

EXHIBITS ENTERED AS EVIDENCE:

City Exhibits C-1 thru C-15
Employee's Exhibits: A-1 thru A-6, B-1 thru B-4

A. Background of Discipline

On April 2, 2025, a person called Animal Services to report that there were a lot of dogs at a home at 7161 Granite Road in El Paso, and the dogs were fighting. A smaller dog had been killed and the dogs were eating it. The caller wanted someone check on the homeowners to make sure they were okay. (Exhibits C-6, A-1).

As an Animal Protection Officer ("APO") assigned to handle the geographical area of the home where the dog fight was reported to have occurred, Bryan Dominguez (hereinafter "Dominguez") was dispatched to the home at 7161 Granite. When he arrived, two police officers were already at the home. They reported that the homeowner and his wife had just arrived back from dinner.

Police Officers Rion Horacek and Ivana Canales testified at this disciplinary hearing that when they arrived, they could see the dead dog in the backyard and around twenty or so dogs in the backyard. However, there were dogs going in and out of the house so an exact number was not possible to ascertain. Soon homeowners Emilio Macias and his wife returned home. Mr. Macias denied that anything was wrong with the dogs until the officer illuminated the dead dog with his flashlight. The Police Officers testified that by the time Dominguez arrived at the scene, the number of dogs in the back yard was around half the number because the dogs were allowed access into the house through a back door purposely propped open.

The Police Officers and Dominguez testified that the dogs had food, shelter, and water. The deceased dog apparently had been killed by the other dog or dogs. Therefore, they concluded that there was no animal cruelty by a person involved. The El Paso City Ordinance, Title 7 Animals, does not limit the number of pets a person may keep but requires, among other things, that they have adequate food, water, and shelter. However, it does require that all pets over four months old must be vaccinated for rabies, microchipped, and registered with Animal Services. The Police Officers and Dominguez testified that when they requested entry to the back yard, homeowner Mr. Macias stated that the only entry into the backyard was through the home and that he could not guarantee that the dogs would not bite. Mr. Macias really did not know how many

dogs he had and had not even given all of them names. Macias told everyone he had been asking for help for years from Animal Services and from private rescue organizations because the dogs kept breeding and the situation was out of control. He said he was a low income resident of El Paso. He did not have a car in order to surrender the dogs or transport them for free spay neuter, vaccination, and microchipping when free or low cost events took place. He had no proof of vaccination, microchip, or registration. When he testified at this disciplinary hearing, Mr. Macias confirmed that he did not deny entry to Dominguez and the Police Officers *per se*, but he stated that he told them that he could not control the dogs, did not know how many he had, and did not know how they would react to the intrusion and whether they would attack and bite. The two Police Officers and Dominguez concluded that it would be dangerous to enter the house to go to the backyard, especially since there were only three of them. Dominguez asked Macias to bring the dead dog to his front yard so he could examine it and take photos. Macias complied. Dominguez took photos. (Exhibit A-5, pp. 1-2).

Since they did not see an animal cruelty or other issue they had to handle, the Police left as it was up to Animal Services to handle the call given the circumstances. Dominguez testified that he called a Senior APO in his chain of command for guidance. He spoke to Daniel Rivera, Senior APO, and took no further action based on Rivera's advice. Much of Dominguez's defense to his discipline rests on what was said in the conversation. There was no recording of the conversation. Daniel Rivera disputes that he gave advice to Dominguez that Dominguez did not have to comply with the usual documentation procedures, including an inventory of the dogs at the property. He denied that he told Dominguez to just close the case. He stated that he told Dominguez that Dominguez needed to enforce VMR (vaccination, microchip, registration) documentation procedures but Dominguez replied that there were a lot of animals on the property and did he really need to do such a thing as it would be a lot of citations. "APO Dominguez was simply advised that it will be under his discretion on how he will manage the case." (Exhibit C-4 Rivera's written statement). Rivera did agree that he told Dominguez to use his discretion, but that this was in regard to whether he needed to give citations, which are like traffic tickets requiring a person to appear in Court.

Dominguez contends that he followed the proper procedure for consulting with the chain of command and that he was not required to go around his chain of command for further guidance. Dominguez contends that Rivera told him to use his discretion and he agreed with Dominguez that

the best course of action was to close the case. Dominguez admits that the subject of documentation *per se* never came up. On his Daily Log report, Dominguez wrote that he was at the 7161 Granite address from 8:38 p.m. to 9:03 p.m. He left the Granite property and made three more stops until the end of his shift at 11:00 p.m. (Exhibit C-12, p.3).

A concerned community person posted on social media about the situation. Although there is no date on the post admitted into evidence, it does say “10:06” and was presumably the evening of April 2, 2025 after Dominguez had left the Macias home. The post on the “Fit Fam” site stated as follows: *“Hi my friend has been trying to get a hold of you but there's a house on 7161 Granite that has over 40 dogs and they mauled 2 of them to death. I'm trying to get ahold of animal services but having no luck.”* (Exhibit A-6, p. 1). No one who testified at this disciplinary hearing could say who the message was from or to. However, the post came to the attention of the Director of Animal Services, Terry Keschull, who then sent an e mail to Animal Services management. As a result, several APO's went to Macias's home the next day, on April 3, 2025, to begin an investigation. On April 3 and 4, 2025, Animal Protection Officers and a supervisor, along with private animal rescue group representatives, found forty dogs when they conducted an inventory of the dogs at the Macias home. (Exhibits A-3, C-6). It took multiple trucks to transport all the dogs. Macias was allowed to keep ten of his dogs which he had been kept separate from the rest of the population. Karen Washington of an animal rescue group was on the scene and was able to take nineteen dogs, mostly puppies. (Exhibit C-6, p. 17). Photos of the events of April 3 and 4, 2025, were posted on Fit Fam, the same social media platform where the original post was posted. (Exhibit A-6, pp 1-12). Eight of the impounded dogs were later euthanized at the Animal Services Shelter.(Exhibit C-6, p. 17).

Homeowner Macias was subpoenaed at the request of Dominguez to testify on his behalf at Dominguez's disciplinary hearing. Macias testified that he was very happy that Animal Services had taken all his dogs except for ten which he was allowed to keep. He was given citations for no vaccination, registration, or microchip. Macias testified that Animal Services “did me a favor” in gathering all the dogs on April 3 and 4, 2025. He testified that “it was a blessing.” Macias testified that he later borrowed a truck and took all the dogs remaining with him to receive free vaccinations, microchips, registration, and spay neuter.

B. Notice of Suspension

Dominguez was timely notified that he had received the three days suspension because

of the following actions on April 2, 2025:

“you failed to properly enter required animal profiles and upload supporting photographs in a timely and complete manner. Additionally, there was no enforcement action taken on-site, nor was any attempt made to obtain vaccination, microchip, or registration (VMR) documentation from the pet owner. These deficiencies directly delayed the investigation and compromised the accuracy and completeness of the case report.”(Exhibit C-1, p. 8).

In the Notice of Suspension, Dominguez was alleged to have not followed Animal Services Field Operations Procedures at the time of service. “Your failure to fulfill these responsibilities during the initial service call contributed to unnecessary delays and placed additional burden on other responding staff who had to follow-up on the case and complete the missing documentation.” It was further alleged that Dominguez had “received prior written warnings for similar performance issues, including incomplete or delayed documentation and missing photographic evidence. Coaching and guidance have been provided, yet these issues persist and continue to disrupt workflow and timely resolution of field cases.” (Exhibit C-1, p. 8)

Dominguez’s disciplinary history in the Notice of Suspension shows seven formal counselings from 2016 to 2025, and a one day suspension for “Minor Loss of City Property” in 2016. One of the formal counselings for November 30, 20218 is crossed out, but no one who testified at the disciplinary hearing could explain who crossed it out and what crossing it out meant. (Exhibit C-1, p. 8).

The City Charter, Article VI, states that employees may be suspended for ‘incompetency or negligence in the performance of duties, including but not limited to, failure to perform assigned tasks, or failure to discharge duties in an accurate, prompt, competent, or responsible manner.’ Civil Service Commission Rule 8 reflects the same language as the City Charter. (Exhibit C-1, pp 1-2).

C. Dominguez’s Defense

Dominguez contends he should not receive the discipline because he followed the established chain of command when he called the Senior Animal Protection Officer on duty who told him to use his discretion as to what to do and to close the case. Dominguez confirms that he did not follow established protocol, but he contends that one must look at all the facts and circumstances of the case, including what he based his decision on to close the case. Dominguez contends that it was the evening shift and there are less resources available during the evening. He

had cited the homeowner Macias previously for not having his dogs registered, vaccinated, and microchipped. Citations are like police officers giving traffic tickets. Animal Services citations similarly require the person to go to Municipal Court to ascertain whether the City law has been violated or not and what the penalty will be. Visits had been made by other Animal Protection Officers who had also given him citations. Macias was known to APO's as a repeat offender. Yet, nothing had changed and Macias still had many dogs that had not been vaccinated, chipped, registered, or spay/neutered. Dominguez saw no point in giving Macias more citations. Dominguez contends he did not see more than six or so dogs in the backyard even though the next day other APO's documented that Macias had forty dogs who resided in the yard and who had full access to the house through an intentionally propped open back door. Since Macias could not guarantee that his dogs would not bite Dominguez once he entered the house to go into the backyard, which was the only way to enter the backyard, Dominguez concluded, as had the Police Officers, that it was not safe at that time to try to follow standard operating procedures to inventory all the dogs on the property. Since he agreed with the police officers that this was not a case of animal abuse but rather a dog killing another dog, he had called the Senior Animal Protection Officer on duty, Daniel Rivera, who agreed with Dominguez's conclusion that the case should be closed

D. Standard Operating Procedures

Dominguez's defense is also that the written standard operating procedures for El Paso Animal Services, written in the Field Operations Manual 2025 in Exhibits C-13, and B-3, was never given to the Animal Protection Officers (APO's) such as Dominguez. Dominguez wanted to call nine APO's as witnesses to the disciplinary hearing. Dominguez asserted to this Hearing Officer that the nine APO's would testify that they had never seen the manual nor had they been given access to it. This Hearing Officer reduced the number to three since their testimony was repetitive and cumulative. The three witnesses chosen by Dominguez to testify were APO's Gabriela Alvarez, Angel Beckett, and Brandon Ocana. They testified that they had never seen the written Field Operations Manual until Dominguez had shown it to them in preparation for this disciplinary hearing. Additionally, emails on July 3, 2025 from Dominguez to Erika Marquez of Human Resources and Supervisor Alberto Ortiz let them know that Dominguez could not obtain the Standard Operating Procedures manual through the computer drive because the computer drive "only gives management access to them but not APO'S...." He apparently had

requested the manual earlier that day in a personal meeting and had been told erroneously that he could access them on the computer. (Exhibit A-4).

Dominguez and his three APO witnesses do confirm that training on standard procedures took place both in the classroom and in the field. APO's must learn the City of El Paso and State laws that govern animal issues and regulations they enforce. They then follow a trained APO for some time in the field to learn the procedures and protocols. Ashley Herrera, Dominguez's supervisor, testified that she had been an APO for eight years before she became a supervisor. She reports directly to Gina Ramirez, Operations Field Supervisor. She testified that the APO's can obtain the written Field Manual on their SharePoint Onedrive. She testified that 100 percent of the APO's have been advised of and shown the written field manual. However, as noted earlier, testimony from the APO officers and Dominguez, in addition to Exhibit A-4, contradicts her testimony. Nevertheless, she testified that APO's are trained in the field for six weeks.

The Standard Operating Procedures taught to the APO's for the situation confronted by Dominguez on April 2, 2025 are that when there is a dog bite to a person or other domestic animal, and it is unknown which dog killed the dog, or bit the person, then the APO must inventory all the dogs on the property. Are they vaccinated for rabies? Are they microchipped? Are they registered? This is known as "VMR." The Texas Health and Safety Code 829.002 also has specific requirements for rabies, euthanasia, and quarantine.

Animal Services Management stated that the Animal Protection Officer does have discretion as to whether to give a legal citation to appear in court, or not. The written Animal Services Field Operations Manual does state that employees are required to properly document all pertinent information in the PetPoint data bases system and that all interactions with the animal, other employees, and the public must be documented. (Exhibit C-13, p. 12). Daily log sheets are to be completed and turned in at the end of every shift. (Exhibit C-13, p. 8). Requirements for the Animal Protection Officers as far as documentation required for bite cases are detailed in the written Field Manual. (Exhibit C-13, p. 8) Documentation includes pictures of canine(s) or bite victims' wounds, as well as "Vaccination, Microchip and Registration documentation." Other documents to be uploaded to the Petpoint data base system are outlined. (Exhibit C-13, pp 12-13).

In his written question and answer investigation interview, Dominguez was asked if he knew that "protocol requires VMR checks, memo notes, and the creation of animal profiles for animals encountered in the field." Dominguez answered in his own handwriting as follows: "Yes,

but due to the atypkill (*sic. written this way*) situation were (*sic.*) **owner did not cooperate** canines could not be I.D. or could access be made to the house as **owner did not give access.**” The bold and underlined was done by Dominguez. (Exhibit C-8, question 7, p. 3) Therefore, Dominguez does not contend that he did not know what the protocol was. He contends that he did not comply because of the circumstances such as the number of dogs, the owner did not give access, it was night and less resources are available, and prior citations had not changed Macias’s behavior. When Dominguez’s colleagues testified, two were asked what they would have done had they been sent to Macias’s home on April 2, 2025. Gabriela Alvarez, an APO for two years, testified that had the Senior APO told her to close the case, she would not do it as that is not the standard operating procedure. She would have taken an inventory of all the dogs on the property, taken photos, and given the homeowner citations. Angel Beckett, an APO for one year, testified that in an animal to animal bite, he would have a vet examine the dog if it were injured. He would ask for vaccination records and give the homeowner citations if there were no records of the dogs being vaccinated. He said that based on their training and meetings, they are told to do full enforcement on rabies vaccinations. While the “right” thing to do is to take a full inventory and give citations, he might also try to be kind to the owner as he was trained that it was more important to educate than to give citations. He agreed with Dominguez that they were understaffed and said he had to work overtime on a regular basis.

Dominguez could not explain why the photos he took on April 2, 2025, and which are required as part of his documentation, were not uploaded until some 24 hours after his shift. When asked during the investigation why he waited approximately 24 hours before uploading the photos, his handwritten answer was that it was “possibly a pet point maintenance which usually are done at night.” (Exhibit C-8, question 4, p. 2). His testimony at the hearing did not clarify why the photos were not uploaded along with his report before the end of shift as required. He provided no credible evidence to support his theory that there was software maintenance being done which prevented the upload.

Ashley Herrera, Dominguez’s supervisor, testified that she was an APO for eight years before she was promoted to supervisor for the last 1.5 years. She testified that she had counseled Dominguez previously regarding his incomplete records. In the past he has forgotten to upload photos, citations, etc. Since she had already coached him, she felt it was appropriate to take it up a notch and give the three day suspension. She stressed that the difference between the incident

of April 2, 2025 and prior visits by Dominguez and other APO's to Macias's house on Granite is that there was no animal bite involved in visits prior to April 2, 2025. The dead dog and animal bite on April 2, 2025 escalated the situation as far as what standard protocols would require. As for what Dominguez should have done or could have done and did not do the evening of April 2, 2025, Herrera contends he should have inventoried the forty dogs on the premises and ascertained the vaccination status and "VMR." He could have gotten help by asking Daniel Rivera, the Senior APO for help, which Dominguez did not do. He could have called dispatch for help. He could have called a supervisor. While he had discretion to decide to not give citations to homeowner Macias, Herrera testified that he did not have discretion to not follow standard operating procedure requiring documentation in bite cases. He could have asked the homeowner to bring out each dog one at a time even though it could take hours. This was how Dominguez had gotten photos of the dead dog. Dominguez could have reached out to their animal shelter that night and could wait until the next day to see if they could help as far as surrender and/or rehoming. He could have closed out the call but have left it "open" for another officer to follow up the next day. Had someone not posted on social media about the numerous dogs and the dog killing at the Macias home on April 2, 2025, Animal Services management may never have known how dire the situation had gotten.

E. Chain of Command

The written Field Operations Manual for Animal Services states that "APOs must follow the chain of command when in need of assistance." "An APO in need of assistance may call another APO or dispatch. If assistance cannot be secured, the APO will contact the Senior APO on shift or Shift Supervisor if Senior cannot be reached." (Exhibit C-13, p. 45). Dominguez testified that he followed the chain of command on April 2, 2025 and when the Senior APO Rivera gave his answer to close the case, Dominguez did not believe he could go around him to get another answer. However, in his written statement, Dominguez was asked if Rivera had explicitly told him to skip any part of the investigation, such as documentation, enforcement, or follow-up. Dominguez answered that the "Topic about documentation was not spoken about or enforcement other than rehoming. After explaining the situation, he cleared closing out the call." (Exhibit C-8, question 9, p. 8). Dominguez further stated that Rivera told him to dispose of the dead dog, but that no further assessment was required since it was unknown which dog attacked and no wounds were seen on the other dogs. Rivera told him to advise the owner about owner surrender or

rehoming and once this was addressed, "I could close out the call." (Exhibit C-8, question 8, p. 3).

Senior APO Daniel Rivera has been a Senior APO for three years. He was an APO for one year and seven months before he applied for and was promoted to Senior APO. He prepared the incident report seen in Exhibit C-4 when his supervisor instructed him to do so. He testified that he told Dominguez "to enforce VMR." Dominguez told him he did not know which animals were involved. Rivera testified that Dominguez has been an APO a long time and knows how to use enforcement. However, the standard practice would not allow that the case be closed without rabies/vaccination paperwork and an inventory on all the dogs on the property. He never told Dominguez he did not need to do an inventory of all the dogs. If Dominguez had asked him to come and assist him, he testified that he would have gone to help. In his written incident report he stated as follows: "APO Dominguez was advised that the next Step to do is Enforce VMR as there was an Exposure involved which he replied that there is a lot of animals in the property, does he really need to do such thing as it will be a lot of citations. APO Dominguez was simply advised That it will be under his discretion on how he will manage the case."(Exhibit C-4). When Dominguez asked him if there was anything that could be done with all the dogs to help the homeowner, Rivera "advised that we cannot do much for him at the moment." He encouraged Dominguez to send an e mail to the supervisors and send a courtesy copy to Rivera if any resources or help could be given. (Exhibit C-4). Dominguez did not send an e mail.

APO Brandon Ocana confirmed that there was a chain of command but that decisions were up to the APO's most of the time. While he has been told to follow the chain of command, if a Senior APO says something you do not agree with, you can go around him and call a supervisor. Ocana testified that he has done so when he did not like the Senior APO's answer. APO Gabriela Alvarez testified that APO's are allowed to go over the Senior APO to their Supervisor, and she has done that when the Senior APO's answer is not clear. However, she does not frequently disagree with the Senior APO.

F. The Disciplinary Matrix

Michael Wachsmann is the Interim Director of Animal Services. Terry Kebschull, the former Director, retired in September 2025. Prior to his appointment as Interim Director, Wachsmann served as Kebschull's Deputy Director. Prior to that he worked at Houston's SPCA for 12 years. (Society for the Prevention of Cruelty to Animals). He testified that he was involved

in and agreed with Dominguez's discipline for April 2, 2025. He and Kebschull shared an office space when Kebschull was Director, and they had numerous discussions about the discipline. They both met with Erika Marquez, Human Resources, every Friday to discuss issues. He was aware of the social media blow up involving the Macias dogs on April 2, 2025. Social media posts are a big influence as it does put things on their radar. He believed that Dominguez had too many formal counselings without management moving him to the next step of discipline. Dominguez failed to follow established procedures for documenting, which resulted in other APO's having to go back the next day to finish the job Dominguez did not complete. He agreed with giving Dominguez three days suspension for inefficient performance. While he did agree that the APO is the first contact with the public and education is a priority, he did not agree that Dominguez was correct in failing to properly document the rabies vaccination and the other status of all animals on the property, and to upload his photos with his report in a timely manner before the end of his shift.

Director Wachsmann testified that Dominguez was disciplined under the City's Disciplinary Matrix Level 2, Inefficient Performance, which requires a three day suspension for the first violation.(Exhibit C-2). However, the Notice of Suspension notes that under the Matrix Level 1, "failure to follow City-Department Rules or Policies," the first violation is formal counseling, and the second is a three day suspension. The third is a ten day suspension and the fourth is termination. Since Dominguez had already had least one formal counseling, under either Level 1 or Level 2, a three day suspension was appropriate.

G. Discussion

In a letter defending his actions sent to the Department Head Terry Kebschull dated April 8, 2025, Dominguez wrote that he had advised Senior APO Daniel Rivera "about the precarious situation the dogs live in an(*sic*) of the canines situation reproducing themselves the owner being elder which he could no(*sic*) keep up with them to which he advised that we could not pick up the dogs as owner surrender." (Exhibit C-7, p. 2). Photos of the property where the dogs lived show a small home and small back yard and front yard. The pet owners are low income, elderly, disabled, and own no vehicle. A back door to the home was propped open. The forty dogs were allowed go in and out of the home and to sleep inside. A neighbor helped buy and take dog food to Macias since he had no car, and Macias reimbursed him. Certainly this was, as Dominguez wrote, a "precarious situation" for both the dogs and for Mr. and Mrs. Macias.

Dominguez further states in his letter that APO Rivera told Dominguez that the dog owner Macias “had to take action on rehoming dogs and finding sources and resources for the canines himself.” (Exhibit C-7 p. 2). Dominguez has been an APO for over nine years. Senior APO Rivera had been a Senior APO for just three years and had been an APO for less than two years before that. Why Dominguez would believe that there was nothing that could be done by Animal Services to help the “precarious situation the dogs live in” does not seem reasonable, especially since the very next day Animal Services APO’s and volunteer rescue persons from the community appeared at the Macias home. They inventoried the dogs and removed all but ten. Macias was more than happy to surrender them as he had been trying to do so for some time. Macias testified at this disciplinary hearing that Animal Services did him a favor and it had been a blessing when Animal Services came and took his dogs. He had been to court already a couple of times but had been unable to resolve his situation. He had not even known that he had forty dogs on his small property. Because Dominguez had closed his case and had not asked for further action, management at Animal Services might not have known of the situation had there not been a posting on a social media site. Dominguez asserts that Senior APO Rivera told Dominguez to close the case with no further follow up. If so, then this is a case that would justify Dominguez not following his Senior APO but going over his head to the next level, which is a supervisor. Homeowner, Macias admitted he was out of control of the situation, and desperately wanted to surrender most of his dogs. Because he had no vehicle, he could not transport his dogs to surrender them.

Although Dominguez and other APO’s had been called to inspect Macias’s home in the past because of his numerous dogs, the call to go on April 2, 2025 was the first time that an animal bite and dead dog had been involved. Dominguez’s supervisor Ashley Herrera testified that this distinguished the April 2, 2025 visit from prior visits to the home made by Dominguez and other APO’s. The animal bite and dead dog required that the VMR protocols be followed, including vaccination, microchip, and registration documentation and photos.

Dominguez is an experienced nine year plus Animal Protection Officer. While Dominguez did demonstrate that neither he nor many Animal Protection Officers were aware of the written Field Operations Protocols in Exhibit C-13, Dominguez admitted in his written answers to questions that he knew that the required protocol for the situation he encountered on April 2, 2025, was to do VMR checks, memo notes, and to create animal profiles for animals encountered in the home visit. (Exhibit C-8, question 7, p. 3). He testified at the disciplinary hearing that on April

2, 2025 he had done the best with the resources he had, and he stressed that three day suspension “does not reflect my quality of work.” However, Dominguez’s daily log stated that he only stayed 20 minutes at the Macias home on Granite, from 8:38 pm to 9:03 pm. His shift ended at 11:00 p.m. so the evidence shows that there was time for Dominguez to have contacted others for help, or gathered resources to help handle the situation at the Granite home.

The evidence shows that Dominguez’s supervisor had coached him before about his inadequate documentation. At the hearing, Dominguez did not deny that the protocol was to inventory the dogs, take photographs, and upload the information prior to the end of his shift. His defense was that he did not follow the protocol because of the circumstances. Dominguez could not explain why the photographs he took on April 2, 2025 did not show that they were uploaded before the end of his shift, but some 24 hours later.

Dominguez used his discretion in how he handled the Macias case on April 2, 2025, but in doing so, he violated standard operating procedures. The three day suspension is not a reflection on his nine plus years quality of work. It is a reflection that on April 2, 2025, he did not follow standard operating procedures for this particular case, and his managers, and this Hearing Officer, do not find that the circumstances he cited justified his actions.

The City Charter and the Civil Service Commission do not require that the Department Head prove that the discipline was justified “beyond a reasonable doubt.” The standard of proof required by the City Charter and the Civil Service Commission is that discipline be proven as justified “by a preponderance of the evidence.” Preponderance is usually defined as at least 51%. If the case is 50/50, then the employee wins since the burden is on the Department Head to prove the case by 51%. I find that the Department Head has proven by a preponderance of the evidence that the three day suspension of Dominguez should be sustained.

H. Conclusion

1. Section 6.13 of the City Charter imposes on a department head the burden of proof to prove by a preponderance of the evidence that the employee committed conduct alleged in the specifications and that such conduct violated the rules and regulations of the City. In civil law, preponderance of the evidence means the greater weight of the credible evidence.
2. The Notice of Suspension for Dominguez stated that his conduct violated the City Charter Section 6.13-3 and Civil Service Rule 8 in that he demonstrated “incompetency or negligence in the performance of duties, including but not limited to, failure to perform assigned tasks, or failure

to discharge duties in an accurate, prompt, competent, or responsible manner.”

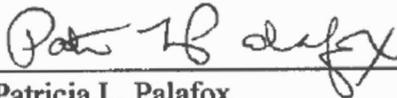
3. The Department Head has met his burden of proof and has proven by a preponderance of the evidence that the employee committed the conduct alleged in the specifications of the Notice of Suspension, and that the conduct violated City and/or Department policies.

4. The Department Head has met his burden of proof and proven by a preponderance of the evidence that the employee’s conduct warrants a three day suspension.

RECOMMENDATION OF HEARING OFFICER

I recommend that the three day suspension of Bryan Dominguez be sustained.

Respectfully submitted on this 27th day of October, 2025.



Patricia L. Palafox
Hearing Officer

City of El Paso Exhibits for Bryan Dominguez

**BEFORE THE CIVIL SERVICE COMMISSION
FOR THE CITY OF EL PASO, TEXAS**

IN THE MATTER OF

BRYAN DOMINGUEZ, APPELLANT

AND

THE CITY OF EL PASO

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DOCKET NO. 25-AS-04PP

CITY OF EL PASO'S EXHIBIT LIST

#	DESCRIPTION	DATE
	<i>City of El Paso Employee Investigation</i>	
C-1	Signed Notice of Suspension with Acknowledgement	07/29/2025
C-2	City of El Paso Discipline Policy and Matrix	5/30/2015
C-3	Email from Ms. Ashley Herrera to Human Resources RE: Bryan Dominguez Incident Report	4/3/2025
C-4	Animal Services Incident Report	4/2/2025
C-5	Email from Alberto Ortiz to Ms. Ashley Herrera RE: Coaching Statement to Mr. Dominguez	4/3/2025
C-6	Case View Report	4/3/2025
C-7	Letter from Mr. Dominguez to Chief Kepschull	4/8/2025
C-8	Mr. Dominguez's answers to questions	7/3/2025
C-9	Mr. Rivera's answers to questions	7/3/2025
C-10	Animal Protection Officer Specifications	3/13/2025
C-11	Animal Services Field Operations	3/30/2025
C-12	Daily Activity Report	3/31/2025
C-13	El Paso Animal Services Field Operations 2025	2025
C-14	EPPD Incident Report No. 2509228	9/17/2025

C-15 ORGANIZATION CHART



El Paso Animal Services

MAYOR

To: Bryan Dominguez [REDACTED], Animal Protection Officer

From: Erika Marquez, Sr. Human Resources Analyst

CITY COUNCIL

Date: July 24, 2025

District 1

Subject: Acknowledgement

District 2

This memorandum is to acknowledge your receipt of the following documents regarding the Notice of Suspension provided to you on July 24, 2025

District 3

- Notice of Suspension (8 pages)
- Backup Documents (48 pages)
- Discipline History (48 page)
- Acknowledgement of Rules (2 pages)
- Disciplinary Policy and Matrix (11 pages)

District 4

District 5

District 6

District 7

I am acknowledging receipt of the above documents.

