

**Tethering Enforcement SOG:  
Full Enforcement Addendum**

May 18, 2010

Each enforcement action must be preceded by establishing that there is a violation. Generally speaking, there must either be an admission by the owner of unlawful tethering or an Animal Control Officer (ACO) must post and return after three hours and find the dog still tethered and the posting undisturbed..

For each service activity an ACO shall document their action in Chameleon using the activity field. Depending upon the circumstances, this may involve a new activity or re-sequencing an existing activity.

Guidelines for enforcement in different circumstances are as follows:

- If an ACO issues an owner or keeper a first time warning, s/he shall give the owners thirty (30) days to comply, educate them about the ordinance and refer them to applicable resource materials.
- If an owner or keeper has been issued a warning in the last two months, and it is established that they have a dog that is unlawfully tethered, an ACO should give them a final written warning and an additional thirty (30) days to comply.
- For an owner who was warned more than two months ago, provided that there is another documented violation, a citation shall be issued for failure to comply with the County's tethering ordinance.

If there are extenuating circumstances, however, the ACO should grant an extension of no less than 14 days and no more than 30 days. Also, the ACO should advise the Animal Control Manager (ACM), and document their activities in a written report.

If the Civil Citation is not paid within fourteen (14) days, the ACO will do a follow-up visit to determine whether a dog or dogs are continuing to be unlawfully tethered. If a violation still exists, the ACO shall coordinate with the ACM to obtain approval for and file a criminal summons for the owner's failure to comply with a local ordinance, North Carolina General Statute 153A-123.

In the case of an unpaid civil citation, the ACO is also responsible for providing pertinent information to the ACM for the civil collection process. In turn, the ACM is responsible for filing a final notice for collection. If no payment is received in response to the final notice, the ACM is responsible for conferring with the County Attorney about a civil filing to collect the unpaid fines.

***Effective: May 18, 2010  
Approved by Robert A. Marotto,  
Animal Services Director  
Orange County Animal Services***

**Tethering Enforcement SOG:**  
**Full Implementation Addendum**

I hereby acknowledge that I have read the above policy of Orange County's Animal Services Department and that I fully understand it.

I understand that adherence to this policy is a condition of my employment with Orange County's Animal Services Department.

Signature of Employee \_\_\_\_\_

Printed Name of Employee \_\_\_\_\_

Date Signed \_\_\_\_\_