ability to give consideration to the violation and the violator
   b. Negative aspect
i. Citizens may perceive enforcement of laws as unfair

c. Discuss and review case examples *

G. Influences/impacts of the profession on ACOs’ personal lives
   a. Positive
      i. Serve as role model to citizens
      ii. Other
   b. Negative
      i. Compassion fatigue
      ii. Other

H. Developing and maintaining positive rapport with citizens
   a. Guidelines for positive interactions
      i. Take time to explain and educate
      ii. Provide information
      iii. Every contact with the public is an opportunity to build professional image
      iv. Maintain professionalism and emotional control
      v. Do not accept gifts or gratuities
      vi. Treat everyone with respect
      vii. Do not discuss personal business
      viii. Do not discuss agency activity or specific incidents
      ix. Avoid profanity
      x. Employ only reasonable and necessary force
      xi. Enforce laws consistently and fairly
      xii. Adhere to the rules of conduct and ACO Code of Ethics
      xiii. Cooperation and open communication with the other elements of the criminal justice system

**Applicable Laws, Regulations, and Guidance Documents:**
Code of Virginia §§ 3.2-6555, 3.2-6556

**Resources for Instructors:**
National Animal Care and Control Association (NACA) Code of Conduct [https://nacanet.site-ym.com/page/CodeofConduct](https://nacanet.site-ym.com/page/CodeofConduct)

*Interactive teaching modalities recommended when available, such as live animal demonstrations, videos, case studies, working through a given scenario, utilizing equipment, etc.*
3.11 Recognition of Child Abuse and Family Domestic Trauma

(2 hours)

**Performance Outcomes:**

- Ability to recognize signs of family or domestic trauma; including abuse and neglect of children, elders, and mentally disabled persons.
- Ability to fulfill mandatory reporting requirements as specified in the Code of Virginia.

**Training Objectives and Criteria for Testing:**

Given a written or practical exercise, and in accordance with the most current published DCJS objectives, the student should be able to:

A. Demonstrate familiarity with the common types of familial abuse and neglect.
B. Identify potential warning signs of child abuse and neglect.
C. Identify potential warning signs of elder abuse and neglect.
D. Identify the legal requirements for reporting suspected abuse and neglect.
E. Demonstrate understanding of protective orders, including how to add animals to the document.
F. Demonstrate understanding of the link between violence against people and violence against animals and its implications for animal control officers.

**Lesson Plan Guide:**

The lesson plan shall include the following at a minimum and in accordance with the most current published DCJS objectives:

A. Overview of terms and types of familial abuse and domestic trauma
   a. Terms and definitions
      i. Family disturbances
      ii. Child offenses
      iii. Child abuse
      iv. Family or household member
      v. Mandatory reporters
      vi. “The Link”
      vii. Child Protective Services (CPS)
   b. Various types of familial abuse
      i. Domestic
         1. Physical abuse
         2. Emotional abuse
         3. Sexual abuse
4. Stalking
5. Financial exploitation

ii. Child
1. Neglect
2. Physical abuse
3. Emotional abuse
4. Sexual abuse

iii. Elder
1. Neglect
2. Physical abuse
3. Emotional abuse
4. Financial exploitation

iv. Mentally disabled
1. Neglect
2. Physical abuse
3. Emotional abuse
4. Sexual abuse

v. Animal
1. Neglect
2. Physical abuse
3. Sexual abuse
4. Animal fighting
5. Hoarding

vi. Other

B. Recognizing child abuse
   a. Elements of a crime related to child abuse or child offenses
   b. Warning signs of child abuse or neglect
      i. Frequent hunger
      ii. Inappropriate clothing for weather
      iii. Frequent/suspicious bruising or injuries
      iv. Inappropriate sexual behavior
      v. Lack of adult supervision for child frequently getting into mischief
      vi. Drug/alcohol use
      vii. Runaways/incorrigibles
     viii. Other

C. Recognizing elder abuse
   a. Potential warning signs of elder abuse or neglect
      i. Mental state of victim
      ii. Reports of frequent hunger
      iii. Inappropriate clothing for weather
      iv. Frequent/suspicious bruising or injuries
         1. Past signs of abuse/neglect
      v. Possible sexual assault
      vi. Witness(es) to abuse or neglect
D. Requirements for reporting
   a. Purpose of mandated reporting
      i. Identify suspected cases and protect victims from further harm
   b. Mandatory reporting
      i. Animal control officers are expected to report
         1. Child abuse and neglect
         2. Other types of family abuse and neglect
         3. Penalty for non-reporting
   c. Suspected child abuse or neglect
      i. Reference the Code of Virginia
      ii. How and when to notify Department of Social Services
   d. Suspected elder abuse or neglect
      i. Reference the Code of Virginia
      ii. How and when to notify Adult Protective Services
   e. Other