District 8

CITY MANAGER



Terry Kobschull – Director
El Paso Animal Services | 5001 Fred Wilson | El Paso TX 79906
O (915) 212-7297 | Email EPAS@elpasotexas.gov



PROVIDING EXCEPTIONAL SERVICES



CITY OF EL PASO, TEXAS
NOTICE OF SUSPENSION

RECEIVED

JUL 24 2025

CIVIL SERVICE
COMMISSION

Date: July 24, 2025

Name: Dominguez, Bryan
Position: Animal Protection Officer

Last 4 #'s of SS #: [REDACTED]
Employee ID #: [REDACTED]

Address: [REDACTED]

From: Animal Services
Subject: Suspension Without Pay

THIS IS TO NOTIFY YOU THAT YOUR EMPLOYMENT WITH THE CITY OF EL PASO IS HEREBY
SUSPENDED FOR 3 WORKDAYS EFFECTIVE 7/27/2025 TO 7/29/2025.

THE FOLLOWING ARE THE STATUTORY REASONS OR GROUNDS AND SPECIFICATIONS OF FACTS
WHICH HAVE NECESSITATED THIS ACTION:

CHARGES:

YOU HAVE VIOLATED THE FOLLOWING CITY OF EL PASO CIVIL SERVICE COMMISSION CHARTER
PROVISIONS, ORDINANCES, RULES AND REGULATIONS:

CITY CHARTER - ARTICLE VI - Civil Service

SECTION 6.13-2. DISCIPLINARY ACTION: REDUCTION

A regular employee may be discharged, suspended or reduced in rank or position as provided in the Charter or further defined in the Rules.

SECTION 6.13-3. CAUSES OF SUSPENSION, REDUCTION OR DISCHARGE

The following, which may be further defined in the Rules, may constitute causes for discharge, suspension or reduction in grade of regular employees:

- F. Incompetency or negligence in the performance of duties, including but not limited to, failure to perform assigned tasks, or failure to discharge duties in an accurate, prompt, competent, or responsible manner;
- P. For just cause.

I HAVE RECEIVED A COPY OF THIS NOTICE


Employee's Signature

Date 07/21/25

BY CERTIFIED MAIL NUMBER _____


DEPARTMENT HEAD

COPY RECEIVED AND FILED

HUMAN RESOURCES

BY: _____
DIRECTOR

DISTRIBUTION: Original - Human Resources Department; Copy - Department



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CIVIL SERVICE COMMISSION RULES AND REGULATIONS

RULE 8. SUSPENSION, REDUCTION, DISCHARGE

Section 1. Causes of Suspension, Reduction or Discharge

The following may constitute causes for discharge, suspension or reduction of regular employees: That an officer or employee in the Civil Service:

- f. Is incompetent or negligent in the performance of duties, including but not limited to, failure to perform assigned tasks, or failure to discharge duties in an accurate, prompt, competent, or responsible manner; or (Amended 8/25/09, 9/17/13)
- p. For just cause. (Added 7/21/07)

Section 2. Disciplinary Notice

Disciplinary actions in the nature of a discharge, involuntary reduction, or suspension taken against a regular employee, other than at the end of a probationary period, will not become effective until the Department Head has first served upon such employee a written notice of discipline. The notice must contain one or more statutory reasons or grounds for discipline, together with such specifications of fact as will enable the employee to make an explanation and place him fairly upon his defense. The specifications of fact shall be of sufficient specificity so as to preclude the possibility of disciplinary action for the same act or omission in the future. Nothing contained herein shall prohibit the Department Head from using an employee's prior acts or omissions resulting in discipline in determining future disciplinary action against the employee. An employee may be disciplined for other acts or omissions not specified in the notice even if such acts arise from the same incident or event. A Department Head may not unilaterally reduce the discipline given once notice of discipline has been provided to the employee, without the employee's consent. A copy of such notice of discipline, together with the employee's explanation, if any, will be filed with the Human Resources Director. (Amended 06/24/03, 7/31/07, 8/25/09)

Section 3. Notice of Proposed Disciplinary Action, Procedure and Limitation of Action

- a. When disciplinary action in the nature of a five (5) day suspension or greater, a reduction, or discharge is being contemplated by the Department Head, the employee must be served with a notice of proposed disciplinary action which shall conform with the notice requirements set forth in Section 2 and Section 3 (b) of this Rule. In addition to the notice of proposed disciplinary action, the employee shall be furnished with the written materials and tangible things in the possession of the Department Head that form the factual and evidentiary basis for the proposed disciplinary action. No matter may be withheld from the employee that is inconsistent with the theory of discipline or that could tend to mitigate the contemplated sanction. (Amended 8/25/09)
- b. Within ten (10) days of receipt of the notice of proposed disciplinary action, the employee may request a conference with the Department Head. Within five (5) working days of receipt of the employee's response, the Department Head shall meet with the employee, provided further that this period may be extended with the mutual consent of the Department Head and the employee. No witnesses may be called to testify as part of the employee's explanation or response. During the conference, the employee, their representative, and the Department Head shall engage in discussions with a view toward reaching a consensus and agreement relative to the proposed disciplinary action. No part of the discussions that take place during the conference may be offered into evidence at any subsequent hearing, except for the limited purpose of determining compliance or non-compliance with the provisions of this Rule as provided in paragraph "f" and for impeachment purposes. In the event such a consensus is reached, the execution by the employee of documents finalizing the settlement agreement shall constitute a waiver of the employee's right to appeal to the Commission, and the employee shall be so advised in plain language. (Amended 09/09/03, 01/06/04, 8/25/09; 1/20/15)

EMPLOYEE'S INITIALS BP



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- c. Respecting discharge, those departments currently using a pre-termination hearing shall not be required to have a conference as contemplated hereinabove provided that the time between notification and hearing shall be at least five (5) days and further provided that there shall be no change to current practices regarding violations of applicable federal laws. (Amended 09/09/03, 01/06/04, 08/25/09)
- d. The employee is entitled to have a representative of their choice assist them in the preparation and presentation of their response, provided further that in the event the representative is an employee of the City, he shall use vacation leave or personal days for such time as may be required for the representative to attend the conference. If the employee does not have any accrued vacation or personal days, the employee will be placed on unpaid administrative leave for such time as may be required for the representative to attend the conference. The employee must provide his Department Head with two days notice of the request to take the above leave. The Department Head may disapprove the request if the leave significantly interferes with the operational needs of the department. (Amended 09/09/03, 01/06/04, 08/25/09)
- e. A proposed written notice of disciplinary action must be served on an employee within 120 calendar days from the date Human Resources is made aware of the occurrence of the incident giving rise to the discipline, provided however that this period of limitation shall be tolled if an investigation is being conducted by a law enforcement authority into criminal charges against the employee arising out of the same incident. Once a Department Head receives notice from the employee that charges have been preferred, through an indictment or information, or that the criminal investigation has been concluded without the referral of charges, then the time period will resume running. (Amended 09/09/03, 01/06/04, 8/25/09, 09/19/17)
- f. Any issue of non-compliance with these provisions will be considered by the hearing officer and/ or Commission upon the appeal of the disciplinary action. (Amended 01/06/04)
- g. Excluding Section 3 (e), in computing any time periods set forth in this Rule, Saturdays, Sundays, and City Holidays shall not be included. (Amended 01/06/04, 09/19/17)
- h. Nothing in the Rule shall prevent suspension of the employee from service without pay in appropriate circumstances. (Amended 01/06/04)
- i. A copy of this rule shall be attached to each notice of proposed disciplinary action. (Passed 1/6/04)

Section 4. Resignation Before Appeal Decision

The acceptance by Department Head of the resignation of a person discharged before final action on the part of the Commission will be considered a withdrawal of the charges and the separation of the employee concerned will be recorded as a resignation and the preceding will be dismissed without judgment. (Amended 7/31/07)

Section 5. Disqualification for Reappointment

Any employee who is dismissed for cause or who resigns while not in good standing will be disqualified from taking a Civil Service examination for two years thereafter. His name will be removed from all eligible lists, unless, in the judgment of the Commission the cause of his dismissal or resignation under charges will not affect the possibility of his or her usefulness in some other position. (Amended 8/25/09)

Section 6. Non-Certification of Suspended Persons

The names of persons suspended will not be certified from eligible lists during the period of suspension.

Section 7. Election to Forfeit Annual Leave

Regular employees suspended for not more than ten (10) working days may elect to forfeit annual leave for a period equal to the suspension, or to the extent of the employee's annual leave balance, subject to approval of the Department Head. The election provided for herein, shall work a waiver of the employee's right to appeal the disciplinary action to the Commission, and the employee shall be so advised in plain English on a suitable form upon which the election shall be made, as developed

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Last 4 #'s of SS # [REDACTED]
Employee ID # [REDACTED]

by the Human Resources Director and appended to the notice of suspension. The Department Head shall not unreasonably withhold approval of the employee's election. (Added 05/11/04, Amended 7/31/07)

Section 8. Formal Counseling

Formal Counseling is not within the type of disciplinary action specified in Section 6.13-2 of the Charter which may be appealed to the Civil Service Commission. A formal counseling is issued by the Department Head and considered a written counseling to address employee workplace conduct. Employees receiving a formal counseling shall have the right to place responses to the formal counseling into their personnel files which shall remain in the file so long as the formal counseling to which the response relates remains in the file.

Included in, or in conjunction with, the formal counseling document, the Department Head must provide the employee with written notice of the reasons for the formal counseling, with sufficient explanation to place the employee fairly upon his defense.

Upon an employee's request, formal counselings shall be removed from an employee's personnel file after the expiration of twelve (12) months from the date of the last formal counseling, provided the employee has not received any disciplinary action during the twelve (12) month time period between the request and the last-received formal counseling. Formal counselings meeting the criteria above shall not be considered against the employee for purposes of determining progressive discipline or performance evaluations, regardless of whether or not the employee requested removal of the formal counselings. (Added 8/25/09) (Amended 11/2/10, 3/6/12, 1/20/15, 11/15/16)

RULE 11. DEPARTMENTAL RULES

Section 1. Any department head shall have the right to promulgate rules and regulations regarding the operation of his department, and the conduct of the employee therein, subject to the consent and approval of the City Manager, provided that such rules do not conflict with the Civil Service Charter or the Rules promulgated thereunder. (Amended 07/11/06)

Section 2. Large departments having various sub departments may, in their rules, have rules and regulations pertaining to said sub departments in addition to general rules and regulations regarding the department. (Amended 7/31/07)

Section 3. The Human Resources Director may promulgate, rules, regulations and policies and procedures, that apply to all or some city departments, as may be specified by the Director, regarding any requirements applicable to the employees of such departments, subject to the consent and approval of the City Manager, provided that such rules, regulations, or policies and procedures do not conflict with the Civil Service Charter or the Rules promulgated hereunder. (Added 3/6/12)

Section 4. Any Department Head may, as provided in the Charter, suspend, discharge or demote any employee for insubordination, for failure to comply with departmental rules and regulations, for failure to comply with the Rules of the Commission or for failure to obey any lawful order of a superior officer. (Amended 07/11/06)

Section 5. The Human Resources Director is authorized to maintain a comprehensive manual of safety procedures and driver safety standards of all employees. Each employee shall receive a link to a copy of the manual. (Added 3/6/12)

ANIMAL SERVICES ADMINISTRATIVE MANUAL

General Code of Conduct - Basic Duties

Employees are responsible for the safe, proper, and efficient performance and completion of assigned responsibilities and duties. Employees will remain in compliance with all policies, procedures and general orders of the Department and City.

Obedience of Rules - Violations

Violations of any rules, procedures or general orders of the department, failure to comply with any order of a manager/supervisor or failure to perform assigned duties properly will be considered sufficient cause for disciplinary

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action. Failure to report a violation is also a violation. The Department utilizes the City of El Paso's Disciplinary Matrix that may include reprimand, suspension, demotion or dismissal from the Department.

ANIMAL SERVICES FIELD OPERATIONS MANUAL

Database Documentation

All employees are required to properly document all pertinent information in the PetPoint database system. All interactions with the animal, other employees and the public must be documented.

When making notations under the 'Memo' section, employees are required to notate their initials, date, time and reason for the comment.

If you are notifying a pet owner that their animal is at Animal Services, you must use warning notices provided, completing all required information on the notice, to include the Animal Number (A#). Request the owner's current information, to include name, phone number, address and driver's license number and update it in the database if contact is made.

When animals leave your custody (return to owner in the field, died, euthanized, transferred, etc.), create a comment in the record including the date, time, contact information and disposition of animal and outcome accordingly. If the animal was euthanized, but is required to be sent to the lab, you must follow the lab specimen handling procedures.

CITY OF EL PASO EMPLOYEE HANDBOOK

Employee Conduct

All successful organizations have certain rules which employees must follow. You are expected to become acquainted with the performance criteria for your job and with all rules, procedures, and standards of conduct established by your department and by the City, as summarized in this handbook. Further, your conduct away from work must not adversely affect the City, its reputation, operational success, or its relationship with its employees, customers, or citizens.

If you do not fulfill the responsibilities set out by such performance standards, rules, procedures, and standards of conduct, you may be subject to disciplinary action, the severity of which will depend upon the circumstances. Disciplinary action up to and including termination may be taken for violations of Civil Service Rules, City policies, and Departmental rules and regulations.

People work together best in an atmosphere where they are valued as individuals and recognized as key members of a team. It is important that each member of our team understand what is expected. It is impossible to write policies and procedures covering every situation. Be sure you understand what is expected of you, and what you can expect from the City. If you have any questions, discuss them with your immediate supervisor. Understanding is the key to teamwork.

CITY OF EL PASO'S MISSION, VISION AND VALUES

Mission: Deliver exceptional services to support a high quality of life and place for our community.

Vision: Develop a vibrant regional economy, safe and beautiful neighborhoods and exceptional recreational, cultural and educational opportunities powered by a high performing government.

Values: *Integrity* *Trusted to do the right thing.*
Respect *Recognize the value and dignity of all individuals.*
Excellence *Perfect effort.*

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*Accountability – Passionate and determined
People – Our teams are problem-solvers and collaborate with our customers.*

CITY OF EL PASO – DISCIPLINARY POLICY AND MATRIX (May 30, 2015)

I. POLICY:

The City of El Paso is committed to a goal of high performance by all employees in order to fulfill its mission of outstanding customer service to the citizens of our community. The purpose of this policy and matrix is to provide City leaders and supervisors with a guideline and reference for corrective and disciplinary action. The City of El Paso Human Resources Department accepts and investigates all allegations of employee misconduct and imposes corrective and progressive disciplinary action in a timely and consistent manner, as appropriate. This policy outlines the procedure for investigating allegations of employee misconduct, issuing corrective action, and applying the Matrix to impose discipline.

II. PROCEDURES:

A. Basis for Discipline

1. Employees are subject to discipline for violations of the law, City Charter provisions that constitute cause for discipline, Civil Service Commission Rules and Regulations, City policies, Departmental policies and procedures and verbal or written directives from supervisory personnel.
2. Failure to report a violation of anything listed under II-(A) is considered a basis for discipline.
3. All disciplinary actions taken under this policy are subject to, and shall be consistent with, applicable federal and state law, local ordinances, administrative directives, El Paso City Charter, and Civil Service Commission Rules and Regulations.

B. Information Gathering and Processing

1. It is the duty of all supervisory employees to assist those who express the desire to report allegations of misconduct against any City employee. The informant need not be the aggrieved party, but may be anyone who witnessed or otherwise became aware of an incident of misconduct. Information regarding allegations of misconduct must be immediately reported to the Department Head and/or the Human Resources Director.
2. Employees are required to provide a statement or answer questions during administrative investigations. Employees who withhold information, thwart, impede or fail to cooperate with administrative investigations will be considered insubordinate and subject to disciplinary action up to and including termination. Upon conclusion of the administrative investigation, the DHRM or Human Resources Director, or designee, will advise the Department Head of any findings from the investigation and recommend disciplinary or corrective action as appropriate. However, it is the Department Head's responsibility to make the final determination and defend the discipline to be administered as a result of any review.

IV. DISCIPLINARY MATRIX

The attached disciplinary matrix provides supervisory personnel and Department Heads with the parameters of discipline that shall be imposed on an employee when an infraction occurs that violates the law, a Civil Service rule, policy, or regulation of the department. The purpose of the matrix is to provide notice to employees of the types of conduct that will result in disciplinary action and to serve as a deterrent of such conduct so as to promote efficiency of service by ensuring high standards of City service and maintaining public confidence in the City of El Paso.

The matrix is intended for use as a guide to selecting an appropriate level of discipline for the actionable misconduct. This matrix does not substitute for supervisory judgment and does not dictate discipline. Rather, this matrix

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provides a framework within which supervisors exercise judgment on a case-by-case basis within the parameters provided. The final determination for discipline at the minimum level or higher rests with the Department Head as defined in Civil Service Rule 8 and Rule 11, or as defined in the Civil Service Rules and Regulations.

The offenses listed under each level are not intended to be an exhaustive listing. No attempt has been made to list every possible cause for disciplinary or adverse action. The fact that specific misconduct is not listed as an offense does not mean discipline cannot be imposed. Supervisors should evaluate misconduct not listed to the offenses listed and use a form of discipline that most closely coincides with a comparable, listed offense.

The following are the categories of discipline:

- B. **Suspension:** A suspension without pay for a definite period of time must be completed on an appropriate Notice of Suspension form in accordance with Civil Service Commission Rules. The Notice of Suspension must:
 1. Identify which State or Federal laws, rules, policies, and/or regulations were violated,
 2. Contain narrative specifications (charges) and
 3. Include a record of previous discipline, if any. The Notice of Suspension shall be administered by the Department Head. The Department Head, along with supervisors, shall work with the Human Resources Director for specifications. The Notice of Suspension must always be reviewed by the City Attorney's Office before being administered to the employee.

V. APPLICATION OF THE DISCIPLINARY MATRIX

- A. The application of progressive discipline is designed to take into account any instance of corrective action or previous discipline. The Department Head shall choose the appropriate disciplinary action at the appropriate level for each offense.
 1. A Department Head has a choice of severity of disciplinary action beginning from the floor for the specific type of offense, at the appropriate level. When significant mitigating or aggravating circumstances exist, the discipline range may be expanded upon in either direction. For example, if the matrix indicates a 10-day suspension, the Department Head may determine that a less severe consequence is more appropriate based on mitigating factors. Likewise, the discipline could be greater than a 10-day suspension if there are significant aggravating factors. Whenever prior violations are used to support a more severe discipline, those offenses shall be cited in the notice of Discipline. When a series of offenses have been committed and action could not have been taken on each before another was committed, a more severe discipline maybe assessed for the combined offenses rather than what would be appropriate for any single offense.
 2. The Department Head in accordance with CSC Rule 11 retains the right to promulgate rules and regulations regarding the operation of his or her department. Similarly, situations may arise that are not written in a rule or policy; in such a circumstance, an appropriate level of discipline will be imposed. Nothing in this policy shall prohibit a Department Head from departing from utilizing a higher form of discipline, to include termination, if the circumstances warrant such action.
 3. These disciplinary guidelines are standard recommendations and not meant to be an all-inclusive list of possible infractions. The Human Resources Director retains the right to modify, or amend this policy and matrix as needed without advance notice.

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City of El Paso Disciplinary Matrix (May 30, 2018)

Level 1 Violation (4th Offense) - Failure to follow City/Department Rules or Policies - Termination
Level 2 Violation (1st Offense) - Inefficient Performance - 3-day Suspension

Date Received by Human Resources: April 3, 2025

120th Day Deadline, pursuant to CSC Rule 8 Section 3(e): August 1, 2025

SPECIFICATIONS:

On April 2, 2025, during your response to case C8991086 at 7161 Granite Rd., you failed to properly enter required animal profiles and upload supporting photographs in a timely and complete manner. Additionally, there was no enforcement action taken on-site, nor was any attempt made to obtain vaccination, microchip, or registration (VMR) documentation from the pet owner. These deficiencies directly delayed the investigation and compromised the accuracy and completeness of the case report.

Your responsibilities require that you follow Department Field Operations Procedures at the time of service. You are required to ensure that all pertinent information is properly documented in PetPoint, that animal and case photos are uploaded promptly to the correct case fields, and that required VMR documentation is requested and recorded. Your failure to fulfill these responsibilities during the initial service call contributed to unnecessary delays and placed additional burden on other responding staff who had to follow-up on the case and complete the missing documentation.

You have received prior written warnings for similar performance issues, including incomplete or delayed documentation and missing photographic evidence. Coaching and guidance have been provided, yet these issues persist and continue to disrupt workflow and timely resolution of field cases.

Your disciplinary history reflects the following:

- On February 5, 2025, you received a **Formal Counseling** for Absent Without Leave (AWO).
- On December 16, 2024, you received a **Formal Counseling** for Failure to Follow City/Departmental Rules or Policies
- ~~On November 30, 2018, you received a Formal Counseling for Failure to Follow City/Departmental Rules or Policies~~
- On November 15, 2018, you received a **Formal Counseling** for Failure to Follow City/Departmental Rules or Policies
- On August 18, 2018, you received a **Formal Counseling** for Failure to Follow City/Departmental Rules or Policies
- On July 30, 2018, you received a **Formal Counseling** for Failure to Attend Scheduled Training
- On March 12, 2018, you received a **Formal Counseling** for Failure to Follow City/Departmental Rules or Policies
- On January 14, 2016, you received a **1-Day Suspension** for Minor Loss of City Property

The incidents that are the basis of this suspension (as detailed in "SPECIFICATIONS" above) constitute your first Level 2 violation and fourth Level 1 violation on the Disciplinary Matrix. The City of El Paso's Disciplinary Matrix provides that a 2nd Level 1 offense warrants a 3-day suspension.

Therefore, based on the above specifications, the City of El Paso Animal Services Department has determined that your services are to be suspended for **three (3) workdays**. Be advised that a recurrence of this or of a similar type incident will result in more severe disciplinary action, up to and including termination of your employment with the City of El Paso.

You have **thirty (30) days** from the date you receive this notice to appeal this action to the Civil Service Commission. The City reserves the right to amend these charges and/or specifications at a later date.

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ADMINISTRATIVE POLICIES AND PROCEDURES

Policy: City of El Paso Discipline Policy and Matrix
Creation Date: April 6, 2011
Revision Date: May 2, 2013; May 30, 2015
Prepared By: HR Department
Approved By: City Manager
Legal Review: Elizabeth Ruhmann

POLICY: CITY OF EL PASO DISCIPLINE POLICY AND MATRIX

I. POLICY:

The City of El Paso is committed to a goal of high performance by all employees in order to fulfill its mission of outstanding customer service to the citizens of our community. The purpose of this policy and matrix is to provide City leaders and supervisors with a guideline and reference for corrective and disciplinary action. The City of El Paso Human Resources Department accepts and investigates all allegations of employee misconduct and imposes corrective and progressive disciplinary action in a timely and consistent manner, as appropriate. This policy outlines the procedure for investigating allegations of employee misconduct, issuing corrective action, and applying the Matrix to impose discipline.

II. PROCEDURES:

A. Basis for Discipline

1. Employees are subject to discipline for violations of the law, City Charter provisions that constitute cause for discipline, Civil Service Commission Rules and Regulations, City policies, Departmental policies and procedures and verbal or written directives from supervisory personnel.
2. Failure to report a violation of anything listed under II-(A) is considered a basis for discipline.



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3. All disciplinary actions taken under this policy are subject to, and shall be consistent with, applicable federal and state law, local ordinances, administrative directives, El Paso City Charter, and Civil Service Commission Rules and Regulations.

B. Information Gathering and Processing

1. It is the duty of all supervisory employees to assist those who express the desire to report allegations of misconduct against any City employee. The informant need not be the aggrieved party, but may be anyone who witnessed or otherwise became aware of an incident of misconduct. Information regarding allegations of misconduct must be immediately reported to the Department Head and/or the Human Resources Director.
2. Supervisory personnel shall assist their Departmental Human Resources Manager (hereinafter "DHRM") and/or Human Resources Director or designee with administrative investigations to determine what violation of rule or policy has been committed. This may involve preliminary data gathering of evidence, preparing questions to ask witnesses or employees, and interviewing and collecting affidavits (notarized statements) from employees, witnesses and citizens, and determining an employee's work status. The central contact during an administrative investigation and disciplinary matters is the DHRM, where they exist, or the Human Resources Director or designee. For those departments that do not have a DHRM, the Human Resources Director shall assign a Human Resources professional to conduct the administrative investigation.
3. Employees are required to provide a statement or answer questions during administrative investigations. Employees who withhold information, thwart, impede or fail to cooperate with administrative investigations will be considered insubordinate and subject to disciplinary action up to and including termination. Upon conclusion of the administrative investigation, the DHRM or Human Resources Director, or designee, will advise the Department Head of any findings from the investigation and recommend disciplinary or corrective action as appropriate. However, it is the Department Head's responsibility to make the final determination and defend the discipline to be administered as a result of any review.

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4. Employees interviewed during administrative investigations are prohibited from communicating the nature or details of the investigation, either directly or indirectly, with anyone besides an Attorney for the City, the DHRM, the Human Resources Director or designee, or the employee's supervisor or Department Head. Nothing in this policy would prevent an employee from discussing the investigation with their attorney or representative if they have such representation.

III. CORRECTIVE ACTION

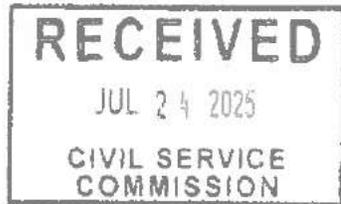
The following types of corrective action may be issued to an employee prior to utilizing the disciplinary matrix.

- A. Counseling: A verbal counseling may be provided by supervisory personnel to the employee informing the employee of the infraction or problem, corrective measures or what is expected of the employee, and consequences of continued infractions. The verbal counseling is an opportunity to discuss work-related problems in private with the employee. The supervisor should administer the verbal counseling. If a supervisor requests assistance with issuing a verbal counseling, the Human Resources Director or designee, or the DHRM, will provide further assistance or guidance.

IV. DISCIPLINARY MATRIX

The attached disciplinary matrix provides supervisory personnel and Department Heads with the parameters of discipline that shall be imposed on an employee when an infraction occurs that violates the law, a Civil Service rule, policy, or regulation of the department. The purpose of the matrix is to provide notice to employees of the types of conduct that will result in disciplinary action and to serve as a deterrent of such conduct so as to promote efficiency of service by ensuring high standards of City service and maintaining public confidence in the City of El Paso.

The matrix is intended for use as a guide to selecting an appropriate level of discipline for actionable misconduct. This matrix does not substitute for supervisory judgment and does not dictate discipline. Rather, this matrix provides a framework within which supervisors exercise judgment on a case-by-case basis within the parameters provided. The final determination for discipline at the minimum level or higher rests with the Department Head as defined in Civil Service Rule 8 and Rule 11, or as defined in the Civil Service Rules and Regulations.



The offenses listed under each level are not intended to be an exhaustive listing. No attempt has been made to list every possible cause for disciplinary or adverse action. The fact that specific misconduct is not listed as an offense does not mean discipline cannot be imposed. Supervisors should evaluate misconduct not listed to the offenses listed and use a form of discipline that most closely coincides with a comparable, listed offense.

The following are the categories of discipline:

- A. Formal Counseling: A Formal Counseling must contain specific language that informs the employee of the infraction or problem, what is expected of the employee to correct the issue, and consequences of continued infractions. The Formal Counseling shall be issued by the Department Head to the employee on official City letterhead. The Department Head, along with supervisors, shall work with the DHRM or the Human Resources Director or designee when drafting the Formal Counseling. The Formal Counseling will be placed in the employee's personnel file by submitting the written document to the Human Resources Director or designee no later than 120 days following the issue of the Formal Counseling.

- B. Suspension: A suspension without pay for a definite period of time must be completed on an appropriate Notice of Suspension form in accordance with Civil Service Commission Rules. The Notice of Suspension must:
 1. identify which State or Federal laws, rules, policies, and/or regulations were violated,
 2. contain narrative specifications (charges), and
 3. include a record of previous discipline, if any. The Notice of Suspension shall be administered by the Department Head. The Department Head, along with supervisors, shall work with the Human Resources Director for specifications. The Notice of Suspension must always be reviewed by the City Attorney's Office before being administered to the employee.

