

Policy Number: 06-013

Lucas County Sheriff's Office
Policy and Procedure



Approved by Sheriff:

Michael J. Navarre

Sheriff Michael J. Navarre

DATE FOR REVIEW:

Pages:

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SECTION: RECORDS

WILD ANIMAL AND SNAKE PLAN OF ACTION

I. POLICY

Plans of action regarding the escape of a dangerous animal or snake who are housed within Lucas County must be submitted to the Lucas County Sheriff in accordance with Ohio Revised Code Chapter 935. It is the policy of the Lucas County Sheriff's Office to maintain copies of these submitted plans, and to house these copies in the Records Section of the department.

A. SUBMITTED ACTION PLANS

1. When a submitted plan or action regarding a wild animal or snake is submitted to the Lucas County Sheriff's Office, it will be forwarded to the Sheriff for his review.
2. If the submission is made electronically, it will be printed out in order to be reviewed.
3. Once reviewed by the Sheriff of Lucas County, the plan of action will be forwarded to the Records Section in order to be filed.

B. FIELD ACTION PLANS

1. Once a plan of action is received in the Records Section, it will be given to the Records Sergeant in order to be processed.
2. The Records Sergeants will send an email request to the Regional Council of Governments 911 Supervisor requesting that premise history be queried regarding the location of the wild animal or snake with a one-year expiration date, making note that a plan of action is on file in the Sheriff's Office Records Section.
3. The Records Sergeant will then make a file for the plan of action and title it by address and owner.
4. Files will be maintained in a drawer in the Records Section clearly marked as Wild Animal and Snake plans of Action.