E. Protective orders
   a. Definitions and correct procedures for service of:
      i. Emergency Protective Order
      ii. Preliminary Protective Order
      iii. Permanent Protective Order
   b. Discuss when and how animals can be included

F. “The Link” *
   a. Connection between violence against people and violence against animals
      i. Well-documented
      ii. Animal abuse is a predictor of human violence
      iii. Specialized area of study in medical, mental health, and criminal justice communities over the past two decades
         1. Still misunderstood and unrecognized
   b. Implications and considerations for animal care and control professionals
      i. Abuser/aggressor may threaten to harm a human victim’s animal
      ii. Animal Control Officer’s unique position to observe abusive behaviors
      iii. Interview considerations and recommendations during animal abuse investigations
         1. Language or emotional ability of potential victim(s)
         2. Use open-ended questions and appropriate vocabulary
         3. Resources and assistance available if needed to interview an abused child or family member
      iv. If child or other abuse is suspected:
         1. Ensure the safety of the victim(s)
         2. Request medical assistance if needed
3. Make appropriate notifications

**Applicable Laws, Regulations, and Guidance Documents:**
Code of Virginia §§ 63.1-55.3, 63.2-1509

**Resources for Instructors:**

*Interactive teaching modalities recommended when available, such as live animal demonstrations, videos, case studies, working through a given scenario, utilizing equipment, etc.*
3.12 Diversity and Cultural Awareness (2 hours)

Performance Outcomes:

- Ability to communicate with a diverse population.
- Ability to recognize how different cultural groups may view animals and various animal practices, and the ways this may affect officer interactions.

Training Objectives and Criteria for Testing:

Given a written or practical exercise, and in accordance with the most current published DCJS objectives, the student should be able to:

A. Demonstrate understanding of culture, diversity, prejudice, and discrimination, and how they affect animal control officers.
B. Demonstrate an understanding of the benefits of diversity and cultural awareness training for animal control officers.
C. Identify audiences that may need an officer to adjust his/her manner of communication, and demonstrate aptitude to adapt communication accordingly.
D. Identify various cultural/religious practices involving animals, and demonstrate familiarity with applicable laws regarding the use of animals in religious or occult ceremonies.

Lesson Plan Guide:

The lesson plan shall include the following at a minimum and in accordance with the most current published DCJS objectives:

A. Concepts and terms
   a. Culture
      i. Definition and context
      ii. Understanding culture
         1. Subconscious, learned behavior
         2. No society exists without cultural rules
         3. No individual is culture-free
      iii. Affects:
         1. Mannerisms
         2. Clothing
         3. Language
         4. Religion
         5. Rituals
         6. Laws and morality
         7. Systems of belief
b. Diversity
   i. Definition and context
   ii. Includes more than ethnicity
   iii. Primary dimensions of diversity:
        1. Age/generation
        2. Ethnicity
        3. Gender
        4. Physical ability
        5. Mental ability
        6. Sexual orientation
        7. Race
   iv. Secondary dimensions of diversity:
        1. Income
        2. Marital status
        3. Geographical location
           a. Examples within the United States
           b. Examples within Virginia
        4. Work experience
        5. Religious beliefs
        6. Parental status
        7. Education
c. Cultural diversity
   i. The cultural variety and cultural differences that exist in the world, a society, or an institution
   ii. The inclusion of diverse people in a group or organization
   iii. Positive impacts
d. Dominant culture (i.e. “mainstream”) 
   i. Values, beliefs, and patterns of learned behavior intrinsic to the society in which people of various cultures must function