- C. Demotion: A demotion as a result of disciplinary action is a reduction into a lower graded position that may result in a loss of pay to the employee. It must be completed on an appropriate Notice of Demotion form in accordance with Civil Service Commission Rules. The Notice of Demotion must:



1. identify which State or Federal laws, rules, policies, and/or regulations were violated,
2. contain narrative specifications (charges), and
3. Include a record of previous discipline, if any. The Notice of Demotion shall be issued by the Department Head and must always be reviewed by the City Attorney's Office before being administered to the employee.

D. Termination: A termination is separation of employment and must be completed on an appropriate Notice of Separation form with effective date for dismissal in accordance with Civil Service Commission Rules. The Notice of Separation must:

1. identify which State or Federal laws, rules, policies, and/or regulations were violated,
2. contain narrative specifications (charges), and
3. include a record of previous discipline, if any. The Notice of Separation must always be reviewed by the City Attorney's Office before being issued to the employee by the Department Head.

V. APPLICATION OF THE DISCIPLINARY MATRIX

- A. The application of progressive discipline is designed to take into account any instance of corrective action or previous discipline. The Department Head shall choose the appropriate disciplinary action at the appropriate level for each offense.
1. A Department Head has a choice of severity of disciplinary action beginning from the floor for the specific type of offense, at the appropriate level. When significant mitigating or aggravating circumstances exist, the discipline range may be expanded upon in either direction. For example, if the matrix indicates a 10-day suspension, the Department Head may determine that a less severe consequence is more appropriate based on mitigating factors. Likewise, the discipline could be greater than a 10-day suspension if there are significant aggravating factors. Whenever



prior violations are used to support a more severe discipline, those offenses shall be cited in the notice of Discipline. When a series of offenses have been committed and action could not have been taken on each before another was committed, a more severe discipline may be assessed for the combined offenses rather than what would be appropriate for any single offense.

2. The Department Head in accordance with CSC Rule 11 retains the right to promulgate rules and regulations regarding the operation of his or her department. Similarly, situations may arise that are not written in a rule or policy; in such a circumstance, an appropriate level of discipline will be imposed. Nothing in this policy shall prohibit a Department Head from departing from utilizing a higher form of discipline, to include termination if the circumstances warrant such action.

3. These disciplinary guidelines are standard recommendations and not meant to be an all-inclusive list of possible infractions. The Human Resources Director retains the right to modify, or amend this policy and matrix as needed without advance notice.

APPROVED BY:



TOMAS GONZALEZ, City Manager

DATE: 9/17/15

CITY OF EL PASO DISCIPLINARY MATRIX

05-30-18

**OFFENSE
(CAUSE OF ACTION)**

**1ST OFFENSE
PENALTY**

**2ND OFFENSE
PENALTY**

**3RD OFFENSE
PENALTY**

**4TH OFFENSE
PENALTY**

OFFENSE (CAUSE OF ACTION)	1 ST OFFENSE PENALTY	2 ND OFFENSE PENALTY	3 RD OFFENSE PENALTY	4 TH OFFENSE PENALTY
LEVEL 1 VIOLATIONS				
AWOL/Failure to report for mandatory overtime/callback	FORMAL COUNSELING	3 DAY SUSPENSION	10 DAY SUSPENSION	DEMOTION/TERMINATION
Being offensive in conduct or language	FORMAL COUNSELING	3 DAY SUSPENSION	10 DAY SUSPENSION	DEMOTION/TERMINATION
Creating Employee Dissension	FORMAL COUNSELING	3 DAY SUSPENSION	10 DAY SUSPENSION	DEMOTION/TERMINATION
Dress Code/Uniform Policy violation ***	FORMAL COUNSELING	3 DAY SUSPENSION	10 DAY SUSPENSION	DEMOTION/TERMINATION
Driving on behalf of the City without current Defensive Driving Certification (DDC)	FORMAL COUNSELING	3 DAY SUSPENSION	10 DAY SUSPENSION	DEMOTION/TERMINATION
Failure to attend scheduled training	FORMAL COUNSELING	3 DAY SUSPENSION	10 DAY SUSPENSION	DEMOTION/TERMINATION
Failure to report driver license revocation/suspension	FORMAL COUNSELING	3 DAY SUSPENSION	10 DAY SUSPENSION	DEMOTION/TERMINATION
Failure to enforce City/Department Rules	FORMAL COUNSELING	3 DAY SUSPENSION	10 DAY SUSPENSION	DEMOTION/TERMINATION
Failure to report a violation of policy	FORMAL COUNSELING	3 DAY SUSPENSION	10 DAY SUSPENSION	DEMOTION/TERMINATION
Failure to follow City/Department Rules or Policies	FORMAL COUNSELING	3 DAY SUSPENSION	10 DAY SUSPENSION	DEMOTION/TERMINATION
Misuse of City resources	FORMAL COUNSELING	3 DAY SUSPENSION	10 DAY SUSPENSION	DEMOTION/TERMINATION
At fault motor vehicle/equipment accident/incident resulting in minor property damage/injury	FORMAL COUNSELING	3 DAY SUSPENSION	10 DAY SUSPENSION	DEMOTION/TERMINATION
Inappropriate use of the City's e-mail or Internet	FORMAL COUNSELING	3 DAY SUSPENSION	10 DAY SUSPENSION	DEMOTION/TERMINATION
Time and Attendance Violations/Unauthorized Overtime	FORMAL COUNSELING	3 DAY SUSPENSION	10 DAY SUSPENSION	DEMOTION/TERMINATION

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CITY OF EL PASO DISCIPLINARY MATRIX

05-30-18

OFFENSE (CAUSE OF ACTION)

4TH OFFENSE
PENALTY

3RD OFFENSE
PENALTY

2ND OFFENSE
PENALTY

1ST OFFENSE
PENALTY

OFFENSE (CAUSE OF ACTION)	1 ST OFFENSE PENALTY	2 ND OFFENSE PENALTY	3 RD OFFENSE PENALTY	4 TH OFFENSE PENALTY
Minor Loss/Misplacement/Damage to City Property	FORMAL COUNSELING	3 DAY SUSPENSION	10 DAY SUSPENSION	DEMOTION/ TERMINATION
Violation of the Outside Employment Policy	FORMAL COUNSELING	3 DAY SUSPENSION	10 DAY SUSPENSION	DEMOTION/ TERMINATION
Poor Customer Service/Unprofessional Conduct	FORMAL COUNSELING	3 DAY SUSPENSION	10 DAY SUSPENSION	DEMOTION/ TERMINATION
Prohibited Political Activity	FORMAL COUNSELING	3 DAY SUSPENSION	10 DAY SUSPENSION	DEMOTION/ TERMINATION
Negligent operation of a motor vehicle (non-accident or injury)	FORMAL COUNSELING	3 DAY SUSPENSION	10 DAY SUSPENSION	DEMOTION/ TERMINATION
Safety Violation (non-injury or property damage)	FORMAL COUNSELING	3 DAY SUSPENSION	10 DAY SUSPENSION	DEMOTION/ TERMINATION
Solicitation Policy violation	FORMAL COUNSELING	3 DAY SUSPENSION	10 DAY SUSPENSION	DEMOTION/ TERMINATION
Safety Violation resulting in minor injury or minor property damage	FORMAL COUNSELING	3 DAY SUSPENSION	10 DAY SUSPENSION	DEMOTION/ TERMINATION
Displaying/Possession/Distribution of inappropriate images not deemed to be pornographic **	FORMAL COUNSELING	3 DAY SUSPENSION	10 DAY SUSPENSION	DEMOTION/ TERMINATION

Note: Discipline crossing departmental lines may be issued by the City Manager or designee

- * Violations not involving Rules or Policies will be addressed with a Formal Counseling and subsequent repeat violations would be a violation of a Direct Order
- ** The Human Resources Director will make determination
- *** Employees will be sent home to change into appropriate attire on their own time for each incident
- **** Provided said policy has been approved by City Legal and City Human Resources



CITY OF EL PASO DISCIPLINARY MATRIX

05-30-18

OFFENSE
(CAUSE OF ACTION)

1ST OFFENSE
PENALTY

2ND OFFENSE
PENALTY

3RD OFFENSE
PENALTY

4TH OFFENSE
PENALTY

OFFENSE (CAUSE OF ACTION)	1 ST OFFENSE PENALTY	2 ND OFFENSE PENALTY	3 RD OFFENSE PENALTY	4 TH OFFENSE PENALTY
LEVEL 2 VIOLATIONS				
Dishonesty	3 DAY SUSPENSION	10 DAY SUSPENSION	DEMOTION/ TERMINATION	
Disobeying a Direct Order (Insubordination)	3 DAY SUSPENSION	10 DAY SUSPENSION	DEMOTION/ TERMINATION	
Not available when on-call	3 DAY SUSPENSION	10 DAY SUSPENSION	DEMOTION/ TERMINATION	
Retaliation	3 DAY SUSPENSION	10 DAY SUSPENSION	DEMOTION/ TERMINATION	
Moderate at fault motor vehicle/equipment accident/incident resulting in moderate property damage/injury	3 DAY SUSPENSION	10 DAY SUSPENSION	DEMOTION/ TERMINATION	
Inefficient performance	3 DAY SUSPENSION	10 DAY SUSPENSION	DEMOTION/ TERMINATION	

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CITY OF EL PASO DISCIPLINARY MATRIX

05-30-18

OFFENSE
(CAUSE OF ACTION)

1ST OFFENSE
PENALTY

2ND OFFENSE
PENALTY

3RD OFFENSE
PENALTY

4TH OFFENSE
PENALTY

OFFENSE (CAUSE OF ACTION)	1 ST OFFENSE PENALTY	2 ND OFFENSE PENALTY	3 RD OFFENSE PENALTY	4 TH OFFENSE PENALTY
LEVEL 3 VIOLATIONS				
Conviction of a DUI affecting job related driving duties	10 DAY SUSPENSION	15 DAY SUSPENSION	DEMOTION/ TERMINATION	
Inducing or assisting another to commit an unlawful act or to act in violation of any lawful departmental or official regulation or order	10 DAY SUSPENSION	15 DAY SUSPENSION	DEMOTION/ TERMINATION	
At fault motor vehicle/equipment accident/incident resulting in substantial property damage.	10 DAY SUSPENSION	15 DAY SUSPENSION	DEMOTION/ TERMINATION	
Has been convicted of a felony or misdemeanor involving moral Turpitude or entered a period of deferred adjudication	10 DAY SUSPENSION	15 DAY SUSPENSION	DEMOTION/ TERMINATION	
Deliberate falsification of reports or official documents	10 DAY SUSPENSION	15 DAY SUSPENSION	DEMOTION/ TERMINATION	
Major loss/Misplacement/Damage to City property	10 DAY SUSPENSION	15 DAY SUSPENSION	DEMOTION/ TERMINATION	
Intentional release of confidential information	10 DAY SUSPENSION	15 DAY SUSPENSION	DEMOTION/ TERMINATION	
Sexual Harassment - incident of a sexual nature	10 DAY SUSPENSION	15 DAY SUSPENSION	DEMOTION/ TERMINATION	
Violent and/or threatening behavior/Possession of unauthorized weapon	10 DAY SUSPENSION	15 DAY SUSPENSION	DEMOTION/ TERMINATION	
Safety violation resulting in substantial property damage/serious injury	10 DAY SUSPENSION	15 DAY SUSPENSION	DEMOTION/ TERMINATION	
Possession or retention of pornography electronically or physically that is not personally obtained **	10 DAY SUSPENSION	15 DAY SUSPENSION	DEMOTION/ TERMINATION	
Refusal to obey a direct order during an Administrative Investigation	10 DAY SUSPENSION	15 DAY SUSPENSION	DEMOTION/ TERMINATION	
Misappropriation	10 DAY SUSPENSION	15 DAY SUSPENSION	DEMOTION/ TERMINATION	

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CITY OF EL PASO DISCIPLINARY MATRIX

05-30-18

OFFENSE
(CAUSE OF ACTION)

1ST OFFENSE
PENALTY

2ND OFFENSE
PENALTY

3RD OFFENSE
PENALTY

4TH OFFENSE
PENALTY

OFFENSE (CAUSE OF ACTION)	1 ST OFFENSE PENALTY	2 ND OFFENSE PENALTY	3 RD OFFENSE PENALTY	4 TH OFFENSE PENALTY
LEVEL 4 VIOLATIONS				
At fault motor vehicle/equipment accident/incident resulting in serious injury or death.	TERMINATION			
AWOL (3consecutive days)	TERMINATION			
Felony Conviction affecting job related duties	TERMINATION			
Violation of a departmental policy that mandates termination ****	TERMINATION			
Loss of required License/Certificate where required in Job Description	TERMINATION			
Sexual Harassment- Assault	TERMINATION			
On Duty use/consumption/distribution of alcohol or illegal substances	TERMINATION			
Positive test for alcohol or illegal substances/Refusal to submit to testing	TERMINATION			
Accessing/distributing/displaying pornography **	TERMINATION			
PIP – Unsuccessful completion of a Performance Improvement Plan – Incompetency or negligence of performance of duties – Recurrent inefficient performance	TERMINATION			

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am: Herrera, Ashley N.
To: EPAS-Huron Resources
Cc: Ramirez, Gina; Muniz, Abraham; Ortiz, Alberto; Querada, Yamin G.
Subject: Incident Report - Bryan Dominguez
Date: Thursday, April 3, 2025 4:09:18 PM
Attachments: Bryan Dominguez - Incident Report - 4-3-25.pdf

Good afternoon,

Please find attached the incident report for Mr. Bryan Dominguez regarding his failure to add animal profiles and photos to a case. Included are the case printout and a statement from Supervisor Albert Ortiz, who was a witness during my conversation with Mr. Dominguez.

If you need any further information, please don't hesitate to reach out.

Respectfully,

Ashley Herrera

Animal Services Field Shift Supervisor
4501 Hondo Pass -B, El Paso TX, 79904
Office: (915) 212-0700

aherrera@elpaso.gov





ANIMAL SERVICES INCIDENT REPORT

NAME: Ashley Herrera

DATE OF INCIDENT: 4/02/2025 TIME OF INCIDENT: 8:38PM

NAME(S) INVOLVED: Bryan Dominguez

NATURE OF INCIDENT: Inefficient Work Performance

ADDRESS/LOCATION OF INCIDENT: 7161 Granite

Give a brief description of incident and be specific with details, names, witnesses, times, locations, Agencies, etc.

On April 2nd, 2025, Bryan Dominguez failed to properly enter individual animal profiles and upload required photos for case C8991086. There was no enforcement given, nor was vaccination registration, or microchip information requested. This oversight caused delays in the investigation and case completion. Bryan has previously been written up for similar issues, including incomplete documentation and missing photos. Despite prior warnings, coaching's, and guidance this issue continues to affect workflow and case resolution.

Signature: *Ashley Herrera* Date: 4/3/25

Title: Animal Adoption Supervisor Division/Section: EPAS

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ANIMAL SERVICES INCIDENT REPORT

NAME: Daniel Rivera
 DATE OF INCIDENT: April 2, 2025 TIME OF INCIDENT: Around 9:00 PM
 NAME(S) INVOLVED: Daniel Rivera, Bryan Dominguez
 NATURE OF INCIDENT:
 ADDRESS/LOCATION OF INCIDENT: 7161 Granite Rd. El Paso, Texas 79915

Give a brief description of incident and be specific with details, names, witnesses, times, locations, Agencies, etc.

06-16-2025

On April 2, 2025 at around 9:00PM Call was received from Animal Protection Officer Bryan Dominguez in Reference to an ANI to ANI attack that occur on the address of 7161 Granite Rd. According to APO Dominguez all Canines that were involved with the Exposure which resulted in a Deceased canine resided at the same address. As far as I can remember conversation with APO Dominguez, was him asking what he can now do as victim canine is already deceased and there is a lot of animals in the property. APO Dominguez was asked if he knew which Canines were the ones involved in the Exposure which he replied no. APO Dominguez was advised that the next Step to do is Enforce VMR as there was an Exposure involved which he replied that there is a lot of animals in the Property, does he really need to do such thing as it will be a lot of citations. APO Dominguez was simply advised That it will be under his discretion on how he will manage the case. APO Dominguez asked if there Was anything that can be done with all this animals and helping the owner which was advised that we cannot do Much for him at the moment, but was encourage to send an email to the supervisors and CC me to see if any Resources can be given or help. That was about it what the conversation consisted of with APO Dominguez No Further action was taken on my part or ever heard from the case no more.

SIGNATURE: *[Handwritten Signature]*
 TITLE: Senior Animal Protection Officer.

DATE: 06/16/2025

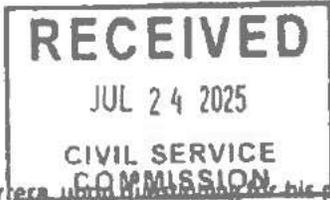
DIVISION/SECTION:

02/14/2025



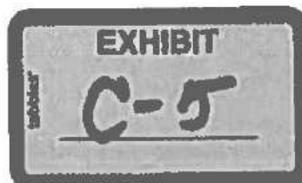
Herrera, Ashley N.

From: Ortiz, Alberto
Sent: Thursday, April 3, 2025 3:29 PM
To: Herrera, Ashley N.
Cc: Ramirez, Gina
Subject: Coaching statement



During a recent Coaching incident that was given to Bryan Dominguez by Sup. A. Herrera, upon being informed of his poor quality of work and insufficient work performance on CO8991086; he stated that he did not know how to handle those types of calls. When Ashley advised them and provided guidance on how to go about it and notifying the Supervisors, he agreed with her stating that she was correct; Mr. Dominguez did not say much after that.

Alberto Ortiz
Field Ops. Shift Supervisor
Animal Services Dept
Office: 915-212-0700
Cell: 915-493-9630



Case View Report



El Paso Animal Services
5001 Fred Wilson Avenue
El Paso, Texas 79906 USA
EPAS@elpasotexas.gov
https://elpasoanimalservices.org/
Tel.: 915-212-7297 / 915-751-1726
Printed: 04/03/2025 07:22AM By: MunizAX

Case Details

Case #: C0008991086
Reference #:
Status: Closed
Case Date: 1 mo 04/02/2025 07:02PM Reported
Jurisdiction: CITY of El Paso

Category: Investigation
Type: Bite / Scratch
Subtype: Animal to Animal
Officer: Bryan Dominguez
Review Date:
7161 Granite Rd, El Paso 79915, Texas United States
Directions:
Result Completed By: Bryan Dominguez Date/Time: 04/02/2025 10:39PM
Result Comments:

Created By: GalvenP
Animal Info: caller is advising there is a lot of dogs at this address, the dogs are fighting, they are small dogs, unsure of breed, the dog killed a smaller dog, and they were eating it. She is unsure if the owners are home, she wants us to check on the owners to see if they are okay.

Created: 04/02/2025 07:09PM
Last Updated By: DominguezBX
Updated: 04/02/2025 10:42PM
Person Info: Dennise Utajera

Case Animals

Animal #: A0058236971 |
Animal ID: A0058236971 Name:
ARN: DOB: 12/26/2024 Types: Dog Gender: Male
Chip #: Current Age: 0 Y 3 M 8d Breeds: Terrier/Mix Altered: N
Type: Age Group: Juvenile BWK to 6Months Colors: Brown/ Size: S
Declared: N Bitten: No Bite History Pattern: Weight: 0
Animal Memos: No Case Memos: No Conditions: No Violations: No
Primary Role: Victim Secondary Role:

Case Persons

Person #: P0027519706 | Emilio Macias
P0027519706 Emilio Macias 7161 GRANITE
79915, CITY of El Paso, TX - Home Primary Role: Suspect Secondary Role:
Animal Owner: No, Person Reporting: No, Property Owner: No

Case Activities

Activity #: 8841418 Conditions: Danger?
Date: Closed Jurisdiction: CITY of El Paso Patrol Area: 800 Lower Valley
Type/Subtype: Dispatch - Exposure Cross Streets: Distance: 0
Priority: High Created Date/Time: 04/02/2025 07:10PM Created By: GalvenP
Review Date: Last Updated Date/Time: 04/02/2025 10:39PM Last Updated By: DominguezBX

Comments:



Case View Report

Status History	Status Date/Time	Activity Owner	Status Update Date/Time	Status Updated By
Ended	04/02/2025 10:39PM	Bryan Dominguez	04/02/2025 10:39PM	Bryan Dominguez
New	04/02/2025 07:09PM	Dispatch 1-ASF0	04/02/2025 07:09PM	Patricio Galvan

Result Qty	Result	Is Primary	Result Date	Result By
1	Advised	Yes	04/02/2025 10:39PM	Bryan Dominguez

Case Memo(s)

Memo #	Reference	Reference #	Memo Type Memo Subtype	Created Date/Time	Created By	Updated Date/Time	Updated By	Review Date/Time
6436432	Case		Field Report Officer	04-02-2025 10:42PM	DominguezBX	04/02/2025 10:42PM	DominguezBX	

04.02.2025 @ 2038 hrs Arrived to 7151 Grande and made contact with pet owner Mr. Emilio Macias who advised that the small canine who was dead on his backyard. Dog was bit by other canines on the abdominal area and died by the attacks. Dog was a brown two month old terrier m x who was bagged by the owner and placed on the trash bin. SAPO Rivera was advised and concurred to document the incident by the other dogs. Overall canines have access to the house 24/7 water and food are provided to them. PO officer 2F182 was at the location to witness situation of the dog was documented only (Case# 25-092228) as there was no animal cruelty case B0138

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- p2

Case View Report



El Paso Animal Services
 5001 Fred Wilson Avenue
 El Paso, Texas 79906 USA
 EPAS@elpasotexas.gov
 https://elpasoanimalservices.org/
 Tel: 915-212-7297 / 915-751-1726
 Printed: 07/03/2025 05:32PM By: HerreraAN

Case Details

Case #: C0008991088
 Reference #:
 Status: Closed

Case Date/Time: 04/02/2025 07:02PM Reported
 Jurisdiction: CITY of El Paso

Category: Investigation
 Type: Bite / Scratch
 Subtype: Animal to Animal
 Officer: Jorge Cobo
 Review Date:

7161 GRANITE RD., El Paso, 79915, Texas, United States

Directions:
 Result: Completed By: Bryan Dominguez Date/Time: 04/02/2025 10:39PM
 Result Comments:

Created By: GalvanP

Animal Info: caller is advising there is a lot of dogs at this address, the dogs are fighting, they are small dogs, unsure of breed, the dog killed a smaller dog, and they were eating it. She is unsure if the owners are home, she wants us to check on the owners to see if they are okay.

Created: 04/02/2025 07:09PM
 Last Updated By: OrtizAX
 Updated: 04/29/2025 09:56AM

Person Info: Dennise Utajara [REDACTED]

Case Animals

Animal #: A0058236971 |

Animal ID:	<u>A0058236971</u>	Name:	4.3	Types:	Dog	Gender:	Male
ARN:		DOB:	12/28/2024	Breeds:	Terrier/Mix	Altered:	N
Chip #:		Current Age:	0 Y 6 M 7d	Colors:	Brown/	Size:	S
Type:		Age Group:	Juvenile 8Wk to 6Months	Pattern:		Weight:	0
Declawed:	N	Bitten:	No Bite History	Primary Role:	Victim	Secondary Role:	
Animal Memos:	No	Case Memos:	No	Conditions:	No	Violations:	No

Ownership / Guardianship

Person #	Date From	Person Name	Phone	Address	City
P0027818708	4/4/2025	Emilio Macias	[REDACTED]	7161 GRANITE	CITY of El Paso TX 79915

Animal #: A0058242160 |

Animal ID:	<u>A0058242160</u>	Name:	Sula	Types:	Dog	Gender:	Female
ARN:		DOB:	4/3/2017	Breeds:	Miniature Pinscher/Mix	Altered:	U
Chip #:		Current Age:	8 Y 3 M 0d	Colors:	Black/Brown	Size:	S
Type:		Age Group:	Adult	Pattern:		Weight:	0
Declawed:	N	Bitten:	No Bite History	Primary Role:	Suspect	Secondary Role:	
Animal Memos:	No	Case Memos:	No	Conditions:	No	Violations:	No

Ownership / Guardianship

Person #	Date From	Person Name	Phone	Address	City
P0027818708	4/4/2025	Emilio Macias	[REDACTED]	7161 GRANITE	CITY of El Paso TX 79915

Animal #: A0058242168 |

Animal ID:	<u>A0058242168</u>	Name:	Bella	Types:	Dog	Gender:	Female
ARN:		DOB:	4/3/2017	Breeds:	Great Pyrenees/Mix	Altered:	U
Chip #:		Current Age:	8 Y 3 M 0d	Colors:	White/	Size:	L
Type:		Age Group:	Adult	Pattern:		Weight:	0
Declawed:	N	Bitten:	No Bite History	Primary Role:	Suspect	Secondary Role:	
Animal Memos:	No	Case Memos:	No	Conditions:	No	Violations:	No

Ownership / Guardianship

Person #	Date From	Person Name	Phone	Address	City
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P0027519706 4/4/2025 Emilio Macias [REDACTED] 7161 GRANITE , CITY of El Paso TX 79915

Animal #: A0058242179 |
Animal ID: A0058242179 Name: Dodge Types: Dog Gender: Male
ARN: DOB: 4/3/2017 Breeds: Retriever, Labrador/Mix Altered: U
Chip #: Current Age: 8 Y 3 M 0d Colors: Brown/White Size: M
Type: Age Group: Adult Pattern: Weight: 0
Declared: N Bitten: No Bite History Primary Role: Suspect Secondary Role:
Animal Memos: No Case Memos: No Conditions: No Violations: No

Ownership / Guardianship
Person # Date From Person Name Phone Address City
P0027519706 4/4/2025 Emilio Macias [REDACTED] 7161 GRANITE , CITY of El Paso TX 79915

Animal #: A0058242190 |
Animal ID: A0058242190 Name: Tachuelita Types: Dog Gender: Female
ARN: DOB: 12/3/2024 Breeds: Miniature Pinscher/Mix Altered: U
Chip #: Current Age: 0 Y 7 M 0d Colors: Black/Brown Size: S
Type: Age Group: Adult Pattern: Weight: 0
Declared: N Bitten: No Bite History Primary Role: Suspect Secondary Role:
Animal Memos: No Case Memos: No Conditions: No Violations: No

Ownership / Guardianship
Person # Date From Person Name Phone Address City
P0027519706 4/4/2025 Emilio Macias [REDACTED] 7161 GRANITE , CITY of El Paso TX 79915

Animal #: A0058242202 |
Animal ID: A0058242202 Name: Peanut Butter Types: Dog Gender: Male
ARN: DOB: 4/3/2020 Breeds: Miniature Pinscher/Mix Altered: U
Chip #: Current Age: 5 Y 3 M 0d Colors: Black/Brown Size: S
Type: Age Group: Adult Pattern: Weight: 0
Declared: N Bitten: No Bite History Primary Role: Suspect Secondary Role:
Animal Memos: No Case Memos: No Conditions: No Violations: No

Ownership / Guardianship
Person # Date From Person Name Phone Address City
P0027519706 4/4/2025 Emilio Macias [REDACTED] 7161 GRANITE , CITY of El Paso TX 79915

Animal #: A0058242209 |
Animal ID: A0058242209 Name: Casper Types: Dog Gender: Male
ARN: DOB: 1/3/2025 Breeds: Miniature Pinscher/Mix Altered: U
Chip #: 933000321109137 Current Age: 0 Y 6 M 0d Colors: White/Brown Size: S
Type: MicrochipID Systems/Buddy ID Age Group: Adult Pattern: Weight: 0
Declared: N Bitten: No Bite History Primary Role: Suspect Secondary Role:
Animal Memos: No Case Memos: No Conditions: No Violations: No

Ownership / Guardianship
Person # Date From Person Name Phone Address City
P0027519706 4/4/2025 Emilio Macias [REDACTED] 7161 GRANITE CITY of El Paso TX 79915

Animal #: A0058242221 | Green
Animal ID: A0058242221 Name: Tommy* Types: Dog Gender: Male
ARN: Green DOB: 11/23/2024 Breeds: Retriever, Labrador/Mix Altered: Y
Chip #: 941010003705880 Current Age: 0 Y 7 M 10d Colors: Brown/White Size: M
Type: 24PatWatch Age Group: Adult Pattern: Weight: 0
Declared: N Bitten: No Bite History Primary Role: Suspect Secondary Role:
Animal Memos: Yes Case Memos: No Conditions: No Violations: No

Ownership / Guardianship

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Person #	Date From	Person Name	Phone	Address	City
P004767224	5/23/2025	Alexander Parham	[REDACTED]	Rattlesnake Spring Rd	El Paso, Fort Bliss, EL PASO TX 79906

Animal #: A0058242226 | Yellow

Animal ID: A0058242226 Name: Gino* Types: Dog Gender: Male
 ARN: Yellow DOB: 4/3/2020 Breeds: Chihuahua, Short Coat/Shepherd Altered: Y
 Chip #: 941010003703430 Current Age: 5 Y 3 M 0d Colors: Brown/White Size: M
 Type: 24PetWatch Age Group: Adult Pattern: Weight: 0
 Declawed: N Bitten: No Bite History Primary Role: Suspect Secondary Role:
 Animal Memos: Yes Case Memos: No Conditions: No Violations: No

Ownership / Guardianship

Person #	Date From	Person Name	Phone	Address	City
P0027518706	4/4/2025	Emilio Macias	[REDACTED]	7161 GRANITE	CITY of El Paso TX 79915

Animal #: A0058242231 |

Animal ID: A0058242231 Name: KW1 Types: Dog Gender: Unknown
 ARN: DOB: 2/6/2025 Breeds: Miniature Pinscher/Mix Altered: N
 Chip #: Current Age: 0 Y 4 M 27d Colors: Black/Brown Size: S
 Type: Age Group: Juvenile 8WK to 6Months Pattern: Tricolor Weight: 0
 Declawed: N Bitten: No Bite History Primary Role: Suspect Secondary Role:
 Animal Memos: No Case Memos: No Conditions: No Violations: No

Ownership / Guardianship

Person #	Date From	Person Name	Phone	Address	City
P0027518706	4/4/2025	Emilio Macias	[REDACTED]	7161 GRANITE	CITY of El Paso TX 79915

Animal #: A0058242235 |

Animal ID: A0058242235 Name: KW2 Types: Dog Gender: Unknown
 ARN: DOB: 2/6/2025 Breeds: Miniature Pinscher/Mix Altered: N
 Chip #: Current Age: 0 Y 4 M 27d Colors: Black/Brown Size: S
 Type: Age Group: Juvenile 8WK to 6Months Pattern: Tricolor Weight: 0
 Declawed: N Bitten: No Bite History Primary Role: Suspect Secondary Role:
 Animal Memos: No Case Memos: No Conditions: No Violations: No

Ownership / Guardianship

Person #	Date From	Person Name	Phone	Address	City
P0027518706	4/4/2025	Emilio Macias	[REDACTED]	7161 GRANITE	CITY of El Paso TX 79915

Animal #: A0058242239 |

Animal ID: A0058242239 Name: KW3 Types: Dog Gender: Unknown
 ARN: DOB: 2/6/2025 Breeds: Miniature Pinscher/Mix Altered: N
 Chip #: Current Age: 0 Y 4 M 27d Colors: Brown/Black Size: S
 Type: Age Group: Juvenile 8WK to 6Months Pattern: Tricolor Weight: 0
 Declawed: N Bitten: No Bite History Primary Role: Suspect Secondary Role:
 Animal Memos: No Case Memos: No Conditions: No Violations: No

Ownership / Guardianship

Person #	Date From	Person Name	Phone	Address	City
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P0027519700 4/4/2025 Emilio Madas [REDACTED] 7161 GRANITE CITY of El Paso TX 79915

Animal #: A0058242250 |
Animal ID: A0058242250 Name: KW4 Types: Dog Gender: Unknown
ARN: DOB: 2/6/2025 Breeds: Miniature Pinscher/Mix Altered: N
Chip #: Current Age: 0 Y 4 M 27d Colors: Brown/Black Size: S
Type: Age Group: Juvenile 8WK to 6Months Pattern: Tricolor Weight: 0
Declawed: N Bitten: No Bite History Primary Role: Suspect Secondary Role:
Animal Memos: No Case Memos: No Conditions: No Violations: No

Ownership / Guardianship
Person # Date From Person Name Phone Address City
P0027519700 4/4/2025 Emilio Madas [REDACTED] 7161 GRANITE CITY of El Paso TX 79915

Animal #: A0058242258 |
Animal ID: A0058242258 Name: KW5 Types: Dog Gender: Unknown
ARN: DOB: 2/6/2025 Breeds: Miniature Pinscher/Mix Altered: N
Chip #: Current Age: 0 Y 4 M 27d Colors: Brown/Black Size: S
Type: Age Group: Juvenile 8WK to 6Months Pattern: Tricolor Weight: 0
Declawed: N Bitten: No Bite History Primary Role: Suspect Secondary Role:
Animal Memos: No Case Memos: No Conditions: No Violations: No

Ownership / Guardianship
Person # Date From Person Name Phone Address City
P0027519700 4/4/2025 Emilio Madas [REDACTED] 7161 GRANITE CITY of El Paso TX 79915

Animal #: A0058242271 |
Animal ID: A0058242271 Name: KW6 Types: Dog Gender: Unknown
ARN: DOB: 2/6/2025 Breeds: Miniature Pinscher/Mix Altered: N
Chip #: Current Age: 0 Y 4 M 27d Colors: Brown/Black Size: S
Type: Age Group: Juvenile 8WK to 6Months Pattern: Tricolor Weight: 0
Declawed: N Bitten: No Bite History Primary Role: Suspect Secondary Role:
Animal Memos: No Case Memos: No Conditions: No Violations: No

Ownership / Guardianship
Person # Date From Person Name Phone Address City
P0027519700 4/4/2025 Emilio Madas [REDACTED] 7161 GRANITE CITY of El Paso TX 79915

Animal #: A0058245294 |
Animal ID: A0058245294 Name: P1 Types: Dog Gender: Female
ARN: DOB: 10/4/2024 Breeds: Terrier, Jack Russell/Mix Altered: N
Chip #: Current Age: 0 Y 8 M 29d Colors: Brown/ Size: S
Type: Age Group: Juvenile 8WK to 6Months Pattern: Weight: 0
Declawed: N Bitten: No Bite History Primary Role: Suspect Secondary Role:
Animal Memos: No Case Memos: No Conditions: No Violations: No

Ownership / Guardianship
Person # Date From Person Name Phone Address City

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P0027519788 4/4/2025 Emilio Madas [REDACTED] 7161 GRANITE CITY of El Paso TX 79915

Animal #: A0058245302 |
Animal ID: A0058245302 Name: P2 Type: Dog Gender: Male
ARN: DOB: 10/4/2024 Breeds: Retriever, Labrador/Mix Altered: N
Chip #: Current Age: 0 Y 8 M 29d Colors: Brown/ Size: S
Type: Age Group: Juvenile 8WK to 6Months Pattern: Weight: 0
Declared: N Bitten: No Bite History Primary Role: Suspect Secondary Role:
Animal Memos: No Case Memos: No Conditions: No Violations: No

Ownership / Guardianship
Person # Date From Person Name Phone Address City
P0027519788 4/4/2025 Emilio Madas [REDACTED] 7161 GRANITE CITY of El Paso TX 79915

Animal #: A0058245306 |
Animal ID: A0058245306 Name: P3 Type: Dog Gender: Male
ARN: DOB: 10/4/2024 Breeds: Retriever, Labrador/Mix Altered: N
Chip #: Current Age: 0 Y 8 M 29d Colors: Brown/White Size: S
Type: Age Group: Juvenile 8WK to 6Months Pattern: Weight: 0
Declared: N Bitten: No Bite History Primary Role: Suspect Secondary Role:
Animal Memos: No Case Memos: No Conditions: No Violations: No

Ownership / Guardianship
Person # Date From Person Name Phone Address City
P0027519788 4/4/2025 Emilio Madas [REDACTED] 7161 GRANITE CITY of El Paso TX 79915

Animal #: A0058245308 |
Animal ID: A0058245308 Name: P4 Type: Dog Gender: Male
ARN: DOB: 10/4/2024 Breeds: Retriever, Labrador/Mix Altered: N
Chip #: Current Age: 0 Y 8 M 29d Colors: Brown/ Size: S
Type: Age Group: Juvenile 8WK to 6Months Pattern: Weight: 0
Declared: N Bitten: No Bite History Primary Role: Suspect Secondary Role:
Animal Memos: No Case Memos: No Conditions: No Violations: No

Ownership / Guardianship
Person # Date From Person Name Phone Address City
P0027519788 4/4/2025 Emilio Madas [REDACTED] 7161 GRANITE CITY of El Paso TX 79915

Animal #: A0058245310 |
Animal ID: A0058245310 Name: P5 Type: Dog Gender: Male
ARN: DOB: 10/4/2024 Breeds: Miniature Pinscher/Mix Altered: N
Chip #: Current Age: 0 Y 8 M 29d Colors: Black/Brown Size: S
Type: Age Group: Juvenile 8WK to 6Months Pattern: Weight: 0
Declared: N Bitten: No Bite History Primary Role: Suspect Secondary Role:
Animal Memos: No Case Memos: No Conditions: No Violations: No

Ownership / Guardianship
Person # Date From Person Name Phone Address City

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P0027519708 4/4/2025 Emilio Madas [REDACTED] 7161 GRANITE CITY of El Paso TX 79915

Animal #: A0058245316 |
Animal ID: A0058245316 Name: P6 Types: Dog Gender: Female
ARN: Orange DOB: 10/4/2024 Breeds: Retriever, Labrador/Mix Altered: N
Chip #: 941010002929007 Current Age: 0 Y 8 M 29d Colors: Brown/ Size: S
Type: 24PetWatch Age Group: Juvenile 8WK to 6Months Pattern: Weight: 0
Declared: N Bitten: No Bite History Primary Role: Suspect Secondary Role:
Animal Memos: No Case Memos: No Conditions: No Violations: No

Ownership / Guardianship
Person # Date From Person Name Phone Address City
P0027519708 4/4/2025 Emilio Madas [REDACTED] 7161 GRANITE CITY of El Paso TX 79915

Animal #: A0058245323 | Orange
Animal ID: A0058245323 Name: P7 Types: Dog Gender: Male
ARN: Orange DOB: 10/4/2024 Breeds: Retriever, Labrador/Mix Altered: N
Chip #: 941010002929007 Current Age: 0 Y 8 M 29d Colors: Brown/ Size: S
Type: 24PetWatch Age Group: Juvenile 8WK to 6Months Pattern: Weight: 0
Declared: N Bitten: No Bite History Primary Role: Suspect Secondary Role:
Animal Memos: Yes Case Memos: No Conditions: No Violations: No

Ownership / Guardianship
Person # Date From Person Name Phone Address City
P0027519708 4/4/2025 Emilio Madas [REDACTED] 7161 GRANITE CITY of El Paso TX 79915

Animal #: A0058245326 | Yellow
Animal ID: A0058245326 Name: Peanut Butter* Types: Dog Gender: Female
ARN: Yellow DOB: 10/4/2024 Breeds: Retriever, Labrador/Mix Altered: Y
Chip #: 941010003790468 Current Age: 0 Y 8 M 29d Colors: Brown/ Size: S
Type: 24PetWatch Age Group: Juvenile 8WK to 6Months Pattern: Weight: 0
Declared: N Bitten: No Bite History Primary Role: Suspect Secondary Role:
Animal Memos: Yes Case Memos: No Conditions: No Violations: No

Ownership / Guardianship
Person # Date From Person Name Phone Address City
P0027519708 4/4/2025 Emilio Madas [REDACTED] 7161 GRANITE CITY of El Paso TX 79915

Animal #: A0058245332 |
Animal ID: A0058245332 Name: MG1 Types: Dog Gender: Female
ARN: Orange DOB: 12/28/2024 Breeds: Terrier/Mix Altered: N
Chip #: 941010002939477 Current Age: 0 Y 6 M 7d Colors: Brown/ Size: S
Type: 24PetWatch Age Group: Juvenile 8WK to 6Months Pattern: Weight: 0
Declared: N Bitten: No Bite History Primary Role: Suspect Secondary Role:
Animal Memos: Yes Case Memos: No Conditions: No Violations: No

Animal #: A0058245333 |
Animal ID: A0058245333 Name: Herb Types: Dog Gender: Male
ARN: Orange DOB: 4/22/2024 Breeds: Terrier/Mix Altered: Y
Chip #: 941010003824638 Current Age: 1 Y 2 M 11d Colors: White/Red/Blue

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Type: 24PetWatch Age Group: Juvenile 8WK to 6Months Pattern: Weight: 0
Declared: N Bitten: No Bite History Primary Role: Suspect Secondary Role:
Animal Memos: No Case Memos: No Conditions: No Violations: No

Ownership / Guardianship

Person #	Date From	Person Name	Phone	Address	City
P0027519708	4/4/2025	Emilio Macias	[REDACTED]	7181 GRANITE	CITY of El Paso TX 79915

Animal #: A0055248040 |

Animal ID: A0055248040 Name: MG3 Types: Dog Gender: Male
ARN: DOB: 12/26/2024 Breeds: Terrier/Mix Altered: N
Chip #: 941010003844831 Current Age: 0 Y 6 M 7d Colors: Black/Brown Size: S
Type: 24PetWatch Age Group: Juvenile 8WK to 6Months Pattern: Weight: 0
Declared: N Bitten: No Bite History Primary Role: Suspect Secondary Role:
Animal Memos: No Case Memos: No Conditions: No Violations: No

Ownership / Guardianship

Person #	Date From	Person Name	Phone	Address	City
P0027519708	4/4/2025	Emilio Macias	[REDACTED]	7181 GRANITE	CITY of El Paso TX 79915

Animal #: A0055248046 |

Animal ID: A0055248046 Name: MG4 Types: Dog Gender: Male
ARN: DOB: 12/26/2024 Breeds: Terrier/Mix Altered: N
Chip #: 941010002957962 Current Age: 0 Y 6 M 7d Colors: Black/Brown Size: S
Type: 24PetWatch Age Group: Juvenile 8WK to 6Months Pattern: Weight: 0
Declared: N Bitten: No Bite History Primary Role: Suspect Secondary Role:
Animal Memos: No Case Memos: No Conditions: No Violations: No

Ownership / Guardianship

Person #	Date From	Person Name	Phone	Address	City
P0027519708	4/4/2025	Emilio Macias	[REDACTED]	7181 GRANITE	CITY of El Paso TX 79915

Animal #: A0055248058 |

Animal ID: A0055248058 Name: MG5 Types: Dog Gender: Female
ARN: DOB: 12/26/2024 Breeds: Terrier/Mix Altered: N
Chip #: 941010003046141 Current Age: 0 Y 6 M 7d Colors: Black/Brown Size: S
Type: 24PetWatch Age Group: Juvenile 8WK to 6Months Pattern: Weight: 0
Declared: N Bitten: No Bite History Primary Role: Suspect Secondary Role:
Animal Memos: No Case Memos: No Conditions: No Violations: No

Ownership / Guardianship

Person #	Date From	Person Name	Phone	Address	City
P0027519708	4/4/2025	Emilio Macias	[REDACTED]	7181 GRANITE	CITY of El Paso TX 79915

Animal #: A0055248099 |

Animal ID: A0055248099 Name: MG6 Types: Dog Gender: Male
ARN: DOB: 12/26/2024 Breeds: Terrier/Mix Altered: N
Chip #: 941010002983387 Current Age: 0 Y 6 M 7d Colors: Brown/ Size: S
Type: 24PetWatch Age Group: Juvenile 8WK to 6Months Pattern: Weight: 0
Declared: N Bitten: No Bite History Primary Role: Suspect Secondary Role:
Animal Memos: No Case Memos: No Conditions: No Violations: No

Ownership / Guardianship

Person #	Date From	Person Name	Phone	Address	City
P0027519708	4/4/2025	Emilio Macias	[REDACTED]	7181 GRANITE	CITY of El Paso TX 79915

Animal #: A0055248107 |

Animal ID: A0055248107 Name: MG7 Types: Dog Gender: Male
ARN: DOB: 12/26/2024 Breeds: Terrier/Mix Altered: N
Chip #: 941010003832241 Current Age: 0 Y 6 M 7d Colors: Brown/ Size: S
Type: 24PetWatch Age Group: Juvenile 8WK to 6Months Pattern: Weight: 0
Declared: N Bitten: No Bite History Primary Role: Suspect Secondary Role:
Animal Memos: No Case Memos: No Conditions: No Violations: No

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Ownership / Guardianship

Person #	Date From	Person Name	Phone	Address	City
P0027519706	4/4/2025	Emilio Macias	[REDACTED]	7161 GRANITE	CITY of El Paso TX 79915

Animal #: A0058248116 |

Animal ID:	<u>A0058248116</u>	Name:	Hubble	Types:	Dog	Gender:	Male
ARN:		DOB:	1/13/2025	Breeds:	Miniature Pinscher/Mix	Altered:	Y
Chip #:	941010002958774	Current Age:	0 Y 5 M 20d	Colors:	Brown/	Size:	S
Type:	24PetWatch	Age Group:	Juvenile 8WK to 6Months	Pattern:		Weight:	0
Declawed:	N	Bitten:	No Bite History	Primary Role:	Suspect	Secondary Role:	
Animal Memos:	No	Case Memos:	No	Conditions:	No	Violations:	No

Ownership / Guardianship

Person #	Date From	Person Name	Phone	Address	City
P0027519706	4/4/2025	Emilio Macias	[REDACTED]	7161 GRANITE	CITY of El Paso TX 79915

Animal #: A0058248123 |

Animal ID:	<u>A0058248123</u>	Name:	Hashbrown	Types:	Dog	Gender:	Male
ARN:		DOB:	1/14/2025	Breeds:	Miniature Pinscher/Mix	Altered:	Y
Chip #:	941010003812748	Current Age:	0 Y 5 M 19d	Colors:	Red/	Size:	S
Type:	24PetWatch	Age Group:	Juvenile 8WK to 6Months	Pattern:		Weight:	0
Declawed:	N	Bitten:	No Bite History	Primary Role:	Suspect	Secondary Role:	
Animal Memos:	No	Case Memos:	No	Conditions:	No	Violations:	No

Ownership / Guardianship

Person #	Date From	Person Name	Phone	Address	City
P0027519706	4/4/2025	Emilio Macias	[REDACTED]	7161 GRANITE	CITY of El Paso TX 79915

Animal #: A0058248129 |

Animal ID:	<u>A0058248129</u>	Name:	MG10	Types:	Dog	Gender:	Male
ARN:		DOB:	12/26/2024	Breeds:	Terrier/Mix	Altered:	N
Chip #:	941010003708557	Current Age:	0 Y 6 M 7d	Colors:	Brown/	Size:	S
Type:	24PetWatch	Age Group:	Juvenile 8WK to 6Months	Pattern:		Weight:	0
Declawed:	N	Bitten:	No Bite History	Primary Role:	Suspect	Secondary Role:	
Animal Memos:	No	Case Memos:	No	Conditions:	No	Violations:	No

Ownership / Guardianship

Person #	Date From	Person Name	Phone	Address	City
P0027519706	4/4/2025	Emilio Macias	[REDACTED]	7161 GRANITE	CITY of El Paso TX 79915

Animal #: A0058248142 |

Animal ID:	<u>A0058248142</u>	Name:	Holly	Types:	Dog	Gender:	Male
ARN:		DOB:	1/14/2025	Breeds:	Miniature Pinscher/Mix	Altered:	Y
Chip #:	941010002700387	Current Age:	0 Y 5 M 19d	Colors:	Red/White	Size:	S
Type:	24PetWatch	Age Group:	Juvenile 8WK to 6Months	Pattern:		Weight:	0
Declawed:	N	Bitten:	No Bke History	Primary Role:	Suspect	Secondary Role:	
Animal Memos:	No	Case Memos:	No	Conditions:	No	Violations:	No

Ownership / Guardianship

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Person #	Date From	Person Name	Phone	Address	City
P0027519708	4/4/2025	Emilio Macias	[REDACTED]	7181 GRANITE	CITY of El Paso TX 79915

Animal #: A0058248148 |

Animal ID:	<u>A0058248148</u>	Name:	MG12	Types:	Dog	Gender:	Male
ARN:		DOB:	12/26/2024	Breeds:	Terrier/Mix	Altered:	N
Chip #:	941010002980783	Current Age:	0 Y 6 M 7d	Colors:	Brown/	Size:	S
Type:	24PetWatch	Age Group:	Juvenile 8WK to 6Months	Pattern:		Weight:	0
Declawed:	N	Bitten:	No Bite History	Primary Role:	Suspect	Secondary Role:	
Animal Memos:	No	Case Memos:	No	Conditions:	No	Violations:	No

Ownership / Guardianship

Person #	Date From	Person Name	Phone	Address	City
P0027519708	4/4/2025	Emilio Macias	[REDACTED]	7181 GRANITE	CITY of El Paso TX 79915

Animal #: A0058248155 |

Animal ID:	<u>A0058248155</u>	Name:	MG13	Types:	Dog	Gender:	Male
ARN:		DOB:	12/26/2024	Breeds:	Terrier/Mix	Altered:	N
Chip #:	941010003802985	Current Age:	0 Y 6 M 7d	Colors:	Brown/White	Size:	S
Type:	24PetWatch	Age Group:	Juvenile 8WK to 6Months	Pattern:		Weight:	0
Declawed:	N	Bitten:	No Bite History	Primary Role:	Suspect	Secondary Role:	
Animal Memos:	No	Case Memos:	No	Conditions:	No	Violations:	No

Ownership / Guardianship

Person #	Date From	Person Name	Phone	Address	City
P0027519708	4/4/2025	Emilio Macias	[REDACTED]	7181 GRANITE	CITY of El Paso TX 79915

Animal #: A0058248165 |

Animal ID:	<u>A0058248165</u>	Name:	MG14	Types:	Dog	Gender:	Male
ARN:		DOB:	12/26/2024	Breeds:	Terrier/Mix	Altered:	N
Chip #:	941010002948989	Current Age:	0 Y 6 M 7d	Colors:	Brown/	Size:	S
Type:	24PetWatch	Age Group:	Juvenile 8WK to 6Months	Pattern:		Weight:	0
Declawed:	N	Bitten:	No Bite History	Primary Role:	Suspect	Secondary Role:	
Animal Memos:	No	Case Memos:	No	Conditions:	No	Violations:	No

Ownership / Guardianship

Person #	Date From	Person Name	Phone	Address	City
P0027519708	4/4/2025	Emilio Macias	[REDACTED]	7181 GRANITE	CITY of El Paso TX 79915

Animal #: A0058248168 |

Animal ID:	<u>A0058248168</u>	Name:	MG15	Types:	Dog	Gender:	Female
ARN:		DOB:	11/4/2024	Breeds:	Terrier/Mix	Altered:	N
Chip #:	941010003833819	Current Age:	0 Y 7 M 29d	Colors:	Black/Brown	Size:	S
Type:	24PetWatch	Age Group:	Juvenile 8WK to 6Months	Pattern:		Weight:	0
Declawed:	N	Bitten:	No Bite History	Primary Role:	Suspect	Secondary Role:	
Animal Memos:	No	Case Memos:	No	Conditions:	No	Violations:	No

Ownership / Guardianship

Person #	Date From	Person Name	Phone	Address	City
P0027519708	4/4/2025	Emilio Macias	[REDACTED]	7181 GRANITE	CITY of El Paso TX 79915

Animal #: A0058248173 |

Animal ID:	<u>A0058248173</u>	Name:	MG16	Types:	Dog	Gender:	Male
ARN:		DOB:	12/26/2024	Breeds:	Terrier/Mix	Altered:	N
Chip #:	941010003805162	Current Age:	0 Y 6 M 7d	Colors:	Brown/	Size:	S
Type:	24PetWatch	Age Group:	Juvenile 8WK to 6Months	Pattern:		Weight:	0
Declawed:	N	Bitten:	No Bite History	Primary Role:	Suspect	Secondary Role:	
Animal Memos:	No	Case Memos:	No	Conditions:	No	Violations:	No

Ownership / Guardianship

Person #	Date From	Person Name	Phone	Address	City
P0027519708	4/4/2025	Emilio Macias	[REDACTED]	7181 GRANITE	CITY of El Paso TX 79915



Animal #: A0058248183 |

Animal ID: A0058248183 Name: MG17 Type: Dog Gender: Female
ARN: DOB: 12/26/2024 Breeds: Terrier/Mix Altered: N
Chip #: 941010003610519 Current Age: 0 Y 6 M 7d Colors: Black/Brown Size: S
Type: 24PetWatch Age Group: Juvenile 8WK to 6Months Pattern: Weight: 0
Declared: N Bitten: No Bite History Primary Role: Suspect Secondary Role:
Animal Memos: No Case Memos: No Conditions: No Violations: No

Ownership / Guardianship

Person # Date From Person Name Phone Address City
P0027519708 4/4/2025 Emilio Macias 7161 GRANITE CITY of El Paso TX 79915

Animal #: A0058248191 |

Animal ID: A0058248191 Name: MG18 Type: Dog Gender: Male
ARN: DOB: 12/26/2024 Breeds: Terrier/Mix Altered: N
Chip #: 941010002978632 Current Age: 0 Y 6 M 7d Colors: Brown/ Size: S
Type: 24PetWatch Age Group: Juvenile 8WK to 6Months Pattern: Weight: 0
Declared: N Bitten: No Bite History Primary Role: Suspect Secondary Role:
Animal Memos: No Case Memos: No Conditions: No Violations: No

Ownership / Guardianship

Person # Date From Person Name Phone Address City
P0027519708 4/4/2025 Emilio Macias 7161 GRANITE CITY of El Paso TX 79915

Animal #: A0058248197 |

Animal ID: A0058248197 Name: MG19 Type: Dog Gender: Female
ARN: DOB: 12/26/2024 Breeds: Terrier/Mix Altered: N
Chip #: 941010002852897 Current Age: 0 Y 6 M 7d Colors: Black/Brown Size: S
Type: 24PetWatch Age Group: Juvenile 8WK to 6Months Pattern: Weight: 0
Declared: N Bitten: No Bite History Primary Role: Suspect Secondary Role:
Animal Memos: No Case Memos: No Conditions: No Violations: No

Ownership / Guardianship

Person # Date From Person Name Phone Address City
P0027519708 4/4/2025 Emilio Macias 7161 GRANITE CITY of El Paso TX 79915

Animal #: A0058248202 |

Animal ID: A0058248202 Name: HogeY Type: Dog Gender: Male
ARN: DOB: 4/27/2024 Breeds: Terrier, Jack Russell/Mix Altered: Y
Chip #: 941010003821163 Current Age: 1 Y 2 M 6d Colors: Red/White Size: S
Type: 24PetWatch Age Group: Adult Pattern: Weight: 0
Declared: N Bitten: No Bite History Primary Role: Suspect Secondary Role:
Animal Memos: No Case Memos: No Conditions: No Violations: No

Ownership / Guardianship

Person # Date From Person Name Phone Address City
P0027519708 4/4/2025 Emilio Macias 7161 GRANITE CITY of El Paso TX 79915

Case Persons

Person #: P0027519708 | Emilio Macias

P0027519708 Emilio Macias, 915-219-0440 7161 GRANITE
79915, CITY of El Paso, TX - Home Primary Role: Suspect Secondary Role:
Animal Owner: Yes, Person Reporting: No, Property Owner: No

Ownership / Guardianship

Animal ID ARN Date From Name Species Breeds Colors Coat Pattern DOB Sex
A0058238971 04/04/2025 07 22AM 4.3 Dog Terrier, Mix Brown/ 12/26/2024 M