e. “Culture shock”
   i. Negative stress experienced when removed from one’s native culture and placed in a culturally different environment without the skills to cope with the change
f. Prejudice
   i. Fear-based
      1. Tend to fear what we do not understand
   ii. Stereotypes
      1. Definition
      2. Can be positive or negative
g. Discrimination
   i. Manifestation of prejudice
   ii. An action
   iii. Illegal
B. Diversity and cultural awareness training
   a. Methods to increase understanding about specific groups
      i. Go to source, increase interactions
      ii. Local resources
      iii. Read
      iv. Observations
      v. Fellowship
   b. Significance of diversity and cultural awareness training for law enforcement officers (LEOs)/animal control officers (ACOs)
      i. Daily contact with people from various backgrounds and cultures
      ii. Effective communication and sensitivity to differences in order to perform duties
      iii. Integrity in policing/enforcing laws
         1. Law enforcement officers are required to have cultural diversity training
         2. Some localities require it for every employee to improve customer service and to reduce or eliminate complaints
         3. Examples of poor law enforcement integrity
            a. Arbitrary profiling
            b. Racist or sexist comments/jokes
            c. Other
      iv. Understand how law enforcement culture affects interactions with the public
         1. Positive images
         2. Negative images
   v. Personal benefit for ACOs
      1. Enhanced officer safety
      2. Increased personal/ethical satisfaction
      3. Career survival
   vi. Professional benefit for ACOs
      1. Improved quality of service
      2. Enhanced community support and trust
      3. Access and cooperation
      4. Improved compliance
   vii. Organizational benefit
      1. Improved morale, effectiveness, and professionalism
      2. Positive rapport within community
      3. Reduced number of complaints
      4. Reduced potential for litigation

C. Communicating with diverse populations *
   a. Interpersonal communication
      i. Verbal and nonverbal
   b. Importance of nonverbal
      i. Expressing and interpreting
ii. May supplement, contradict, or replace verbal communication

c. Factors affecting communication skills
   i. May cloud perception of individuals and circumstances
      1. Experience
      2. Education
      3. Attitude
      4. Values
         a. Prejudice and bias are examples of values that can be changed
      5. Environment

d. Audiences that may need adjustments in an officer’s communication
   i. Children/juveniles
   ii. Older people
   iii. Culturally diverse
      1. Especially if English is limited or non-existent
   iv. Highly educated vs. uneducated people
   v. Mentally disabled
   vi. Emotionally charged people
   vii. Other

e. Techniques for adjusting communication
   i. Maintain positive attitude
   ii. Avoid words that show prejudice
   iii. Concentrate on what is being said, not how
   iv. Use simple, commonly understood terminology
      1. Avoid acronyms, slang, sarcasm, and idioms
      2. Be courteous
   v. Voice tone considerations
   vi. Consider speed of speech
   vii. Enunciate each word
   viii. Nonverbal
      1. Body stances/gestures
   ix. Use knowledge of cultural norms/expectations
   x. Use visual aids
   xi. Check for understanding
   xii. Appropriate eye contact

f. Importance of communication for ACOs
   i. Expected to use professional language in the performance of their duties
      1. Be consistent
      2. Be clear in delivering information
      3. Be courteous

D. Cultural differences and views on animals in America
   a. Differences geographically
      i. Examples within Virginia
   b. Generational expectations
c. Companion vs. agricultural
   i. Housing/sheltering expectations
   ii. Euthanasia
      1. Public animal shelter policies
      2. Owner dispatch
   iii. Slaughter
   iv. Neutering
   v. Animal fighting
d. Religious differences
   i. Muslim and Jewish views of swine
   ii. Hindu views of cattle
   iii. Animal slaughter
      1. General/non-religious
      2. Kosher
      3. Halal
   iv. Occult ceremonies involving animals
      1. Case examples
   v. Religious ceremonies involving animals
      1. Live animal sacrifices
      2. Religious exemptions
         a. Reference Code of Virginia
         b. Some sacrifices are accepted under religious ceremonies, others may be considered illegal
         c. Forbids cruel or unnecessary killing of animals
            i. Legal argument of an animal sacrifice was an unnecessary killing vs. performed cruelly
            ii. First Amendment rights
d. Legal arguments on animal sacrifice cases
   i. Focus on what the practitioner is doing to the animal before it dies and how it is treated
   ii. Focus on any needless suffering
      1. Avoid focusing on the fact that the animal was killed

**Applicable Laws, Regulations, and Guidance Documents:**
   Code of Virginia §§ 3.2-6570 (A), 57.2.02 (B)

*Interactive teaching modalities recommended when available, such as live animal demonstrations, videos, case studies, working through a given scenario, utilizing equipment, etc.*