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A0058242160		04/04/2025 07:22AM	Suzi	Dog	Miniature Pinscher Mix	Black/Brown	4/3/2017	F
A0058242168		04/04/2025 07:22AM	Bella	Dog	Great Pyrenees, Mix	White	4/3/2017	F
A0058242178		04/04/2025 07:22AM	Dodge	Dog	Retriever, Labrador Mix	Brown/White	4-3-2017	M
A0058242180		04/04/2025 07:22AM	Tachuela	Dog	Miniature Pinscher Mix	Black/Brown	12/3/2024	F
A0058242202		04/04/2025 07:22AM	Peanut Butter	Dog	Miniature Pinscher Mix	Black/Brown	4/3/2020	M
A0058242208		04/04/2025 07:22AM	Casper	Dog	Miniature Pinscher Mix	White/Brown	1-3/2025	M
A0058242228	Yellow	04/04/2025 07:22AM	Grig	Dog	Chihuahua, Short Coat, Shepherd	Brown/White	4/3/2020	M
A0058242231		04/04/2025 04:01PM	KW1	Dog	Miniature Pinscher Mix	Black/Brown Tricolor	2/8/2026	U
A0058242238		04/04/2025 04:01PM	KW2	Dog	Miniature Pinscher Mix	Black/Brown Tricolor	2/6/2025	U
A0058242238		04/04/2025 04:01PM	KW1	Dog	Miniature Pinscher, Mix	Brown/Black Tricolor	2/6/2025	U
A0058242230		04/04/2025 04:02PM	KW4	Dog	Miniature Pinscher Mix	Brown/Black Tricolor	2/6/2025	U
A0058242258		04/04/2025 04:02PM	KW5	Dog	Miniature Pinscher Mix	Brown/Black Tricolor	2/6/2025	U
A0058242271		04/04/2025 04:02PM	KW6	Dog	Miniature Pinscher Mix	Brown/Black Tricolor	2/6/2025	U
A0058245294		04/04/2025 04:02PM	P1	Dog	Terrier Jack Russell, Mix	Brown	10/4/2024	F
A0058245302		04/04/2025 04:02PM	P2	Dog	Retriever Labrador Mix	Brown	10-4-2024	M
A0058245306		04/04/2025 04:02PM	P3	Dog	Retriever Labrador Mix	Brown/White	10-4-2024	M
A0058245308		04/04/2025 04:02PM	P4	Dog	Retriever Labrador, Mix	Brown	10-4-2024	M
A0058245310		04/04/2025 04:02PM	P5	Dog	Miniature Pinscher Mix	Black/Brown	10/4/2024	M
A0058245316		04/04/2025 04:03PM	P6	Dog	Retriever Labrador Mix	Brown	10-4-2024	F
A0058245323	Orange	04/04/2025 04:03PM	P7	Dog	Retriever Labrador Mix	Brown	10-4-2024	M
A0058245326	Yellow	04/04/2025 04:03PM	Peanut Butter	Dog	Retriever, Labrador Mix	Brown	10-4-2024	F
A0058245333		04/04/2025 04:03PM	Herb	Dog	Terrier, Mix	White/Brown	1-22-2024	M

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A0058248040	04/04/2025 04:05PM	MG 1	Dog	Terrier, Mix	Black/Brown	12/26/2024	M
A0058248045	04/04/2025 04:05PM	MG 4	Dog	Terrier, Mix	Black/Brown	12/26/2024	M
A0058248050	04/04/2025 04:06PM	MG 4	Dog	Terrier, Mix	Black/Brown	12/26/2024	F
A0058248090	04/04/2025 04:06PM	MG 6	Dog	Terrier, Mix	Brown	12/26/2024	M
A0058248107	04/04/2025 04:06PM	MG 7	Dog	Terrier, Mix	Brown	12/26/2024	M
A0058248116	04/04/2025 04:06PM	MG 14	Dog	Miniature Pinscher, Mix	Brown	11/13/2025	M
A0058248123	04/04/2025 04:06PM	MG 14	Dog	Miniature Pinscher, Mix	Red	11/14/2025	M
A0058248129	04/04/2025 04:06PM	MG 10	Dog	Terrier, Mix	Brown	12/26/2024	M
A0058248142	04/04/2025 04:06PM	MG 14	Dog	Miniature Pinscher, Mix	Red/White	11/14/2025	M
A0058248148	04/04/2025 04:06PM	MG 12	Dog	Terrier, Mix	Brown	12/26/2024	M
A0058248155	04/04/2025 04:07PM	MG 13	Dog	Terrier, Mix	Brown/White	12/26/2024	M
A0058248165	04/04/2025 04:07PM	MG 14	Dog	Terrier, Mix	Brown	12/26/2024	M
A0058248168	04/04/2025 04:07PM	MG 15	Dog	Terrier, Mix	Black/Brown	11/14/2024	F
A0058248173	04/04/2025 04:07PM	MG 16	Dog	Terrier, Mix	Brown	12/26/2024	M
A0058248183	04/04/2025 04:07PM	MG 17	Dog	Terrier, Mix	Black/Brown	12/26/2024	F
A0058248191	04/04/2025 04:07PM	MG 18	Dog	Terrier, Mix	Brown	12/26/2024	M
A0058248197	04/04/2025 04:07PM	MG 18	Dog	Terrier, Mix	Black/Brown	12/26/2024	F
A0058248202	04/04/2025 04:07PM	MG 18	Dog	Terrier Jack Russell Mix	Red/White	4/27/2024	M

Case Activities

Activity #: 8541418 **Conditions:** **Danger?**

State: Closed **Jurisdiction:** CITY of El Paso **Patrol Area:** 800 Lower Valley

Type/Subtype: Dispatch - Exposure **Cross Streets:** **Distance:** 0

Priority: High **Created Date/Time:** 04/02/2025 07:10PM **Created By:**

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Review Date: Last Updated Date/Time: 04/02/2025 10:39PM Last Updated By: DominguezBX

Comments:

Status History	Status Date/Time	Activity Owner	Status Update Date/Time	Status Updated By
Ended	04/02/2025 10:39PM	Bryan Dominguez	04/02/2025 10:39PM	Bryan Dominguez
New	04/02/2025 07:09PM	Dispatch 1 ASFO	04/02/2025 07:09PM	Patricia Galvan

Result Qty	Result	Is Primary	Result Date	Result By
1	Advised	Yes	04/02/2025 10:39PM	Bryan Dominguez

Activity #: 8841690 **Conditions:** **Danger?**

State: Closed **Jurisdiction:** CITY of El Paso **Patrol Area:** 800 Lower Valley

Type/Subtype: Dispatch Exposure **Cross Streets:** **Distance:** 0

Priority: High/Follow Up **Created Date/Time:** 04/03/2025 07:28AM **Created By:** ValenciaAX

Review Date: Last Updated Date/Time: 04/03/2025 02:45PM Last Updated By: CoboJ

Comments:

Status History	Status Date/Time	Activity Owner	Status Update Date/Time	Status Updated By
Ended	04/03/2025 02:45PM	Jorge Cobo	04/03/2025 02:45PM	Jorge Cobo
New	04/03/2025 07:26AM	Jorge Cobo	04/03/2025 07:26AM	Armando Valencia

Result Qty	Result	Is Primary	Result Date	Result By
1	Impound	Yes	04/03/2025 02:45PM	Jorge Cobo

Activity #: 8844297 **Conditions:** **Danger?**

State: Closed **Jurisdiction:** CITY of El Paso **Patrol Area:** 800 Lower Valley

Type/Subtype: Dispatch Exposure **Cross Streets:** **Distance:** 0

Priority: High/Follow-Up **Created Date/Time:** 04/04/2025 12:37PM **Created By:** CoboJ

Review Date: Last Updated Date/Time: 04/04/2025 01:26PM Last Updated By: CoboJ

Comments:

Status History	Status Date/Time	Activity Owner	Status Update Date/Time	Status Updated By
Ended	04/04/2025 01:26PM	Jorge Cobo	04/04/2025 01:26PM	Jorge Cobo

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04/04/2025 12:36PM Jorge Cobo 04/04/2025 12:36PM Jorge Cobo

Result Qty	Result	Is Primary	Result Date	Result By
12	Issued Citation	Yes	04/04/2025 01:26PM	Jorge Cobo
8	Impound	No	04/04/2025 01:26PM	Jorge Cobo

Activity #: 8642649 **Conditions:** **Danger?**

Status: Closed **Jurisdiction:** CITY of El Paso **Patrol Area:** 800 Lower Valley

Type/Subtype: Dispatch - Exposure **Cross Streets:** **Distance:** 0

Priority: High/Follow-Up **Created Date/Time:** 04/03/2025 01:35PM **Created By:** ChavamaMA

Review Date: **Last Updated Date/Time:** 04/29/2025 09:55AM **Last Updated By:** OrtizAX

Comments: report

Status History	Status Date/Time	Activity Owner	Status Update Date/Time	Status Updated By
Ended	04/29/2025 09:55AM	Alberto Ortiz	04/29/2025 09:55AM	Alberto Ortiz
New	04/03/2025 01:34PM	Alberto Ortiz	04/03/2025 01:34PM	Miguel Chavarria

Result Qty	Result	Is Primary	Result Date	Result By
1	Report	Yes	04/29/2025 09:55AM	Alberto Ortiz

Case Memo(s)

Memo #	Reference	Reference #	Memo Type Memo Subtype	Created Date/Time	Created By	Updated Date/Time	Updated By	Review Date/Time
8437674	Case		Field Report	04/03/2025 02:41PM	CoboJ	04/03/2025 02:41PM	CoboJ	
8438432	Case		Field Report Officer	04/02/2025 10:42PM	DominguezBX	04/04/2025 12:24AM	DominguezBX	

4/3/25 A follow up was conducted at 7161 Granite to check how many canines Mr. Macias owns. A brown/white labrador mix was owner surrender by Mr. Macias, who signed owner surrender document. Keren Washington took 8 small one month old puppies possible Labrador mixes. Mr. Macias stated they own about 25 canines that can go in out of the property through the back. A follow up will also be conducted on 4/4/25 to pick up more of the canines. (JCB109)

04/02/2025 @ 2038 hrs. Arrived to 7161 Granite and made contact with pet owner Mr. Emilio Macias who advised that the small canine who was dead on his backyard. Dog was bit by other canines on the abdominal area and died by the attacks. Dog was a brown two month old terrier mix who was bagged by the owner and placed on the trash bin. SAPO Rivera was advised and concurred to document the incident by the other dogs. Owner Macias advised that he did not know what dog killed the small canine as he has too many

Macias mentioned that he has no help from anyone and only the next door neighbor is the only one who helps him with the dog food. Owner does not have any vaccine, microchip, or registration on any of the dogs as he has no money. It was mentioned that only the original father was neutered to keep the dogs from reproducing but by the time they had already multiplied with other females that he had on the property. Overall canines have access to the house 24/7 were water and food are provided to them. PO officer 2F182 was at the location to witness situation of the dog was documented only (Case# 25-092228) as there was no animal cruelty case.

Mr. Macias was advised that he had to look for help in the shelter through the owner surrender specialist who will guide him through and possibly provide with some help to keep the dogs. The focus of the call was to help out Mr. Macias as he was an elder ended

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resources beginning with the lack of vehicle which keeps him from transporting animals. Owner was advised as best as possible. 8D136

8438990	Case	Field Report	04/04/2025 01:20PM	CoboJ	04/04/2025 01:20PM	CoboJ
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4/4/25 Supervisor A. Ortiz, officer pompa, and myself officer Cobo removed a total of 28 canines that Karen Washington took 19 canines to their rescue group. Officer Pompa took 9 canines as owner surrender to the shelter Mr. Macias signed nine owner surrender impoundment forms and a copy was issue. Mr. Macias kept four canines a white Great Pyrenees mix "Bella", Labrador mix brown "Rudy", Jack Russell mix male "Casper", and Miniature Pinscher mix black/brown female "Sufe. On the four canines that Mr. Macias kept was issue citations for having vaccination/registration/microchip. (JCB108)

8438112	Case	Field Report	04/04/2025 02:04PM	PompaJM	04/04/2025 02:04PM	PompaJM
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4-4-25 2:04pm

Arrived at 7161 Granite in reference to an assist per supervisor A. Ortiz, upon arrival made contact with APO J. Cobo and supervisor A. Ortiz already on scene with them stating there is a total of about 26 canines that need to be impounded. Canines were captured and placed in unit 16001 and some in unit 17038. Karen Washington was on scene and was able to take 19 canines that were transferred from unit 17038 to her vehicles were canines were placed in wire kennels for transportation.

Arrived at the shelter were all canines taken by Ms. Washington were chipped and vaccinated before Ms. Washington took canines to new location to foster out. Two canines were impounded and 8 canines were euthanized on site. No further action taken. JM224

8441491	Case	Field Report Supervisor	04/07/2025 09:45AM	OrtizAX	04/07/2025 09:45AM	On zAX
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04/03/2025 @ 12:00hrs Arrived to listed address and assisted APO Cobo, contact was made with Mr. Macias whom was advised of my visit; he stated that he and his wife have had approx. 26+ canines for about 10 years. When questioned about why and who the canines came about to killing one of the dogs and possibly eating it, he answered that he was unaware; Mr. Macias seemed to as if it wasn't the first time that the dogs attack or possibly kill each other. Visual of approx. 20-25 dogs (various ages/ majority Min-Pin mix) was made in the backyard, when approaching the side of the backyard from the sidewalk (CR Croom) all dogs began to bark with some even charging the fence line; 3x brown min-pin mixes showed extreme signs of aggression against all other dogs. Canine appear to be of good general health with minor external injuries (old scars to the muzzle, front and back legs, neck and body) none have life threaten injuries; all canines are extremely active. Canines are able to enter and exit the house through the backdoor way which is wedged (stuck) open. Mr. Macias stated that they are going through financial hardship and would like some help with the dogs. He was advised that the removal of the canines would take place until the following day (04/04). Permission was granted into the backyard but unable to make entry due to not getting permission to go through the house. Mr. Macias stated that his wife is elderly and handicapped and does not want anyone to see her; he was explained that access onto the entry premises will allow us to better help him. Mr. Macias stated that they would like to keep 4x dogs ("Bella" 4 y/o female white great pyrenees, "Zufe" 8 y/o female black/brown Min-Pin (partially blind), "Tachuela" 8 mth old female black/ brown Min-Pin, and "Casper" 4 mth old male white Min-Pin mix), all dogs are sterilized except "Casper"; these dogs are kept in separate rooms from the rest of the dog population. Mr. Macias did state that they had 6x 6-7 week old puppies inside the house as well. Pawitive Rescue (Karen) did arrive on scene as per being notified by a 3rd party of the call and allegations she did advise that she would be able to help with taking the small puppies. Mr. Macias was advised and agreed to release them to the rescue. 1x adult female dog was released to EPAS as per it being aggressive. Pending completion of a Writ of Entry and removal of dogs for Friday (4/04).

04/04/2025 @ 08:00hrs Completed Writ of Entry for the address in question was presented to Judge A. Dominguez at Muni Court, signature was obtained. contacted EPAS dispatch for the request of EPPD to execute the Writ of Entry.

@09:00hrs Arrived to the listed address and made contact with APO Cobo and APO Pompa whom both assisted. Mr. Macias, a hard copy of the Writ of Entry was presented and provided to Mr. Macias. EPPD (19581/ Colten) arrived on scene to assist in securing and inspecting the house, entry was permitted into every room of the house; contact was made with Mrs. Liz Macias whom was in a bedroom on the right side of the house. Mrs. Macias has no mobility and uses a wheelchair, she does not appear to be in distress or any immediate danger; Mrs. Macias was advised of our visit to which she agreed. Mrs. Macias was very thankful for the assistance being given, she added that that the situation with the canines had become overwhelming and did not know how to ask for help; she was advised that we would be available to help them with the sterilization of the Casper and any pending microchips that need to be done. Visual of all canines running in and out of the house through the backdoor was made, visual of approx. 3 gallons of water (2 separate bowls) was made inside the kitchen area. 3x large food bags (OF Ray) were located on the kitchen counter. Mr. Macias stated that the canines got fed early in the morning. Visual of 4x canines ("Storm" grey female DSH, "Tri-Pod" calico female DSH, "Venus" grey tabby female DSH, "Paiches" calico female DSH) were seen inside a second bedroom, water and food was accessible to them; litter boxes had minimal feces but there was a foul odor of urine. Mr. Macias was advised clean up the whole room (empty the litter box and add new litter/ clean up the floors/ provide ventilation by means of opening a few windows. 26x canines 10x adults and 16x puppies (3-4 months old) were removed from the inside and outside of the house. all canines were loaded into unit #s 16001/ 12157, all canines were Owner Surrendered. Rescue partners (Pawitive Rescue/ Santa Teresa Animal Rescue) arrived on scene at 11:00hrs; the 18 puppies were released to both rescue partners, arrangements to have the puppies microchipped and vaccinated at EPAS was made. APO Cobo proceeded to complete all owner surrender paperwork and citations. -AO148

8471416	Case	Field Report Supervisor	04/29/2025 09:56AM	OrtizAX	04/29/2025 09:56AM	MISSION
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04/29/2025 Unable to make contact with Mr. Macias in person at the listed address/ via p/s in regards in having "Casper" removed through our department. No further action will be taken. -AO148



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District 7
Henry Rivera

District 8
Chris Canales

CITY MANAGER
Dionne Mack

Dear Chief,

Regarding the call on 7161 Granite Rd. Case # 8991086 which was handled on 04/02/2025 by P.D. Officer 2F182 and myself. Call was regarding a brown dog which was killed by other dogs on the yard. Upon arrival multiple dogs were seen on the yard along with the dead brown puppy dog.

Mr. Macias was talked to and he advised that the situation had gotten out of control as the dogs kept on reproducing and with them being elderly they could not keep up. Macias advised that they had gotten cited before and they were tired of coming and going to court. He would not let PD and Animal Services in the house reason why he brought the dead dog out and allowed for us to take pictures and identify himself. He also mentioned that as to that day could not provide their dogs with vaccine, microchip or registration. He pointed out to his front neighbor that if it was not for him, his dogs would be starving. Mr. Macias was explained that the shelter could possibly provide with assistance as Animal Services NOT Human Society could provide with resources if he contacted the " Owner Surrender Specialists". Macias deliberately asked for help by surrendering the dogs to Animal Services as he could not provide with what we asked for (vaccine, microchip, registration).

Terry Kebschull – Director

El Paso Animal Services | 5001 Fred Wilson | El Paso, TX 79906

O: (915) 212-7297 | Email: EPAS@elpasotexas.gov

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EXHIBIT

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CITY MANAGER
Dianne Mack

Contact was made with SAPO Rivera who was advised about the precarious situation the dogs live in an of the canines situation reproducing themselves, the owner being elder which he could no keep up with them to which he advised that we could not pick up the dogs as owner surrender. Rivera was also explained the dead dog situation to which he mentioned that no cruelty case would be pursued. Senior agreed to close the call as dog was dead and cause of dead was because of the overpopulation of animals on the property. Based on the previous history with the owner, were nothing was made through the department, it would be left up to the owner Macias to take action on rehoming dogs and finding sources and resources for the canines himself as we could not do anything in Animal Services. No other options were provided and Macias was explained the situation and was persuaded to call animal services to keep this from happening again.

Supervisor Herrera advised that my job on the call was not acceptable based on not documenting the dogs in the property, providing with vmr documentation on them and uploading pictures. She was explained that we have had previous history with Macias and with him not providing access to the house did not make the documentation accurately on the dogs in the property as dogs went in and out of the house through the back door but also because he had lost control of the situation and did not know exactly how

Terry Kabschull - Director

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Dionne Mack

many or what kind of dogs he had. Therefore, he did not have vnr documentation reason why he just wanted dogs to be taken through animal surrender by the department which he was denied. Pictures of the dead animal and surroundings were uploaded 24 hours later to my inspection. Prior to supervisor A. Ortiz and officer Cobos updating any notes on the case and after they had responded to a follow up inspection early the following day.

Notes and animal documentation were updated as the investigation progressed through the days and with assistance of a Supervisor and Officers having different options available within the next days to the owner and Animal Services from the original time and date when the complaint was made. Reason why I disagree on being written up and given an incident report as a directive of an immediate superior (SAPO Rivera) was given and followed based on what was discussed at a given moment. BD136

Terry Kepschull – Director
El Paso Animal Services | 5001 Fred Wilson | El Paso, TX 79906
O: (915) 212-7297 | Email: EPAS@elpasotexas.gov





ANIMAL SERVICES DEPARTMENT

Date: July 3, 2025

I, **Bryan Domínguez (021218)**, Animal Protection Officer, certify that the following is a true and correct statement, to the best of my knowledge and recollection.

1. On April 2, when you arrived at 7161 Granite Rd, how many dogs did you personally observe? Did you document each one? If not, why not?

RESPONSE: I observed 3 other dogs on the property aside of the dead dog I could not document the other dogs because the owner could not identify them either. I just recall one large dog and two small ones running around the backyard.

2. Were any dogs scanned for microchips or checked for vaccination or license tags during your initial response? If not, explain exactly why this step was skipped.

RESPONSE: Yes, all dogs were checked when I asked for vaccine, microchip, registration and names on the dogs but owner advised that he did not have any of the aforementioned on any dogs. Owner brought out the dog (Dead dog) to be scanned and checked.

3. Why did you not take photographs at the scene including the deceased dog, the yard, and remaining animals, during your response?

RESPONSE: Pictures were taken on site and of the site.



Date 07/03/25

Bryan Domínguez
Signature





ANIMAL SERVICES DEPARTMENT

Date: July 3, 2025

4. You waited approximately 24 hours to upload photos. What specific reason prevented you from uploading them sooner?

RESPONSE:

Possibly a pet point maintenance which usually are done at night.

5. Did you collect or record any vaccination, microchip, or registration (VMR) details for the animals on April 27? If not, explain why none of this information was entered.

RESPONSE:

No, owner immediately advise he did not have it.

6. Were animal profiles created in PetPoint for any of the dogs you observed? If not, why were they not created?

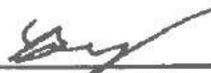
RESPONSE:

Because dogs could not be I.D. and owner did not give access of the house ^{or provide any information on the dogs.} Also we are not suppose to create double Animal or Parson numbers. Topic was respooken about in our last meeting.

Date

07/03/25

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ANIMAL SERVICES DEPARTMENT

Date: July 3, 2025

7. At the time of this call, were you aware that protocol requires VMR checks, memo notes, and the creation of animal profiles for animals encountered in the field?

RESPONSE:

Yes, but due to the atypical situation where owner did not cooperate canines could not be ID. or could access be made to the house as owner did not give access.

8. You stated that SAPO Daniel Rivera gave you direction during this call. What exactly did he tell you to do or not do?

RESPONSE:

If it was an animal to animal and the victim canine puppy was already dead, to dispose of him. No vet assessment was required on the other canine as we did not know what dog attacked him and no wounds were seen on the other dogs. Advise owner about owner surrendering or rehoming canines. Once this was addressed I could close out the call

9. Did SAPO Rivera explicitly tell you to skip any part of the investigation, such as documentation, enforcement, or follow-up?

RESPONSE:

~~Not about~~ Topic about documentation was not spoken about or enforcement other than rehoming. After explaining the situation he cleared closing out the call

07/03/25
Date

[Signature]
Signature

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ANIMAL SERVICES DEPARTMENT

Date: July 3, 2025

10. You mentioned using "discretion" on this call. What exactly did you believe discretion allowed you to omit?

RESPONSE:

Omit is not the correct term and wish to be replaced in this question.

Citations was a tool decided not to use as it had not worked on the near past with other inspections with other officers.

11. Did you confirm with a supervisor or another officer what steps you were or were not required to take after speaking with SAPO Rivera?

RESPONSE:

Question needs to be rephrased. Unsure of what it is asking.

I did not speak with anyone else after contacting SAPO Rivera via phone.

12. Why didn't you escalate this to a supervisor or request additional support?

RESPONSE: Because my sender had reached a conclusion about the situation. It is not procedure to pick and choose what you like best. APO's follow chain of command.

Date

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ANIMAL SERVICES DEPARTMENT

Date: July 3, 2025

13. What was your rationale for closing the case without requesting follow-up or flagging it for additional investigation?

RESPONSE: That animals seen were not in a bad condition from what was seen running shortly in the backyard. Dogs had access to the house 24/7 (Food + water). Other investigations in the past had been closed down, and police decided NOT to pursue a cruelty case as their supervisor agreed on the same reasoning to that of Animal Control and I am myself and Senior officer Rivera

14. Are you familiar with the department's animal-to-animal exposure protocol and required documentation steps in such cases?

RESPONSE:

Please provide with written protocol

~~check~~ Yes, I am familiar with them.



07/03/25
Date

[Signature]
Signature



ANIMAL SERVICES DEPARTMENT

Date: July 3, 2025

15. Do you believe your handling of this call met department standards? Why or why not?

RESPONSE: Yes, because situation was clearly explained to senior officer and he ~~was~~ cleared for the call to be closed.

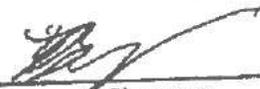
16. Is there any other information you would like to provide during this fact-finding process? Please explain further.

RESPONSE: This process needs to take many other variables ^{to consider} ~~into account~~. Animal Services limited man power and work overload. A clear list of step by step situational protocols needs to be provided to every officer to keep misunderstandings from happening.

- Consider burn out of employees and work overload that is given to APO's. As the investigators of this investigation could be victims of work overload and burn out themselves.

*****END OF STATEMENT*****

Date 07/03/25


Signature

RECEIVED
JUL 24 2025
CIVIL SERVICE
COMMISSION

Employee Notice of Fact Finding Process

This is to notify you that the City of El Paso has initiated a fact finding process regarding a work related incident(s) and that you have been identified as an individual that is either directly or indirectly involved in or may have knowledge of relevant information related to the matter under review. If you refuse to truthfully answer questions regarding the incident(s), you will be subject to disciplinary action.

During this administrative fact finding process, employees of the affected department(s) shall not discuss or release any information related in-part or in-whole to this administrative review with anyone other than authorized personnel from the Human Resources Department, your department, or as directed by the assigned reviewer, except as authorized by law. This includes all official departmental or City documents, information, or any other work products written, verbal, or in any other medium.

You are directed to not discuss the nature or details of this fact finding process with anyone other than those mentioned above. This directive also means that you are not to contact other employees, potential witnesses or complainants and/or obstruct, impede or attempt to thwart this review process in any manner or form. During an administrative interview, you are not permitted to use any electronic communication devices, such as a cellular phone or tablet, except in the event of an emergency; in the event of an emergency, you are required to notify the person with whom you are meeting. Furthermore, be advised that engaging in any activity or behavior that could be perceived or construed as any form of harassment or retaliation against any other employees, potential witnesses or complainants or that creates an intimidating or hostile work environment is strictly prohibited.

You may consult with your attorney or your representative regarding this matter; however, your attorney or representative may not be party to the administrative fact finding processes, to include fact finding meetings and/or obtainment of statements.

Employees with questions regarding this directive should address their questions through their Department Human Resources Manager, if applicable, or the Human Resources Assistant Director.

Acknowledgement of Receipt:

Bryan Dominguez
Employee's printed name

[Signature]
Employee's signature

[Signature]
HR Representative's Signature

07/03/2025
Date

7/3/25
Date



All efforts will be made to bring this complaint to closure within 120 days from the date that Human Resources was made aware of the matter in accordance with Civil Service Rule 8, Section 3e. Exceptions to the 120 days will be made in accordance with Rule 8. As such, the date of notice to Human Resources was 4/3/25 and the closure of the matter may occur on or before 8/1/25.



ANIMAL SERVICES DEPARTMENT

Date: July 3, 2025

I, Daniel Rivera (030497), Senior Animal Protection Officer, certify that the following is a true and correct statement, to the best of my knowledge and recollection.

1. Can you explain the nature of the call you received from Officer Dominguez regarding the dog-on-dog attack at 7161 Granite Rd on April 2, 2025?

RESPONSE: APO Dominguez Called me to advise me about a Ani to Ani Exposure that he Attending too. APO Dominguez Called to Ask for Directives On how to Proceed with The Investigation As There were a lot of Dogs in the Property, And the Victim dog that was Already Deceased Also Resided in the Same Property.

2. What specific concerns or questions did Officer Dominguez bring up during that call?

RESPONSE: When APO. Called me he asked how to Proceed with the Investigation, And if There was Any way we Can help Pet Owner.

3. Did you provide any specific directives regarding how he should proceed with the scene investigation (e.g., VMR collection, photos, documentation, etc.)?

RESPONSE: I Told APO. Dominguez to Enforce VMR on Canines in the Pr. Party, which he did not Seem Convinced in doing so as according to him There were a lot of Dogs in the Property, And Then I Just told him Its going to be up to your Discretion On how to Proceed and Enforce.

07/03/2025

Date

Signature

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ANIMAL SERVICE
COMMISSION

EXHIBIT
C-9



ANIMAL SERVICES DEPARTMENT

Date: July 3, 2025

4. You mentioned telling Dominguez that handling the situation was under his discretion. Can you clarify what tasks you considered were under his discretion versus mandatory protocol under Department policy?

RESPONSE: How to proceed with the investigation in general, and which corners he would be enforcing VMR citations.

APO Dominguez in basic terms knows what has to be done, but corners are always wanted to be cut.

5. Were you aware of how many animals were involved or the condition of the property when you gave this advice?

RESPONSE: I do remember APO Dominguez mentioning a lot of dogs in the property. I can't remember if there was a specific number of crimes given and the conditions of the property.

6. Did you advise Dominguez that he did not need to enforce VMR or document the scene fully due to the number of dogs or other factors?

RESPONSE: No, I began to tell APO Dominguez as soon as he mentioned another exposure, to enforce VMR. That's when he began to whine and say if it was necessary as there were multiple crimes and his ~~watage~~ uncertainty of which dogs attacked the victim. When APO Dominguez began to whine more and try to cut a corner, that's when I told him it was under his discretion.

07/03/2025

Date

Signature

RECEIVED

JUL 24 2025

CIVIL SERVICE
COMMISSION



ANIMAL SERVICES DEPARTMENT

Date: July 3, 2025

7. Did Dominguez express concerns about the owner being elderly and overwhelmed by the number of animals?

RESPONSE: Yes, APO Dominguez did Express Concerns for Both the Pet Owner And Animals In the Property. I remembered APO Dominguez mentioning If we Could help him As A department, And was Advise to Send A Email to Supervisor To make them Aware of the Situation

8. Did you follow up with Dominguez after your initial conversation to ensure he had completed the required documentation or entered the animals into PetPoint?

RESPONSE: No I did not. I had forgotten About this Case up until I was told to write a Statement.

9. Are you familiar with the Field Operations Manual's requirements for animal-to-animal exposures, including documentation of each animal and photographing the scene?

RESPONSE: Yes I am, And In all my Investigations I follow Standard Protocol. If I find my self In a position where I can help the Public during a Investigation, I Enforce And Educate. And make Sure the public Understands why Are The Actions Taken are being made. At times when I see something that can be easily fixed In a Investigation, I wont Enforce at first, I will Educate and make Sure Corrections are made with Suspects why? Because you cant fully Enforce If your Public isnt Educated fully of the laws. Any little or Big Detail I do or Say or Action Taken I Justify It, And Recorded on my Report

07/03/2025

Date

Signature





ANIMAL SERVICES DEPARTMENT

Date: July 3, 2025

10. In your experience, how are officers typically expected to handle cases involving large numbers of animals, especially when the owner appears overwhelmed?

RESPONSE: They Are Expected to deescalate the tension between Pet Owners And Surrounding In Order to make Pet Owners Comfortable. They are Expected to do A full SOC / welfare Check And Take Pictures of The property And living Conditions of the Animals. Expected to Do a full Inventory of all animals in the Property. And Conditions Records. They are Expected to do Very detailed Reports that w ll answer All Questions of the Investigation. Enforce the law If It Is A Reported offense or Try And Educate, help, And Send Supervisors Emails of Situation.

11. Is there any other information you would like to provide during this fact-finding process? Please explain further.

RESPONSE: Each officer knows what needs to be done And how At times they could me to see if they can cut corners Other times they Avoid me As They know w ll make them do Standard Protocol. Officers In general have Referenced me In Reports, saying I gave them A Specific directive, when they had never Contacted me, or made me Aware of the Case They try to Cut corners and when they get Caught they Blame It On Someone else.

*****END OF STATEMENT*****

RECEIVED
JUL 24 2025
CIVIL SERVICE
COMMISSION

07/03/2025
Date

Signature

Employee Notice of Fact Finding Process

This is to notify you that the City of El Paso has initiated a fact finding process regarding a work related incident(s) and that you have been identified as an individual that is either directly or indirectly involved in or may have knowledge of relevant information related to the matter under review. If you refuse to truthfully answer questions regarding the incident(s), you will be subject to disciplinary action.

During this administrative fact finding process, employees of the affected department(s) shall not discuss or release any information related in-part or in-whole to this administrative review with anyone other than authorized personnel from the Human Resources Department, your department, or as directed by the assigned reviewer, except as authorized by law. This includes all official departmental or City documents, information, or any other work products - written, verbal, or in any other medium.

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You may consult with your attorney or your representative regarding this matter; however, your attorney or representative may not be party to the administrative fact finding processes, to include fact finding meetings and/or obtainment of statements.

Employees with questions regarding this directive should address their questions through their Department Human Resources Manager, if applicable, or the Human Resources Assistant Director.

Acknowledgement of Receipt:

Daniel Rucoz
Employee's printed name

[Signature]
Employee's signature

07/03/2025
Date



[Signature]
HR Representative's Signature

7/13/25
Date

All efforts will be made to bring this complaint to closure within 120 days from the date that Human Resources was made aware of the matter in accordance with Civil Service Rule 8, Section 3e. Exceptions to the 120 days will be made in accordance with Rule 8. As such, the date of notice to Human Resources was 4/13/25 and the closure of the matter may occur on or before 8/1/25.



City of El Paso

Animal Protection Officer

CLASS CODE	22350 GS 052	SALARY	\$20.74 - \$30.28 Hourly \$1,659.18 - \$2,422.40 Biweekly \$3,594.88 - \$5,248.53 Monthly \$43,138.58 - \$62,982.32 Annually
ESTABLISHED DATE	November 18, 2007	REVISION DATE	March 13, 2025

Minimum Qualifications

Education and Experience: High School Diploma or GED, and one (1) year of animal welfare experience. Experience includes but is not limited to companion pet care (excluding personal pets), husbandry, or animal training.

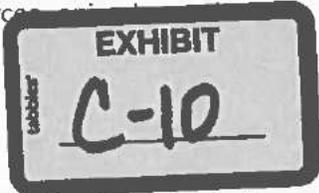
Licenses and Certificates: Valid Texas Class "C" Driver's License or equivalent from another state by the date of appointment. Euthanasia Technician Certification within six (6) months of appointment and a Basic Animal Control Officer Certification within one (1) year of appointment.

General Purpose

Under general supervision, canvasses assigned areas to locate animals in violation of animal regulation laws/ordinances captures and impounds animals, investigates complaints, and enforces animal regulation laws/ordinances, rules, and regulations.

Typical Duties

Patrols assigned areas to locate animals in violation of animal regulation laws/ordinances. Involves: Capturing biting, vicious, diseased, loose, or stray animals with nets, ropes, or other devices. Transporting captured animals to impoundment facilities. Removes animals from trucks and places them in designated cages and completes impoundment reports. Investigates complaints and animal bite cases. Verifies animal licenses and rabies vaccinations. Examines captured animals for obvious injuries and transports injured animals. Aids in delivering animal brains for rabies examination. Conducts animal cruelty and nuisance investigations. Explains and enforces animal regulation laws, ordinances, policies, procedures, and regulations. Issues warnings or citations for violations and presents cases in court. Prepares and submits records and reports. Maintain and update automated record keeping and files. Maintain accurate documentation and tracking of violations and code enforcement activities.



May represent the department or program in media engagements and public outreach efforts. Involves: Conducting interviews with media outlets, assisting in the development and presentation of press releases, and participating in the creation and recording of educational and public service announcement (PSA) materials.

Knowledge, Skills, and Abilities

- Application of good knowledge of humane and safe animal care and restraint of intractable, scared, and/or aggressive animals.
- Application of good knowledge of local ordinances regarding animal control and regulations.
- Application of good knowledge of techniques required to capture, handle, tranquilize, and euthanize domestic and wild animals.
- Application of good knowledge of customer service principles, dealing tactfully and professionally with citizens in emotional or adversarial conditions.
- Application of good knowledge of general inspection and investigation techniques.
- Application of some knowledge of personal computers and word processing software, printers, copiers, and two-way radios.
- Ability to establish and maintain effective working relationships with City officials, supervisors, coworkers, and the general public.
- Ability to communicate orally and in writing to respond to inquiries and prepare and present information.
- Ability to maintain accurate logs and records of animal care and observation.
- Ability to operate equipment required for animal capture or containment.
- Ability to perform computer data entry or related computer skills.
- Ability to perform other duties when necessary to ensure continuity of operations.

Other Job Characteristics

- Frequent exposure to animal bites, scratches, and infectious or zoonotic diseases.
- Must be able to cope with the death of animals due to surgical complications or euthanasia.
- Must be able to work under stressful conditions.
- Subject to rotating shifts, flexible hours, weekends, holidays, and extended hours.
- Must be able to assist in surgical situations.
- Must be able to work in potentially extreme environmental temperatures.
- Frequent loud working environment caused primarily by animal noises such as barking.
- Frequent exposure to fumes, dust, chemical odors, and animal odors.
- Frequent exposure to cleaners, disinfectants, and other irritant chemicals.
- Frequent exposure to animal dander and hair.
- Frequent lifting and carrying up to 50 pounds and greater than 50 pounds with assistance.
- Frequent operation of a light or heavy-duty vehicle through city traffic.
- Frequent interaction with customers and the public during stressful mental and physical situations.
- Subject to on-call during non-working hours which may include answering phones, being recalled to an animal services facility, and/or responding to other locations as needed.
- Human Rabies immunizations are required as a condition of employment unless waived for religious or medical reasons.
- Frequent exposures to scenes of violent crimes or incidents involving animal or human-related offenses, which may include exposure to human deaths or serious injuries.

Classification Status

(CC 11/20/07), (HR 09/03/08), (HR 07/20/10), (HR 08/02/10), (CC 07/29/12), (HR 08/01/12), (HR 12/14/2016), (HR 05/17/18), (HR 05/22/22), (HR 09/11/22), (HR 03/12/2023), (HR 09/10/23), (HR 09/08/2024), (HR 03/13/2025).

As provided under Classification and Compensation Ordinance 8064, Section 2.2., General purpose and typical duties summarized are only illustrative of work customarily assigned and performed. Typical requirements shown may be more specifically defined by additional job analysis.

ANIMAL SERVICES FIELD OPERATIONS



DATE: Sunday, March 30th, 2025
 SUPERVISOR: Ashley Herrera [REDACTED] 6:30AM to 3:00PM

ON CALL OFFICER: Woolridge, Martell [REDACTED] 11:00pm to 7:00am
 ON CALL SUPERVISOR: Ashley Herrera [REDACTED] 6:30am to 6:30am

	Officer	Badge	Call No	Radio/Unit	District	Radio Call Sign
	Woolridge, Martell	208	[REDACTED]	AN15021	4	AN-401
	Carr, Patrick	120	[REDACTED]	AN16003	5	AN-501
	Ocana, Brandon	216	[REDACTED]	AN16004	6	AN-601
	Pompa, Jaime	224	[REDACTED]	AN17032	7	AN-701
10:00AM to 6:00PM	Alvarez, Gabriela	231	[REDACTED]	AN15038	8	AN-801
2:30pm to 11:00pm	Beckett, Angel	237	[REDACTED]	AN15020	4	AN-402
	Sanchez, Bryan	186	[REDACTED]	AN15038	8	AN-802
	Woods, Isabel	242	[REDACTED]	AN12153	6	AN-602
	Ayala, Albert	243	[REDACTED]	AN12151	6	AN-603
	Basquez, Angel	228	[REDACTED]	AN15033	7	AN-702
	Nieto, Desiree	240	[REDACTED]	AN12154	7	AN-703
	Gomez, Bryan	241	[REDACTED]	AN12157	8	AN-802
	Rivera, Daniel	205	[REDACTED]	AN17035	9	AN-902
Dispatch	Chevarria, Miguel		7:00am to 3:30pm			DISP
	Orona, Alysse		8:00AM - 12:00PM			DISP
	Regalado, Isabel		2:30pm to 11:00pm			DISP

EXHIBIT
 C-11

ANIMAL SERVICES FIELD OPERATIONS



DATE: Tuesday, April 1, 2025
SUPERVISOR: Abraham Muntz [REDACTED] 8:30am to 3:00pm
 Alberto Ortiz [REDACTED] 6:30am to 3:00pm
 Yazmin Quezada [REDACTED] 10:00am to 6:30pm
 Ashley Herrera [REDACTED] 10:00am to 6:30pm

ON CALL OFFICER: Woolridge, Martrell [REDACTED] 11:00pm to 7:00am
ON CALL SUPERVISOR: Ashley Herrera [REDACTED] 6:30am to 6:30am

	Officer	Badge	Cell No.	Radio/Unit	District	Radio Call Sign
7:00am to 3:30pm	Carr, Patrick	120	[REDACTED]	AN17032	4	AN-401
	Arriola, Ernesto	225	[REDACTED]	AN15025	5	AN-501
	Ortiz, Julianna	230	[REDACTED]	AN15022	6	AN-601
	Woolridge, Martrell	208	[REDACTED]	AN16003	7	AN-700
	Cruz, Brenton	203	[REDACTED]	AN17031	7	AN-701
	Coba, Jorge	109	[REDACTED]	AN17038	8	AN-801
	Tapia, Christopher	185	[REDACTED]	AN17034	9	AN-801
2:30pm to 11:00pm	Alvarez, Gabriela	231	[REDACTED]	AN15038	4	AN-402
	Basquez, Angel	228	[REDACTED]	AN15033	5	AN-502
	Woods, Isabel	242	[REDACTED]	AN12153	5	AN-503
	Medina, Abraham	227	[REDACTED]	AN15026	6	AN-602
	Espinoza, Jovana	239	[REDACTED]	AN15023	7	AN-702
	Gomez, Bryan	241	[REDACTED]	AN12157	7	AN-703
	Dominquez, Bryan	136	[REDACTED]	AN15032	8	AN-802
	Lazcano, Aliza	235	[REDACTED]	AN15034	8	AN-803
	Rivera, Daniel	205	[REDACTED]	AN17035	9	AN-802
Dispatch	Valencia, Armando	7:00am to 3:30pm		DISP		
	Chavarria, Miguel	7:00am to 3:30pm		DISP		
	Regalado-Soliz, Isabe	2:30pm to 11:00pm		DISP		
	Binkley, Brandon	2:30pm to 11:00pm		DISP		

ANIMAL SERVICES FIELD OPERATIONS



DATE: Wednesday, April 2, 2025
 SUPERVISOR: Abraham Muntz
 Alberto Ortiz
 Yazmin Quezada
 Ashley Herrera

8:30am to 3:00pm
 6:30am to 3:00pm
 10:00am to 8:30pm
 10:00am to 8:30pm

ON CALL OFFICER: Woolridge, Martrell
 ON CALL SUPERVISOR: Ashley Herrera

11:00pm to 7:00am
 6:30pm to 6:30am

	Officer	Badge	Cell No.	Radio/Unit	District	Radio Call Sign
7:00am to 3:00pm	Carr, Patrick	120		AN17032	4	AN-401
	Reyes, Destiny	199		AN17037	5	AN-501
	Cruz, Branton	203		AN17031	6	AN-600
	Pompa, Jaime	224		AN15021	6	AN-601
	Woolridge, Martrell	208		AN16003	7	AN-701
	Arriola, Ernesto	225		AN15025	8	AN-800
	Cobo, Jorge	109		AN17038	8	AN-801
	Topia, Christopher	185		AN17034	9	AN-901
2:30pm to 11:00pm	Álvarez, Gabriela	231		AN15038	4	AN-402
	Basquez, Angel	228		AN15033	5	AN-502
	Medina, Abraham	227		AN15026	6	AN-602
	Espinosa, Jovana	239		AN15023	7	AN-702
	Beckett, Angel	237		AN15020	7	AN-703
	Dominguez, Bryan	136		AN15032	8	AN-802
	Lazcano, Aliza	235		AN15034	8	AN-803
	Rivera, Daniel	205		AN17035	9	AN-902
Dispatch	Valencia, Armando	7:00am to 3:30pm		DISP		
	Chavarria, Miguel	7:00am to 3:30pm		DISP		
	Regalado-Sofiz, Isabe	2:30pm to 11:00pm		DISP		
	Binkley, Brandon	2:30pm to 11:00pm		DISP		

ANIMAL SERVICES FIELD OPERATIONS



DATE: Friday, April 4, 2025

SUPERVISOR: Abraham Muniz
Alberto Ortiz
Yazmin Quezada



6:30am to 3:00pm
6:30am to 3:00pm
10:00am to 6:30pm

ON CALL OFFICER: Woolridge, Martrell
ON CALL SUPERVISOR: Ashley Herrera

11:00pm to 7:00am
6:30pm to 6:30am

	Officer	Badge	Cell No.	Radio/Unit	District	Radio Call Sign
7:00am to 3:00pm	Cruz, Brenton	203	[REDACTED]	AN17031	4	AN-401
	Pompa, Jaime	224	[REDACTED]	AN15021	5	AN-501
	Ortiz, Julianna	230	[REDACTED]	AN15022	6	AN-601
	Ocana, Brandon	216	[REDACTED]	AN16004	7	AN-701
	Cobo, Jorge	109	[REDACTED]	AN17038	8	AN-801
	Tapia, Christopher	185	[REDACTED]	AN17034	9	AN-801
3:00pm to 11:00pm	Lazcano, Aliza	235	[REDACTED]	AN15034	4	AN-402
	Ayala, Albert	243	[REDACTED]	AN12151	5	AN-502
	Woods, Isabel	242	[REDACTED]	AN12153	5	AN-503
	Gomez, Bryan	241	[REDACTED]	AN12157	6	AN-602
	Espinosa, Jovana	239	[REDACTED]	AN15023	7	AN-702
	Nieto, Desiree	240	[REDACTED]	AN12154	7	AN-703
	Beckett, Angel	237	[REDACTED]	AN15020	8	AN-802
Dispatch	Valencia, Armando	7:00am to 3:30pm		DISP		
	Binkley, Brandon	2:30pm to 11:00pm		DISP		

Operations Supervisor: Gina Ramirez

ANIMAL SERVICES FIELD OPERATIONS



DATE: Saturday, April 5, 2025
SUPERVISOR: Alberto Ortiz [REDACTED] 6:30am to 3:00pm

ON CALL OFFICER: Woolridge, Martell [REDACTED] 11:00pm to 7:30am
ON CALL SUPERVISOR: Ashley Herrera [REDACTED] 6:30am to 6:30am

	Officer	Badge	Cell No.	Radio/Unit	District	Radio Call Sign
7:00am to 3:30pm	Ortiz, Julianna	230	[REDACTED]	AN15022	4	AN-401
	Arriola, Ernesto	225	[REDACTED]	AN15025	5	AN-501
	Cruz, Brenton	203	[REDACTED]	AN17031	6	AN-601
	Ocana, Brandon	216	[REDACTED]	AN160041	7	AN-701
	Cobo, Jorge	109	[REDACTED]	AN17038	8	AN-801
	Tapia, Christopher	185	[REDACTED]	AN17034	9	AN-901
8:30am to 5:00pm						
2:30pm to 11:00pm	Espinoza, Jovana	239	[REDACTED]	AN15023	4	AN-402
	Nieto, Desiree	240	[REDACTED]	AN12154	5	AN-502
	Woods, Isabel	242	[REDACTED]	AN12153	6	AN-602
	Alvarez, Gabriela	231	[REDACTED]	AN15038	6	AN-603
	Beckett, Angel	237	[REDACTED]	AN15020	7	AN-702
	Gomez, Bryan	241	[REDACTED]	AN12157	7	AN-703
	Lazcano, Aliza	235	[REDACTED]	AN15034	8	AN-803
Dispatch	Valencia, Armando		7:00am to 3:30pm			DISP
	Brinkley, Brandon		2:30pm to 11:00pm			DISP

ANIMAL SERVICES FIELD OPERATIONS



DATE: Sunday, April 6th, 2025
SUPERVISOR: Ashley Herrera [REDACTED] 6:30AM to 3:00PM

ON CALL OFFICER: Medina, Abraham [REDACTED] 11:00pm to 7:00am
ON CALL SUPERVISOR: Alberto Ortiz [REDACTED] 6:30am to 6:30am

	Officer	Badge	Cell No.	Radio/Unit	District	Radio Call Sign
7:00am to 3:30pm	Arriola, Ernesto	225	[REDACTED]	AN15025	4	AN-401
	Reyes, Destiney	199	[REDACTED]	AN17037	5	AN-501
	Woolridge, Martell	208	[REDACTED]	AN16004	6	AN-601
	Ocana, Brandon	216	[REDACTED]	AN16003	7	AN-701
	Carr, Patrick	120	[REDACTED]	AN17032	8	AN-801
10:00AM to 6:00PM						
2:30pm to 11:00pm	Medina, Abraham	227	[REDACTED]	AN15026	4	AN-402
	Nieto, Desiree	240	[REDACTED]	AN12154	5	AN-502
	Beckett, Angel	237	[REDACTED]	AN15020	5	AN-503
	Ayala, Albert	243	[REDACTED]	AN12151	6	AN-602
	Basquez, Angel	228	[REDACTED]	AN15033	6	AN-603
	Alvarez, Gabriela	231	[REDACTED]	AN15038	7	AN-702
	Gomez, Bryan	241	[REDACTED]	AN12157	7	AN-703
	Dominquez, Bryan	136	[REDACTED]	AN15032	8	AN-802
	Woods, Isabel	242	[REDACTED]	AN12153	8	AN-803
Rivera, Daniel	205	[REDACTED]	AN17035	9	AN-902	
Dispatch	Chavarria, Miquel	7:00am to 3:30pm		DISP		
	Drona, Alyssa	8:00AM - 12:00PM		DISP		
	Regaldado, Isabel	2:30pm to 11:00pm		DISP		

ANIMAL SERVICES FIELD OPERATIONS



DATE: Monday, April 7, 2025
 SUPERVISOR: Abraham Muniz
 Yezmin Quezada
 Ashley Herrera

6:30am to 3:00pm
 10:00am to 6:30pm
 10:00am to 6:30pm

ON CALL OFFICER: Medina, Abraham
 ON CALL SUPERVISOR: Alberto Ortiz
 11:00pm to 7:00am
 6:30pm to 6:30am

	Officer	Badge	Cell No	Radio/Unit	District	Radio Call Sign
7:00am to 3:30pm	Carr, Patrick	120		AN17032	4	AN-401
	Reyes, Destiny	199		AN17037	5	AN-501
	Ortiz, Julianna	230		AN15022	6	AN-601
	Ocana, Brandon	216		AN16004	7	AN-701
	Arriola, Ernesto	225		AN15025	8	AN-801
2:30pm to 11:00pm	Medina, Abraham	227		AN15026	4	AN-402
	Nieto, Desirae	240		AN12154	5	AN-502
	Woods, Isabel	242		AN12153	5	AN-503
	Ayala, Albert	243		AN12151	6	AN-602
	Alvarez, Gabriela	231		AN15038	7	AN-702
	Gomez, Bryan	241		AN12157	7	AN-703
	Dominquez, Bryan	136		AN15032	8	AN-802
	Basquez, Angel	228		AN15033	8	AN-803
	Rivera, Daniel	205		AN17035	9	AN-902
Dispatch	Chaverria, Miguel	7:00am to 3:30pm		DISP		
	Regalado-Soliz, Isabe	2:30pm to 11:00pm		DISP		

ANIMAL SERVICES FIELD OPERATIONS



DATE: Tuesday, April 8, 2025
SUPERVISOR: Alberto Ortiz
 Yazmin Quezada
 Ashley Herrera



6:30am to 3:00pm
 10:00am to 6:30pm
 10:00am to 6:30pm

ON CALL OFFICER: Medina, Abraham
ON CALL SUPERVISOR: Alberto Ortiz



11:00pm to 7:00am
 6:30am to 6:30am

	Officer	Badge	Cell No.	Radio/Unit	District	Radio Call Sign
7:00am to 3:30pm	Ortiz, Julianna	230		AN15022	4	AN-401
	Arriola, Ernesto	225		AN15025	5	AN-500
	Carr, Patrick	120		AN17032	5	AN-501
	Cruz, Brenton	203		AN17031	6	AN-601
	Reyes, Destiny	199		AN17037	7	AN-700
	Woolridge, Martell	208		AN16003	7	AN-701
	Cobo, Jorge	109		AN17038	8	AN-801
Tapia, Christopher	185		AN17034	9	AN-901	
8:30am to 5:00pm						
2:30pm to 11:00pm	Espinoza, Jovana	239		AN15023	4	AN-402
	Basquez, Angel	228		AN15033	5	AN-502
	Woods, Isabel	242		AN12153	6	AN-602
	Alvarez, Gabriela	231		AN15038	6	AN-603
	Medina, Abraham	227		AN15026	7	AN-702
	Gomez, Bryan	241		AN12157	7	AN-703
	Dominquez, Bryan	136		AN15032	8	AN-802
	Lazcano, Aliza	235		AN15034	8	AN-803
	Rivera, Daniel	205		AN17035	9	AN-902
Dispatch	Valencia, Armando	7:00am to 3:30pm				DISP
	Chavarria, Miguel	7:00am to 3:30pm				DISP
	Orona, Alyssa	12:00am to 8:30pm				DISP
	Brinkley, Brandon	2:30pm to 11:00pm				DISP
	Regalado, Isabel	2:30pm to 11:00pm				DISP

ANIMAL SERVICES FIELD OPERATIONS



DATE: Thursday, April 10, 2025
SUPERVISOR: Abraham Muniz [REDACTED] 6:30am to 3:00pm
 Alberto Ortiz [REDACTED] 6:30am to 3:00pm
 Yazmin Quezada [REDACTED] 10:00am to 6:30pm

ON CALL OFFICER: Medina, Abraham 915-588-2374 11:00pm to 7:00am
ON CALL SUPERVISOR: Alberto Ortiz 915-493-9630 6:30pm to 6:30am

	Officer	Badge	Cell No.	Radio/Unit	District	Radio Call Sign
7:00am to 3:30pm	Pompa, Jaime	224	[REDACTED]	AN15021	4	AN-401
	Carr, Patrick	120	[REDACTED]	AN17032	5	AN-501
	Ocana, Brandon	216	[REDACTED]	AN16004	6	AN-601
	Cruz, Brenton	203	[REDACTED]	AN17031	7	AN-700
	Woolridge, Martrell	208	[REDACTED]	AN16003	7	AN-701
	Reyes, Destiny	199	[REDACTED]	AN17037	8	AN-800
	Cobo, Jorge	109	[REDACTED]	AN17038	8	AN-801
2:30pm to 11:00pm	Espinoza, Jovana	239	[REDACTED]	AN15023	4	AN-402
	Beckett, Angel	237	[REDACTED]	AN15020	5	AN-502
	Ayala, Albert	243	[REDACTED]	AN12151	6	AN-602
	Medina, Abraham	227	[REDACTED]	AN15026	7	AN-702
	Nieto, Desiree	240	[REDACTED]	AN12154	7	AN-703
	Dominquez, Bryan	136	[REDACTED]	AN15032	8	AN-802
	Basquez, Angel	228	[REDACTED]	AN15033	8	AN-803
	Rivera, Daniel	205	[REDACTED]	AN17035	9	AN-902
Dispatch	Valencia, Armando	7:00am to 3:30pm				DISP
	Chavarria, Miguel	7:00am to 3:30pm				DISP
	Binkley, Brandon	2:30pm to 11:00pm				DISP
	Regalado-Soliz, Isabe	2:30pm to 11:00pm				DISP

Daily Activity Report

City Of EL Paso Texas Department Of Animal Services Field Operations		Employee Name: <u>Bryan Dominguez</u> 3/31/2025		Vehicle #: <u>15032</u>		Area: <u>603</u>		Miles-start: <u>128947</u>		Miles-end: <u>128985</u>		Total: <u>37</u>		Inspection Sticker:		Oil Change:		Call/ Activity Disposition:		Cage #:		
Pre-trip Inspection:		Vent Fans:		Spot Light:		working / not working		present / not working		working / not working		present / missing / damaged		Fuel level:		Inspection Sticker:		Oil Change:		Cage #:		
Interior:		Lights:		First Aid Kit:		working / not working		present / missing / damaged		working / not working		present / missing / damaged		F		Inspection Sticker:		Oil Change:		Cage #:		
Exterior:		Windshield Wipers:		Fire Extinguisher:		working / not working		present / missing / damaged		working / not working		present / missing / damaged		E		Inspection Sticker:		Oil Change:		Cage #:		
Cages:		General Fluids:		Snake Bucket:		low / normal		yes / no		working / not working		present / missing / damaged				Inspection Sticker:		Oil Change:		Cage #:		
Interior Damages:		Motor oil:		Refueled Unit:		low / normal		yes / no		working / not working		present / missing / damaged				Inspection Sticker:		Oil Change:		Cage #:		
Exterior Damages:		Power steering:		Miles:		low / normal		yes / no		working / not working		present / missing / damaged				Inspection Sticker:		Oil Change:		Cage #:		
Tires:		Transmission:		Total Gallons:		low / normal		yes / no		working / not working		present / missing / damaged				Inspection Sticker:		Oil Change:		Cage #:		
Arrival:		Case #:		Address/ Location of Activity:		Contacted:		# and Type Animal:		Disp		10-8				Inspection Sticker:		Oil Change:		Cage #:		
1430	1532		4501 Hondo Pass																			
1405	1946	8985319	533 Martha Way	RP	1695	RP	1695	RP	RP	RP	RP	RP	RP	RP	RP	RP	RP	RP	RP	RP	RP	RP
1930	2030	898398A	509 Northway	Algebra	K-9S	Algebra	K-9S	Algebra	K-9S	Algebra	K-9S	Algebra	K-9S	Algebra	K-9S	Algebra	K-9S	Algebra	K-9S	Algebra	K-9S	Algebra
2045	2132	898398A	Lonsdale / V Leaf	DSP		DSP		DSP		DSP		DSP		DSP		DSP		DSP		DSP		DSP
2214	2300	898563A	N Loop Hondo Pass	RP	401	RP	401	RP	401	RP	401	RP	401	RP	401	RP	401	RP	401	RP	401	RP
			4501 Hondo Pass	RP		RP		RP		RP		RP		RP		RP		RP		RP		RP

EXHIBIT
C-12

E-mail Supervisors on any issues that is reported
*Please report any items or problems you encountered with equipment or unit during use.*****

EMPLOYEE SIGNATURE: 

Daily Activity Report

City Of EL Paso Texas Department Of Animal Services Field Operations				Employee Name: <u>Bryan Dominguez</u>				Vehicle #: <u>15032</u>		A.M. P.M. G.Y.	
Date: <u>04/01/2025</u>				Fuel Level: <u>F</u>				Area: <u>001</u>		Miles-start: <u>17890</u>	
Miles-end: <u>17900</u>				Miles: <u>10</u>				Miles-start: <u>17890</u>		Miles-end: <u>17900</u>	
Total: <u>10</u>				Inspection Sticker:				Oil Change:		Current Past Due	
Inspection Sticker:				Oil Change:				Call/Activity Disposition:		Cage #:	
Working / not working / na				present / missing / damaged				yes / no			
Spot Light:				Fire Extinguisher:				Snake Bucket:		Refueled Unit:	
Miles:				Total Gallons:							
Address/Location of Activity:				Case #:				Contacted:		# and Type Animal:	
4501 Hondo Pass				1520				Disp		10-8	
5001 Fred Wilton				1521				Disp		501 P10	
519 N. Cavelling				1739				RP/SARO		K-9	
732 Santa Barbara				1843				WTME		Rpt	
8915 Cadillac B				1913				Anz 8003		Assist	
9400 Alameda				2002				Disp		10 (Lurch)	
7740 Randalwood				2108				WTME		Rpt	
418 Boats				2113				Mudhole		K-9's	
5001 Fred Wilton				2200				WTME		401	
4501 Hondo Pass				2233				Disp		10-15	
E-mail Supervisors on any issues that is reported				*****Please report any items or problems you encountered with equipment or unit during usc.*****				Activity Totals			
Citations: <u>0</u>				Notices: <u>0</u>				401's: <u>0</u>		501's: <u>0</u>	
Wildlife: <u>0</u>				RTO's: <u>0</u>							
EMPLOYEE SIGNATURE: <u>[Signature]</u>											

Daily Activity Report

City Of EL Paso Texas Department Of Animal Services Field Operations				Employee Name: <u>Bryan Dominguez</u>				Vehicle #: <u>15032</u>		A.M.	
04/28/2025				Fuel level: <u>F</u>				Area: <u>001</u>		P.M.	
Pre-trip inspection:				Spot Light: <u>working / not working / na</u>				Miles-start: <u>129043</u>		G.Y.	
Interior: <u>clean</u> / dirty				First Aid Kit: <u>present</u> / missing / damaged				Miles-end: <u>129100</u>			
Exterior: <u>clean</u> / dirty				Fire Extinguisher: <u>present</u> / missing / damaged				Total: <u>57</u>			
Cages: <u>normal</u> / abnormal				Snake Bucket: <u>yes</u> / no				Inspection Sticker:		Current	
Interior Damages: <u>normal</u> / abnormal				Refueled Unit: <u>yes</u> / no				Oil Change:		Post Due	
Exterior Damages: <u>normal</u> / abnormal				Miles: <u>normal</u> / low / high							
Tires: <u>normal</u> / abnormal				Total Gallons: <u>normal</u> / low / high							
Arrival: <u>1930</u> / <u>1500</u>				Address/ Location of Activity: <u>4501 Hondo Pass</u>				Contacted: <u>10-8</u>		Cage #: <u>10-8</u>	
<u>1606</u>				<u>500 Fred Wilson</u>				<u>Disp</u>		<u>301 Flr</u>	
<u>1748</u>				<u>294 Tulse</u>				<u>Back</u>		<u>Rpt</u>	
<u>1940</u>				<u>202 Mingo</u>				<u>Equip</u>		<u>Notice</u>	
<u>1941</u>				<u>Carroll Alameda</u>				<u>Crime</u>		<u>Rpt</u>	
<u>2028</u>				<u>Carroll Alameda</u>				<u>Disp</u>		<u>10-7 (Animal)</u>	
<u>2103</u>				<u>764 Granite</u>				<u>2 FOL</u>		<u>Rpt</u>	
<u>2124</u>				<u>7317 Alpine</u>				<u>Rodriguez</u>		<u>Rpt</u>	
<u>2154</u>				<u>Scott Fred Wilson</u>				<u>Disp</u>			
<u>2209</u>				<u>4501 Hondo Pass</u>				<u>Disp</u>		<u>1030g</u>	

E-mail Supervisors on any issues that is reported

*****Please report any items or problems you encountered with equipment or unit during use.*****

Activity Totals

Citations: 0

Notices: 1

401's: 0

501's: 0

Wildlife: 0

RTO's: 0

EMPLOYEE SIGNATURE: [Signature]

Daily Activity Report

City Of EL Paso Texas Department Of Animal Services Field Operations				Employee Name: <u>Bryan Dominguez</u>				Vehicle #: <u>15032</u>		A.M.
04/27/2025				Fuel level: <u>F</u>				Area: <u>802</u>		P.M.
Pre-trip inspection:				Spot Light: <u>not working</u>				Miles-start: <u>179097</u>		G.Y.
Interior:	Vent Fans: <u>working</u>	Lights: <u>not working</u>	Windshield Wipers: <u>not working</u>	General Fluids:	Motor oil: <u>normal</u>	Power steering: <u>normal</u>	Transmission: <u>normal</u>	Miles-end: <u>179174</u>		
Exterior:	clean/dirty	clean/dirty	clean/dirty	Motor oil: <u>normal</u>	Power steering: <u>normal</u>	Transmission: <u>normal</u>		Total: <u>77</u>		
Cages:	normal/abnormal	normal/abnormal	normal/abnormal	Snake Bucket: <u>yes</u>	Refueled Unit: <u>yes</u>	Miles: <u>77</u>		Inspection Sticker:	Current	
Interior Damages:	normal/abnormal	normal/abnormal	normal/abnormal	Fire Extinguisher: <u>present</u>	Refueled Unit: <u>yes</u>	Total Gallons: <u>77</u>		Oil Change:	Past Due	
Exterior Damages:	normal/abnormal	normal/abnormal	normal/abnormal	Address/Location of Activity: <u>4501 Hondo Pass</u>	Case #: <u>1558</u>	Arrival: <u>1558</u>		Call/Activity Disposition: <u>10-8</u>	Cage #:	
Tires:	normal/abnormal	normal/abnormal	normal/abnormal	Address/Location of Activity: <u>5001 Fred Wilson</u>	Case #: <u>1617</u>	Arrival: <u>1617</u>		10-8		
Arrival:	Departure:	Case #:	Address/Location of Activity:	Case #:	Address/Location of Activity:	Case #:	Address/Location of Activity:	10-8		
1301	1355	8925193	5001 Fred Wilson	8925193	5001 Fred Wilson	8925193	5001 Fred Wilson	Sol PU		
1830	1844	8997644	194 Berkey	8997644	194 Berkey	8997644	194 Berkey	Rep		
1948	2006	8997547	5545 E Paisano	8997547	5545 E Paisano	8997547	5545 E Paisano	coll bot		
2032	2100	8997780	301 Jantl Amartens	8997780	301 Jantl Amartens	8997780	301 Jantl Amartens	10-15	645	
2112	2201	8997050	3908 Turner	8997050	3908 Turner	8997050	3908 Turner	Assisted		
2245	2255		7137 Leuchter		7137 Leuchter		7137 Leuchter	Rep's Netra		
2309	2300		5001 Fred Wilson		5001 Fred Wilson		5001 Fred Wilson	Unlead		
			4501 Hondo Pass		4501 Hondo Pass		4501 Hondo Pass	10-7-Play		
E-mail Supervisors on any issues that is reported										
*****Please report any items or problems you encountered with equipment or unit during use.*****										
Citations: <u>3</u>										
Notices: <u>0</u>										
401's: <u>1</u>										
501's: <u>0</u>										
Wildlife: <u>0</u>										
RTO's: <u>0</u>										
EMPLOYEE SIGNATURE: 										



EL PASO ANIMAL SERVICES

Field Operations

2025



EXHIBIT
C-13

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Animal Protection Officer Code of Conduct

An Animal Protection Officer acts as an official representative of the government with rights, powers, duties and authority conferred by statute and is obligated and trusted to abide by, work within, and enforce the laws of the state and their respective jurisdiction. The fundamental duties of an Animal Protection Officer include serving the community, providing protection for the public and animals, and enforcing laws in that regard.

An Animal Protection Officer shall perform all duties incumbent upon the position without fear or favor and with impartial consideration and respect for every individual's status, sex, race, religion, political belief or aspirations. Animal Protection Officers must conduct themselves in a manner above reproach that does not bring discredit to the Department or themselves. An Animal Protection Officer's character and conduct while off duty must always be exemplary, thus maintaining a position of respect in the community in which he or she lives and serves.

Animal Protection Officers will never allow personal feelings, animosities or friendships to influence official conduct. Laws will be enforced appropriately and courteously and in carrying out their responsibilities, Animal Protection Officers will strive to obtain maximum cooperation from the public. Animal Protection Officers will conduct themselves in appearance and deportment in such a manner as to inspire confidence and respect for the position of public trust they hold.

An Animal Protection Officer will use responsibly, the discretion vested in his or her position and exercise it within the law. The principle of reasonableness will guide the Animal Protection Officer's determinations. The Animal Protection Officer will consider all surrounding circumstances in determining whether any legal action shall be taken.

Animal Protection Officers must exercise a consistent and wise use of discretion, based on professional animal control competence, to preserve good relationships and retain the confidence of the public. When difficulty in choosing between conflicting courses of action arises, it is important to remember that education or advice, rather than enforcement action or arrest, (which may be correct in appropriate circumstances), can be a more effective means of achieving a desired outcome.

Animal Protection Officer will never contemplate unnecessary force or violence, the use of force is occasionally unavoidable. Every Animal Protection Officer will refrain from unnecessary infliction of pain or suffering and will never engage in cruel, degrading or inhumane treatment of any person or animal.

Animal Protection Officers may see, hear, or learn confidential information in the performance of their duties. The public has a reasonable right and expectation to privacy and confidentiality. Such information shall remain confidential, excepting where legal, ethical or performance of duty obligations require otherwise.

An Animal Protection Officer will not engage in acts of corruption or bribery, nor will an officer condone such acts by other Animal Protection Officers. The public demands that the integrity of all public servants be above reproach. Animal Protection Officers must avoid any conduct that might compromise integrity and weaken public confidence in the Department.

An Animal Protection Officer or agency may be one of many organizations that provide law enforcement services to a jurisdiction. It is imperative that an Animal Protection Officer assist colleagues fully and completely, with respect and consideration at all times.

Animal Protection Officers will be responsible for their own standard of professional performance and will take every reasonable opportunity to enhance and improve their level of knowledge and competence. Through study and experience, an Animal Protection Officer can acquire the high level of knowledge and competence that is essential for the efficient and effective performance of duty. The acquisition of knowledge is a never-ending process of personal and professional development that should be pursued constantly.

Basic Animal Control Officer Training

Basic Animal Control Officer Training Sec. 829.002. Texas Health and Safety Code A

person may not perform the duties of an Animal Control Officer unless:

- The person completes a basic animal control course under this chapter no later than the first anniversary of the date the person assumes animal control duties.
- The person completes 30 hours of continuing education under this chapter during each three-year period following the date the person completes the basic animal control course.

Field Operations

Field Operations consists of Animal Protection Officers patrolling the City of El Paso and responding to dispatched calls to enforce City Ordinance, Title 7 of the City of El Paso's Municipal Code and pertinent Health and Safety Code State Statutes. Animal Protection Officers work under general supervision, canvass assigned areas to locate animals in violation of animal regulation laws/ordinances, capture and impound animals, investigate citizen complaints and educate the community.

Animal Protection Officer's General Tasks

While on patrol, Animal Protection Officers (APO) will investigate citizen complaints, to include animal bites, scratches, possible rabies exposures and cruelty cases. The APO may issue violations and warnings for non-compliance to City Ordinance, Texas State Statues, and rural municipality ordinances. Officers perform job duties such as euthanasia, following disposal and testing protocol. APOs will have knowledge on use of the radio and computer dispatch system to receive incoming calls and record actions, and the use of Animal Services (software to inquire, update and input animal information. APOs will represent the city in both Municipal and County and Federal Court.

APOs will be issued an officer badge with their pertaining officer ID# and a city issued Kronos badge to be worn for identification purposes at all times. Uniforms will be worn in accordance with the City of El Paso Professional Appearance Standards.

APOs will be issued equipment that they will be accountable and responsible for. Proper care and maintenance of their assigned equipment, along with replenishing their supply of necessary forms before the start of each shift is expected. APOs have 30 minutes to prepare their work equipment, and vehicle before heading out to the field responding to calls. If more time is needed, the employee must notify a Field Supervisor or Senior Officer on duty with reason.

Lost or damaged equipment shall be reported immediately to a Field Supervisor on duty or On Call Supervisor via phone followed up with a lost/property damage report. The Supervisor is responsible for forwarding the report and requesting the replacement or repair of equipment through the Division Manager or Director.

Electronics may not be stored in vehicles (either City-owned or personal) to prevent damage from heat or theft. No employee is authorized to make copies of department keys without approval of the Director.

Animal Welfare

Animal Protection Officers are empowered to enforce all regulations in the City of El Paso pertaining to dogs running at large with or without rabies tag, and potentially dangerous and dangerous dogs. Animal Protection Officers respond to medical emergencies involving domestic and stray animals as well as wildlife. Animal Protection Officers are available to respond to animal-related issues 7 days a week around the clock and non-emergency calls after hours.

Animal Protection Officers will respond to animal welfare and alleged cruelty issues. This can include telephone calls to 311 or non-emergency calls from residents complaining about animal related problems. The call taker should note time and date of the call, the caller's name, address and telephone numbers, the location and an accurate description of the animal problem, including a notation if the situation is an emergency. A description of the animal(s), as thorough as possible, should be obtained. Anonymous complaints will be responded to; however, the caller should be informed that the inability to follow up with the complainant might hinder the progress of the investigation. Confidentiality is always maintained respecting a complaint in animal abuse cases.

Animal Services Field Safety

The safety policies and procedures for Animal Services Field Operations are provided by the Animal Services Safety Specialist and Management to encourage on-the-job safety for all employees, which reduces injuries and accidents while delivering the highest level of service to the public. All employees are responsible for knowing and observing all safety policies and procedures of the Department of Animal Services and the City of Paso.

Daily Log Sheet

Officers must check their assigned vehicle daily before and after driving to ensure proper working order and complete a Vehicle inspection/Daily log sheet. Officers will check levels of fuel, radiator, engine oils, belts, hoses, lights, signals, horn, windshield wipers, brakes, instrument gauges, and switches. Officer will make sure that vehicle has a mounted lockbox that secures properly, first aid kit, sharps container, fire extinguisher and that the air conditioner is working properly in both cab and unit cages. All tires must be in good, working condition and indicated on log sheet.

Log sheets will be filled out in their entirety to indicate Officer's name, unit used for that shift, area being covered, beginning and ending mileage with total.

Log sheets will contain Officers arrival/ departure time, case number, address, who was contacted, animal number/type, disposition of call, and cage number where animal was placed

at the shelter. Daily Activity Totals will be filled in to include number of violations issued, notices left, number of dogs / cats impounded, wildlife picked up and animals returned to owners.

Officer will need to sign sheet at the end of shift before turning it in.

Log sheets are to be turned in on a daily basis at the end of every shift.

If there are any discrepancies or occurrences involving the assigned unit during the shift, it should be noted in the space provided at the bottom of sheet and a supervisor must be notified and made aware of issue. Safe Pick- Up of Animals on Streets and Major Thoroughfares

Animal Protection Officers will arrive and assess the situation. If the animal in question is still in traffic and traffic control is needed, the APO will notify Animal Services dispatcher to immediately request El Paso Police Department for assistance on major thoroughfares prior to the APO attempting to capture and handle the call so that the situation is safe when picking up an animal traffic. APO should maintain visual of the animal from a safe distance to prevent startling the animal. This will keep the animal from getting scared and running into traffic, causing an accident. Once EPPD arrives and has the scene secure, they may then give the APO authority to proceed in apprehending the animal. Before exiting the unit, APO will have proper reflective safety vest along with all Proper Protective Equipment (PPE). At no time will the APO proceed if their safety or the public's safety is in jeopardy. APO will proceed with caution at all times. All unit emergency lights and flashers must be used. If the animal is injured or not mobile, position the vehicle to block the lane of travel where the animal is located so that the officer has a protective barrier from traffic. The vehicle should be moved away as soon as possible. Special Collections or TXDOT must be contacted regarding any dead animals.

When in pursuit of an animal within heavy traffic flow, the unit emergency lights and flashers should be used to alert traffic of the danger of the animal darting out into traffic. The emergency lights should not be used when the vehicle is in motion, except on a main road following an animal. Turn signals will be utilized to alert traffic as to your intended direction of travel and all city and state traffic laws shall be obeyed

Overnight Drop-Off

Officers that work the 2:30 to 11 pm and On Call shifts will unload animals at the shelter without the assistance of an Animal Care Attendant. All Officers are to unload animals into the designated area, unless otherwise instructed by a supervisor. The Officers coming in will assign the animals to the proper kennels and cages.

The "STAGE"- overnight drop off will remain the same. The sub location will remain pending until you arrive at the shelter.

- Upon arrival at the shelter, once all animals are unloaded and placed in kennels go back into the computer through the "Edit Animal" menu and change the Animal search criteria to "Location".
- The site will be "Main Shelter" and the Location needs to be changed to your "designated area (Sally Port, garage, DT, etc.)". On Sub Location, change to "Select" Click on Find and a list of designated area will open. You will then go into the individual animal number and update from "Pending" to the corresponding Kennel.
- APO will have to do this process for each animal that has been impounded.

- APOs are to place animals in their proper location based on their condition such as healthy, injured/sick, or Quarantines.
- All animals dropped off by an APO will be given age-appropriate vaccines and Bordetella to the best of their ability. If at any time the safety of the officer or animal is at risk, the APO will create a "Pop- Up" for shelter staff to carry out the vaccine process. If an animal is sick or injured, the Officer shall call the on-call Vet Tech. for further direction.

On- Call drop off by APO's with pop-up alerts:

- APOs who pick up any sick/injured animal shall call the on-call vet tech for further assessment and direction on placement.
- No animals are to /be placed in the Green Room at any time unless otherwise directed by the on-call vet tech.
- Any injured or sick animal, Officer must call the on-call Veterinarian Technician for further assessment and further instructions.

APO's Responsibilities unloading at the shelter

- APO's shall ensure any animals they impound have clean cages and water.
- APO's shall ensure that all doors or gates in cages, runs, and corrals that are occupied with animals impounded by APOs should be closed and secured especially while unloading and transferring animals. Test door or gate by tugging on it to confirm it is secured. All entrances to the animal holding areas leading out to the street or offices must remain closed at all times for the safety of the animals, staff, and the public.
- APO's shall ensure the felines impounded under quarantine are to be placed:
 - One feline per cage.
 - Felines with kittens must be placed together in the same cage during the quarantine period.
 - The feline and the litter will be placed in the cattery or feline isolation area away from loud noises, or other designated area.
 - One litter box per litter must be placed in the cage with ¾ inch of cat litter.
 - Kittens that are walking but still nursing will need soft food and water accessible to their height.
- Depending on species of animal (wildlife and exotic), each animal must have fresh water placed in a non-spill bowl appropriate to their size. Depending on species of a livestock animal, if possible, each animal should have fresh water provided in a non-spill bowl, tub or hayrack.
- Employees must not attempt to enter the stall alone. In the event that an employee must enter the stall, another employee with experience handling livestock must be called to assist in case there is an emergency.
- Animals impounded under court order from the same household shall be placed in the same holding area unless:
 - A female is in season.

- One or more of the animals are aggressive.
- An animal must be assigned to another stall, run or cage due to illness or injury.
- The animal is too small for a run and requires a cage.

Use of Bite sticks by Animal Protection Officers

This policy establishes guidelines for the proper use of bite sticks by Animal Protection Officers (APOs) to ensure they are used solely to deter immediate danger or prevent an attack while on duty. This policy applies to all Animal Protection Officers by El Paso Animal Services who are issued a bite stick as part of their standard equipment. This policy provides clear guidelines for the use of bite sticks, emphasizing safety, responsibility, and accountability in their use.

Bite sticks are issued to Animal Protection Officers as a defensive tool to deter an imminent threat or prevent an attack by an aggressive animal. The use of bite sticks must be conducted responsibly and ethically, ensuring the safety of both the officer and the animal involved.

Authorized Use

- Bite sticks may only be used in situations where an officer perceives an immediate danger or imminent attack by an animal that cannot be controlled by other means.
- The use of the bite stick is an invasive method when a non-invasive method (such as voice commands, retreat, or using other control tools) have failed or are deemed insufficient to prevent harm.
- Bite sticks must be used in a manner that minimizes injury to the animal. Officers should aim to deter the threat without causing unnecessary harm.

Prohibited Use

- Bite sticks may not be used for routine animal handling, discipline, or any purpose other than the deterrence of an immediate threat or attack.
- APOs are strictly prohibited from using bite sticks off-duty.
- Bite sticks should never be used in a manner that could be construed as cruel, abusive, or excessive.

Training

- All APOs must complete a state approved bite stick certified training program on the appropriate use of bite sticks before being issued the tool.
- Ongoing training will be provided to ensure officers remain proficient in the proper use of bite sticks and understand the latest best practices in animal control and welfare.

Reporting and Accountability

- Any use of a bite stick must be reported immediately to a supervisor and documented in a statement, detailing the circumstances, the justification for use, and the outcome.
- Misuse of a bite stick may result in disciplinary action, up to and including termination of employment, depending on the severity of the incident.

Maintenance and Inspection

- Bite sticks must be inspected regularly to ensure they are in proper working condition. Any damage, defective, lost or stolen bite stick must be reported immediately to a Field Supervisor and the tool must be replaced if necessary.
- APOs are responsible for the safekeeping and proper storage of their assigned bite sticks while on duty.

Body Armor

Ensure the safety and protection of Animal Protection offices Officers out in the field to assist in the performance of employee's duty. Officers issued protective vests by the Department will wear the vests in accordance with this policy.

Body armor vests must be worn at all times by Department personnel in uniform while engaged in any of the following:

- A. Regular field duty.
- B. Departmental overtime assignments.
- C. The pre-planned service of any arrest or search warrant where the assistance of Animal Services will be provided.

Responsibility for Equipment:

Employees will report damage or loss of Department property to a field supervisor. Lost or stolen property will require the generation of a Complaint Report and Lost/Property Damage Report. Request for repair or replacement will be at the discretion of the Division Manager or Director who will make the request through the appropriate channels. Employees will not store any Department owned equipment or credentials in any vehicle except under the following conditions:

If the vehicle is parked at the following locations:

Secured Department Owned Parking Lot. Defined as a parking lot owned by Animal Services or City
Secured parking lots that restricts access only to city employees.

2. Secured Employee-owned garage. Defined as a covered garage that will be locked so that only the employee has access to it. If a personally owned vehicle contains department owned property, the employee will remove said property prior to allowing others to operate the vehicle. Carports or open driveways inside a lockable gate do not meet this definition.

The department will replace vests every 5 years which is the shelf life of the equipment or sooner if deemed by the department.

Database Documentation

All employees are required to properly document all pertinent information in the PetPoint database system. All interactions with the animal, other employees and the public must be documented.

When making notations under the 'Memo' section, employees are required to notate their initials, date, time and reason for the comment.

If you are notifying a pet owner that their animal is at Animal Services, you must use warning notices provided, completing all required information on the notice, to include the Animal Number (A#)

Request the owner's current information, to include name, phone number, address and any form of government issued identification and update it in the database if contact is made.

When animals leave your custody (return to owner in the field, died, euthanized, transferred, etc.), create a comment in the record including the date, time, contact information and disposition of animal and outcome accordingly. If the animal was euthanized, but is required to be sent to the lab, you must follow the lab specimen handling procedures.

Documentation Uploaded in Proper Destination of Reported Case

All documents obtained by the handling officer(s) shall be responsible for uploading any and all documentation. DO NOT upload important bite documents, nor violations onto the "Photos" tab of the Case Report.

- Files tab should be for pictures of the animals (SOC/BITE/NUISANCE...etc.) that are used as visual proof in investigation we are working. ANIMAL- Vaccination, Microchip and registration documentation
- PERSON- Violation only
- WARNING NOTICES Case Files tab

Uploading of Documents onto cases you investigated (Bites, SOC, Cruelty, Nuisance...etc.).

Bite Cases-All of the following documents must be uploaded onto the Case Files Tab (Case-Files Tab):

- Medical
- No bite medical form
- Bite Incident Body Diagram

- Quarantine Order
- Quarantine Slips (when necessary/available)
- Impoundment form (when necessary/available) for both Quarantines or Owner Surrenders (non-bite related)
- Pictures of canine(s) or bite victims' wounds (when necessary/available), evidence...etc.
- Vaccination, Microchip, and Registration (VMR) documentation
- Warning Notices (when necessary/available)
- Statements
- Any and all court documentation

All Cases-Citation Document (PERSON-Files Tab) only:

Upload to the Person you are issuing the citation to >> Edit >> Person >> Files Tab

Return-To-Owner (RTO) Policy

One of our department's primary services is reuniting lost pets with their owners. Since Animal Services operates the only municipal shelter in the county, we encourage the public to visit the shelter to search for their lost animals, as it is likely they may be brought here.

Animals frequently arrive at the shelter, either brought in by the public or recovered by Animal Protection Officers in the field. All impounded animals will be scanned for a microchip and checked for identification tags. If an owner is identified through a microchip or tag, all available methods of contact will be utilized to notify them. If no identification is found, the animal will be impounded and transported to the shelter.

Owners have a designated period to reclaim their pets:

- **Unidentified animals (no microchip or tag):** 3-day holding period from the date of impoundment.
- **Identified animals (microchip or tag present):** 6-day holding period from the date of impoundment.

After the holding period, if the animal is deemed healthy by the Veterinarian and exhibits an acceptable temperament as assessed by the Animal Training and Enrichment Coordinator, they will be placed for adoption.

To ensure accuracy, all animals must be rescanned for a microchip upon arrival at the shelter in case the initial scan in the field was missed or undetected.

Removing Animals from Private Property

Prior to removing the animal, the APOs will determine if resident is at home to discuss the issues with them. If an extraction is deemed necessary, the APO will contact a Senior Officer, Manager, or Supervisor for notification and guidance. The APO will request EPPD to be present before making any entry. A Police Officer needs to be on the scene for your protection and as to serve as a witness in the event problems arise. Some reasons for extraction are the following:

- Immediate danger to an animal or citizen's health and/or safety, such as a prior bite record or the animal has been deemed dangerous/vicious.
- The animal ran into an enclosed structure such as a fenced back yard where they do not reside or belong
- If an enclosure is not sound and will not keep the animal properly confined.

Once the animal is in custody and if the owner is not at home, the APO will leave a warning notice regarding the situation that explains the reason for removal. Pictures must be taken of the issue, escape route and/or the fence condition to justify the animal's removal. If possible, photograph the unconfined animal. Document all information and actions taken by participating parties, to include the public, APO, and law enforcement.

Sick and Injured Animal Handling

APOs will respond to injured/sick animal calls as a high priority call. Care must be taken in handling injured animals so as not to inflict further injury or pain. Assess the situation and formulate a plan of action.

- Wear protective-type gloves.
- If possible, muzzle the animal with a leash, rope, or cloth. This will minimize any snapping and injuries. If assistance is required, APO will notify dispatch so another officer can be deployed in providing assistance for the impoundment of the animal.
- Place the animal in the truck safely by using a towel, cover, transfer cage etc. At no time is an APO to drag, choke or mistreat an animal.
- Remove the muzzle as soon as possible so the discomfort of the animal is kept to a minimum.
- Check for tags, identification or microchip and promptly notify the owner by phone or in person if located. All reasonable efforts shall be made to return the animal to its owner before bringing it to the shelter.
- If an owner is not found or if the animal is a stray, the APO will immediately contact a Field Supervisor, shelter staff during shelter hours and on-call Veterinarian Technician for evening and after-hours prior to transport of the animal to the shelter as soon as possible.

- If the animal is severely injured due to immobility, bone exposure, gunshot wounds, etc., the animal may be euthanized upon return to the shelter with authorization from a Veterinarian.
- Take pictures and document details in the PetPoint medical pop-up memo and comment section under the case memo and animal memo to support the animal's condition. If the animal appears to have a contagious disease, it should be isolated, if possible, in the designated area.

All sick or injured animals delivered to the Shelter must be brought to the attention of a Animal Care Attendant. The Animal Care Attendant will notify a veterinarian or Veterinarian Technician for immediate treatment or proper disposition of the animal. For evening shift and after hour drop-offs, the APO should phone and notify the on-call Veterinarian Technician.

Removing Animals from Live Traps -Canine

- Approach trap and assess animal's temperament. Look for injuries, tags, etc.
- If the animal is too large, injured or fractious to remove by yourself, notify dispatch for assistance.
- Make sure the truck is as close as possible to the trap and open truck cage to make it ready for the transfer.
- Stand trap on its end with door facing up.
- Open trap door and secure dog with the control stick by lassoing its neck and one of the front legs, if possible.
- Slowly let trap down to its normal resting position and gently pull animal out.
- If animal is manageable, scan the animal for microchip. If microchip is found, follow policy on microchipped animals.
- If animal is injured or sick, handle as stated in Sick and Injured Animal Handling section.
- When handling resistant and/or aggressive animals, be sure they do not escape or strangle themselves.
- Walk the animal to the truck and load it into the cage using proper lifting techniques. If animal is refusing to walk, muzzle and attempt to carry in arms, with a blanket/towel. If the animal is not cooperating in walking, notify dispatch for assistance if needed, but at no time is it acceptable to drag an animal.
- Close and secure door.

Feline

- Approach trap and assess the animal's temperament. Look for injuries, tags, etc.
- If the animal is too large, injured or fractious to remove by yourself, notify dispatch for assistance.
- Make sure the truck is as close as possible to the trap, if necessary, pick-up trap and get it next to the truck.
- Make sure that before transporting trap and removing animal you are wearing protective gloves.

- Open truck cage to make it ready for the transfer.
- Stand trap on its end with door facing up.
- Open trap door making sure you are blocking door to prevent cat from darting against door and forcing itself out. Make sure the lasso of the control stick is wrapped around the upper body of the cat, underneath the front arms. Under no circumstances are you to grab a cat by its neck or strangle a cat.
Slowly let trap down to its normal resting position and gently pull animal out and place in cage.
If your unit is equipped with small cages/carriers, then you will utilize the cages to transfer the cat from trap to cage/carrier. You will place the opening of the carrier right in front of the trap door. Slowly lift the trap door letting the cat make its way into the carrier, and then quickly securing the cage/carrier door.
- Close and secure door.
- If animal is gentle or manageable, scan the animal for microchip. If microchip is found, follow policy on microchipped animals.
- If animal is injured or sick, handle as stated in Sick and Injured Animal Handling section.
- When handling resistant and/or aggressive animals, be sure they do not escape or strangle themselves. Utilize an EZ-Nabber and/or a towel, if available.

Wildlife

- Approach the trap carefully and assume the animal is aggressive. Look for injuries, odd behavior, etc.
- If the animal is too large, injured or fractious to remove by yourself, notify dispatch for assistance.
- Make sure truck is as close as possible to the trap, if necessary, pick-up trap and get it next to the truck.
- Protective rabies gloves must be worn before transporting trap and removing animal.
- Open truck cage to make it ready for the transfer.
- Stand trap on its end with door facing up.
- Open trap door making sure you are blocking door to prevent animal from darting against door and forcing itself out. Secure the animal with the control stick by lassoing its torso and one of the front legs, if possible. Tighten noose firmly but do not injure animal.
- Slowly let trap down to its normal resting position and gently pull animal out and place in cage.
- Close and secure door.
- If animal is injured or sick, handle as stated in the Sick and Injured Animal Handling section.
- When handling resistant and/or aggressive animals, be sure they do not escape or strangle themselves.

Verify with complainant/caller if there was any type of exposure to humans or pets. Follow Rabies Exposure Quarantine Procedures, if necessary.

All bats and any wildlife with exposures are sent to the lab, following lab specimen handling procedures.

Contact a supervisor or Zoonosis Control Veterinarian before releasing wildlife. The APO will be advised if samples are needed.

Skunks

Follow the same instructions for wildlife above except:

- Prepare your syringe pole with the appropriate amount of euthanasia solution (1cc/10lbs)
- Approach cage slowly using a shield such as a plastic bag or cardboard so as not to be sprayed if needed.

Inject skunk intraperitoneal (I.P.) with the euthanasia solution.

Once the skunk is unconscious, remove from trap using wearing personal protection equipment.

- Before placing body in a plastic bag and in an empty unit cage, you need to perform verification of death
- Death shall be verified using multiple methods by trained staff before the animal's body is placed in bags for disposal even if the animal is not euthanized but presumed to be dead when found. After the animal loses consciousness, the absence of the following shall be confirmed:
 - Papillary reflex
 - Corneal reflex
 - Toe withdrawal
 - Pulse
 - Respiration
 - Heartbeat read with a stethoscope
- Failure to use multiple methods may result in a failure to recognize a coma-like state that animals may emerge from several hours after having been presumed dead and therefore causing a major compromise in animal welfare
- Once finished, ensure used euthanasia solution is documented in euthanasia usage logbook, in the case report under the memo tab and under the intake process. Properly dispose of all used needles in a sharp's container.
- Nuisance fur-bearing animals may be captured and relocated if there are no exposures to humans or pets and that appear of good health/ non injured.

Disposition of Domestic Animals Exposed to Wildlife with Rabies

Not currently vaccinated domestic animals that have been bitten by, directly exposed by physical contact with a rabid animal or directly exposed to the fresh tissues of a rabid animal may be:

- (1) Euthanatized; or
- (2) Immediately vaccinated against rabies, placed in confinement for 90 days, and given booster vaccinations during the third and eighth weeks of confinement. For young animals, additional vaccinations may be necessary to ensure that the animal receives at least two vaccinations at or after the age prescribed by the United States Department of Agriculture (USDA) for the vaccine administered.

Currently vaccinated domestic animals that have been bitten by a rabid animal, directly exposed by physical contact with a rabid animal or directly exposed to the fresh tissues of a rabid animal shall be:

- (1) Euthanatized; or
- (2) Immediately given a booster rabies vaccination and placed in confinement for 45 days.

These provisions apply only to domestic animals for which a USDA-licensed rabies vaccine is available.

In situations where none of the requirements of this section is applicable, the recommendations contained in the latest edition of the publication titled Compendium of Animal Rabies Prevention and Control, published by the National Association of State Public Health Veterinarians, should be followed. The administration of a rabies vaccine in a species for which no licensed vaccine is available is at the discretion of the Veterinarian; however, an animal receiving a rabies vaccine under these conditions will not be considered to be vaccinated against rabies virus in potential rabies exposure situations.

Animal Handling During Hot and Cold weather

High Temperature- Hot Weather

If a dog is apprehended after being chased and is overheated, ask a citizen to use their water supply and apply cool water to their body, especially the head, neck, chest and abdomen and give the animal water to drink. If the homeowner is not home to request use of their water supply, go to the nearest Fire Station or City facility, or immediately return to the Shelter. Always make sure to contact a Field Supervisor immediately.

Heat exhaustion or stroke can happen in the field or inside unit cages. Without immediate assistance, the animal becomes susceptible to brain damage and euthanasia would be required.

Brachycephalic or short-muzzled dogs are extremely sensitive to heat. Make sure they are quickly cooled and/or transported to the shelter.

Animal transport vehicles may be left running in order to keep the animal compartment section air-conditioned. APOs must check their animals and animal cages before leaving every call they respond to and ensure the air conditioner is still working properly and cool air is still being carried throughout the unit and cages.

APOs must have a water jug/container filled with clean water with them and bowls at all times while working out in the field.

Low Temperature- Cold Weather

APOs shall have air conditioner for the animal compartment set to heat in their units during cold weather. APOs must check their animals and animal cages before leaving every call they respond to and ensure the heater is still working properly and hot air is still being carried throughout the unit and cages.

Use available towels to wrap younger or older animals. Monitor the animals that may be wet in cold weather so they do not suffer from hypothermia. If signs of hypothermia appear, request clearance and transport the animal to the shelter as soon as possible. Signs of hypothermia include shivering, weakness, and lack of mental alertness, muscle stiffness, shallow slow breathing or difficulty breathing.

Apprehending Stray Canines

All employees will handle animals in a humane manner to avoid injuring themselves or the animals. Employees will not mistreat, injure or abuse any animals.

Apprehending stray dogs presents problems because dogs are able to evade capture by darting between houses and escaping into fields where vehicles cannot travel. While attempting to capture stray dogs, APOs should:

- Find a safe place to park that allows easy access to the cages for loading; APO is to follow all state traffic laws.
- A cage door should be opened in advance, but never left open while operating the vehicle

- Keep the animal out of traffic. If the animal is in a high traffic area, call Police or other appropriate law enforcement to assist with traffic control, and make sure APO is wearing their department-issued reflective traffic vest.
- Try to contain the dog in an enclosed area.
- If a resident is home, request permission to enter the property (front or backyard) so the animal can be contained.
-
- Use protective gloves anytime when animal is handled.
- Place the control stick or leash over its head/shoulder before walking to the truck.
Use caution while handling the animal.
- A control stick is to be properly attached to the animal's neck/shoulder if possible. Muzzle the dog if necessary and remove once animal is in the vehicle.
- When placing a dog into the truck, support the animal's weight from underneath with your other hand or use a towel if fractious and lift onto the truck. Never strangle an animal in any way by lifting the animal by the neck.
- If placement cannot be done alone, call for another Officer to assist.
- Once animal is placed safely in the cage, remove the control stick or leash.
- Lock the truck cage door to protect the dog and the public.
- Ensure cage compartments are cooling during warm weather and warming during cold weather

All canines, no matter how friendly they appear, should be restrained in some type of manner. The change in the canine's surroundings may cause the canine to become scared, bite or cause some type of injury to the APO or itself. Newborn puppies can be moved by hand while using proper gloves. If moving more than two puppies, they should be placed in a ventilated container so as not to drop them or ask for assistance.

All domestic dogs should be handled with a lead rope or leash placed over their heads, encircling their neck. No dog shall be lifted by a lead rope or leash.

If the APO is in doubt about the animal's tolerance of handling, a muzzle should be used. The lead ropes or leashes excess length can be used as a muzzle or a commercial muzzle may be used.

- The rope is wrapped around the dogs' muzzle twice and secured behind the ears. If using a commercial muzzle, use according to manufacturer's specifications.
- Never leave a muzzled dog unattended.
- Do not attempt to place a muzzle on a canine while the canine is in a carrier or cage.

If a large canine is aggressive, the APO should request assistance. For aggressive canines, a control stick may be used to safely lead or move the canine.

- APO will slide the pole along the ground towards the canine, as this will appear less threatening.
- Place the retractable noose over the canine's head and tighten the noose securely.

- Canine must not be lifted by the neck using only the control stick. If the canine is to be lifted with the use of a control stick, the APO will place the retractable noose over the canine's head and torso, cross-body style. Do not over-tighten or strangle the canine.

It is difficult to judge the tightness of the noose on a dog. Therefore, caution must be used when using a control stick on canines. APO should always secure the noose with hand pressure to prevent the canine from coming free.

Various restraint techniques that can be use by the APO:

- If the canine is lassoed with a rope, the control stick can still be used. If canine is lassoed around the neck, the APO shall place the lasso's loose end of the rope through the noose of the control stick, slide it down around the neck, and secure it.
- If the canine is lassoed around any other part of the body, the APO must secure the canine in a safe manner. Once secured, the APO will follow proper procedures to restrain the canine. If the canine is unable to walk or is injured, a board, carrier, towel, wagon, wheelbarrow or blanket may be used or assistance from another APO.
- If canine is large or heavy, a second employee should assist in restraining and moving the canine. When using a thick blanket or towel, be sure not to smother or entangle the canine or canine's nails.
- If the canine is hand-carried, the APO must support the animal's weight evenly by wrapping his or her arms around the canine's legs at the level of the chest and thighs, effectively scooping up the canine in their arms.
- If canine can walk but needs some assistance, the APO may wrap his or her lead rope or towel under the canine's stomach and lift slightly.

All impounded animals must be scanned in the field by the APO. The APO will scan the animal and attempt to return it to its owner. Upon arrival at the EPAS shelter, the Animal Care Attendant will re-scan the impounded animal. If at any time, the APO is unsure how to handle the animal, contact a Senior Officer, Shift Supervisor or Manager for guidance. Feral canines, wolves, coyotes, hybrid canines and other canines will be handled in accordance with the Animal Handling Wildlife Policy and Procedure.

Apprehending and Handling Felines

All APOs will treat animals humanely and avoid injury to the animal and themselves. APOs will not mistreat, injure or abuse any felines. APOs will follow procedures when handling felines.

All felines, no matter how friendly they appear, shall be restrained and contained in some manner. The change in the feline's surroundings may cause the feline to become scared; they may jump, bite, scratch or cause injury to the APO or itself. Newborn kittens can be moved by hand but with proper gloves. If moving more than two newborn kittens, they should be placed in

a ventilated container so as not to drop them, or ask for assistance. Kittens with teeth should be treated as an adult feline.

- The APO must use protective gloves at all times.
- Felines may be contained in secured and ventilated boxes or carriers.
- When using a thick blanket or towel, be sure not to smother or entangle the feline's claws.

If feline is hand-carried, the APO should always hold the feline gently but firmly by the scruff of the neck. With the opposite hand, secure the back legs between his or her fingers and gently stretch the animal so the front claws cannot scratch your hand holding the back feet. At no time should a cat be carried only by the scruff or without support on its hind end.

For aggressive felines, the APO shall always secure the noose with hand pressure so as not to allow the feline to come free.

- The APO shall always follow proper techniques.
- A net may be used. The net shall be placed over the feline so that the feline is completely enclosed by the netting material.
- EZ Napper may also be used to secure and transport the feline, APO will need to make sure that none of the animal's limbs or head is caught on the frame of the tool. EZ Napper needs to be secured by the use of the Velcro strap on the handles.
- Ferrets are a restraint challenge, but handled similarly to felines.
 - The APO must wear proper protective gloves.
 - Ferrets may be "stretched", in a similar manner to felines, or they may be grasped with both hands around the forequarters, using one hand on the scruff of the neck and the other holding the forelegs down.

All impounded animals must scan in the field by the APO. Upon arrival at the EPAS shelter, the Animal Care Attendant will re-scan the impounded animal. If at any time the APO is unsure how to handle the animal, contact a Senior Officer, Shift Supervisor or Manager for guidance.

Feral felines, bobcats, ringtail cats, cougars, hybrids, ocelots and other large felines should be handled in accordance with the Animal Handling Wildlife Policy and Procedure.

Community Cats / TNR

- Department/officer return of Community Cats/TNRs: Department staff **SHALL** return CC/TNR cats back to the exact location they were trapped, or not more than a one block radius of the same street where the cat was trapped if instructed to. Anything other than mentioned is considered cruelty -abandonment, there is no such thing as allowing the "relocation of CC/TNRs"

Livestock and Domestic Animals Roaming City Streets or Highways

Livestock roaming City streets or highways can present serious safety hazards to its self-traffic, the responding APO and general public. Livestock should be removed from roadways immediately. Assistance is to be requested from EPPD if the large animal is still in a high-volume traffic area; assistance from another APO or Supervisor is to be made if needed to capture the livestock.

If it is apparent where the livestock/animals came from, try to make contact with the owner or a responsible party in effort to return them to their enclosure or pasture. The owner or responsible party will be responsible to repair or mend the fencing of the premises; the APO can

assist in mending the fencing if needed. If a recurring problem persists, legal action may be taken.

If an APO cannot find where the livestock/animals came from, then livestock should be herded to an area where they will not interfere with traffic. If possible, attempt to temporarily repair openings in fencing so livestock/animals can be secured until owner is contacted.

Livestock involved in bites need to be quarantined for thirty (30) days and most of the time this can be done on the owner's land/pasture.

Deceased livestock are the owner's responsibility to remove from their property.

Multiple APOs may be needed to safely restrain livestock. All livestock, no matter how friendly they appear, shall be restrained and contained in some type of manner.

Livestock is considered, but not limited, to all species of cattle, bulls, rabbits, swine, goats, sheep and horses. Proper gloves should be worn at all times.

APOs will follow procedures when handling livestock:

APO shall not mistreat, injure or abuse any type of livestock.

- All animals shall be humanely handled and restrained at all times.
- The APO shall try to calm the animal, if possible, by reducing the surrounding noise, traffic or movement in the immediate area and gently talking to it. The tone of the APO's voice is very important. A soft, soothing tone, along with correct body movements, can actually reduce the animal's flight/attack space and stress.
- Avoid gestures the animal may see as threatening, such as a loud voice, flailing arms and sudden movements.
- All possible attempts should be made to try to locate the animal's owner.

There are three () 4 basic ways to handle livestock:

- Carrying
- Herding
- Hands-on physical restraint
- Chemical restraint

Carrying: Small piglets, rabbits, and other such animals may be carried. These animals can be moved by hand but with proper gloves, held firmly but gently by the scruff of the neck. With the opposite hand and forearm, secure the front legs between your fingers and support the animal's weight with your forearm by cradling it up with the arm that is holding the front legs. If moving more than one animal, they shall be placed in a ventilated container as so not to drop them.

Different species shall not be placed in the same container. NEVER carry a rabbit by its ears.

Herding animals can be done when trying to restrain an animal. No contact is made with the animal, which reduces the risk of injury to the animal or APO. If the animal's corral, pen or the owner's property is available, the APOs should attempt to herd the animal back into its familiar surroundings. If the animal is not near its property or moving the animal safely to its property is not an option, an alternative restraining area should be prepared. With a larger animal, the

APO shall assess the animal's temperament. Never startle the animal. The APO should always make his or her presence known to the animals. If the animal is calm and approachable, the APO may lead the animal back to its pen or to the restraining area, unless assistance is required. The safety of the animal and the APO is of utmost importance.

Once a safe restraining area is ready, the animal can be properly herded to this area or trailer. This is done by one APO slowly approaching the animal and placing him or herself on the opposite side in which the animal is to move.

- The APO should use the animal's flight reaction distance (this is the closest the APO can get to that animal before causing an aggressive reaction) to his or her advantage.
- Slowly, other APOs will assist the lead APO by moving in and causing the animal to move into the safe area or trailer.
- If herding the animal does not work, call for assistance. Experienced personnel who work with livestock are a great resource.

A "Hands-On" approach of physically restraining can be used to move animals back to a safe area as long as the animal is approachable.

Once the APO determines the animal is approachable, a lasso can be safely placed around the animal's neck. The noose shall be tightened and secure to ensure the animal is physically restrained.

- In some cases, the animal may be lead back with a slight tug on the lasso. If the animal does not move and the animal is safe to work with, a second APO may be needed to try to push or herd the animal into the direction of the safe area or trailer.
- If a bridle can be used, attach a rope to it and gently pull the animal.
- In some instances, placing a loose material over the animal's eyes may reduce some stress of the animal and may make the animal easier to move.
- Any time an animal is restrained within a corral, pen or trailer, the animal is also considered physically restrained.

If at any time the APO is unsure how to handle the animal, contact the Shift Supervisor or Operations Supervisor for guidance.

If apprehension of the livestock endangers the APO or the animal, the supervisor must be advised immediately. The supervisor or his designee will request assistance from approved outside organizations.

Chemical restraint may have to be used if all other options are unsuccessful. The shelter Veterinarian must be called for assistance.

The APO must always be alert to animals having rabies. If the livestock is acting sick or displaying neurological symptoms, the animal should be treated as a rabies suspect and the Local Rabies Control Authority consulted.

Handling and Apprehending Wildlife

All APOs will treat animals humanely and avoid injury to the animals and themselves.

- Wildlife is considered any non-domesticated animals that include, but are not limited to; wolves, feral canines, feral felines, mountain lions, tigers, lions, badgers, raccoons, all deer species, ringtail cats, porcupines, bats, snakes, skunks, foxes, squirrels, monkeys, oryx, big horn sheep and other animals not covered in previous policies.

If at any time the APO is unsure how to handle the animal, the Senior Officer or Shift Supervisor can be consulted for guidance. If apprehension of the wildlife endangers the APO or animal, the Shift Supervisor must be advised immediately. The Shift Supervisor will request assistance from approved outside organizations (Texas Game Warden).

In some cases, the shelter veterinarian or the State Zoonosis Control Veterinarian may be called out to chemically restrain the animal. Law enforcement may be required for public safety.

All bats, dead or alive, must be handled with the proper safety gloves.

- Dead bats should be placed into a labeled and sealed plastic bag.
- Live bats must be placed into a ventilated container. Air holes should be the proper size as not to allow the bat to escape or be stuck in the hole.
- Skunks should never be handled by hand.
Safety glasses or goggles must be used when apprehending skunks.
- All skunks are to be humanly euthanized following the euthanasia policy, The spotted skunk is exempt from being euthanized as per it being listed as an Endangered/Threatened species
- When APOs are dispatched to a skunk call, they can carry euthanasia solution with them and euthanize the skunk in the field using a syringe pole.
- When skunks are euthanized, the APO will log in the pertinent information on the euthanasia log.
- APOs performing the euthanasia will impound the animal into the shelter's PetPoint database. The record will include date, time, amount of euthanasia solution used, if there are exposures or any special circumstances.
- APOs will properly place the euthanized skunk(s) into department issued disposal trash bags and secure the specimen in their unit. Unit cage is to be locked immediately afterwards.

Handling and Apprehending Birds

All APOs will treat animals humanely and avoid injury to the animal and themselves. APOs will follow these procedures when handling birds:

- The APO should try to calm the animal, if possible, by reducing the surrounding noise, traffic or movement in the immediate area.
- Avoid gestures the animal may see as threatening, such as a loud voice and flailing arms.
- The tone of the APO's voice is very important. A soft, soothing tone along with approaching sideways or crouching down from a safe distance while avoiding eye contact can actually reduce the animal's stress.
- Every effort should be made to try to locate the animal's owner.

Depending on the size of bird, different restraining procedures can be followed. Most birds are captured by hand or net. When using a net, the APO must take care not to strike the bird with the hoop and use caution when removing them from the net. Bird wings need to be restrained with care to prevent breakage on the wing bones.

- Small birds (parakeet) should be held with the hand cupped around the back to restrain the wings, and the thumb and forefinger should grasp the nape of the neck.
- The APO must take caution not to restrict the keel (chest) as suffocation may occur.
- Larger birds (grackle) may be held essentially in the same way. However, heavy gloves may be required.
- Predator birds (Raptors) may use their talons as defenses and must be grasped first by the feet and then by the head.
- All raptors should be blindfolded or hooded. A large blanket, towel, or net may be used.
- APOs are to use the proper safety gloves when handling any bird
- Using one or both hands, place them over the wings of the bird to prevent them spanning their wings open
- Depending on the bird's size, it could be placed in one of the carriers or directly in the unit if impoundment and transportation is necessary
- Bird(s) are to be transported to the proper location with authorization and clearance from a supervisor

In larger birds, the APO should assess the animal's temperament. Never startle the animal. The APO should always make his or her presence known to the animals. If the animal is calm and approachable, the APO may lead the animal back to the animal's pen or to the restraining area. If assistance is required, an additional APO can be requested.

The safety of the APO is of utmost importance. Certain birds such as Ostriches, Rheas, and Emus are best handled with a "hands off" approach. The use of baffle boards may be used if the bird is very aggressive to prevent injury to the APO. Prior to herding the birds, a holding area or trailer must already be prepared. Most birds will curtail their aggression once they are hooded. Birds should be taken to the shelter as soon as possible since temperature and stress changes can be fatal.

If at any time the APO is unsure how to handle the animal, the Supervisor or his designee should be consulted for guidance.

If apprehension of the animal endangers the APO or the animal, the supervisor shall be advised immediately. The supervisor or his designee shall request assistance from approved outside organizations.

Handling and Apprehending Reptiles

APOs will not mistreat, injure or abuse any type of reptile. APOs will follow the below procedures when handling reptiles.

Reptiles include, but are not limited to, snakes, turtles, iguanas, lizards, and alligators. Reptiles are cold-blooded animals and should be kept in areas where they are not exposed to extreme heat or cold.

- APOs must wear gloves, safety goggles and follow safety procedures when handling reptiles, as they may carry Salmonella.
- APOs will ensure that after handling a reptile, they wash hands and equipment after the animal has been handled.

Reptiles can be placed into a labeled ventilated container with air holes. Air holes must be the proper size so as not to allow the animal to escape or get stuck in.

Snakes

Containers containing venomous snakes should be labeled with a venomous warning. If a snake cannot be identified as a local native species, the APO should ask a Senior Officer or Supervisor for assistance. If no answer is available, the snake should be impounded. Expert reptile handlers will be contacted to arrange to release the snakes back to nature. Snakes shall be handled with the use of snake prongs or hooks. Venomous snakes should NEVER be handled by hand. When capturing snakes do the following:

- Wear gloves.
- Practice caution, even when using snake tongs.
- Place the snake in a secure, air-ventilated container for transport to an undeveloped area for release.
- In the event a poisonous snake is found, extreme caution should be used.

If at any time, the APO is unsure how to handle the animal, the Senior Officer or Shift Supervisor should be consulted for guidance. If apprehension of the wildlife may endanger the APO or the animal, the Shift Supervisor shall be advised immediately. The Shift Supervisor may request assistance from approved outside organizations. The only time that a snake is to be impounded due to being injured/ sick.

Foreign Animal Importation

Every effort should be made to promptly report and turn over any foreign animals to the United States Department of Agriculture or US Fish and Wildlife.

The United States Department of Agriculture has guidelines for disposition and /or restrictions for foreign livestock and the US Fish and Wildlife deals with wildlife and exotics. It is important to expedite communication and transfer of any impounded livestock.

- The point of contact at the USDA, Veterinary Services 432-229-3726.
- US Fish and Wildlife can be reached at 505-248-6931.

If impounded, the following animals will be reported and turned over to the USDA or US Fish Wildlife:

- All animals believed to be from Mexico, or other countries.
- All confiscated parrots believed to be from Mexico or other countries.
- All eagles, hawks, owls or songbirds that are kept illegally.
- All pigs that come from Mexico or other countries.
- All impounded livestock that is believed to be from Mexico other countries
- All unspecified species that are transported from Mexico or other countries.

International Movement of Dogs and Cats into Texas

The federal government regulates the entry of pets into the United States; requirements set forth in this section are in addition to meeting federal requirements. If the department receives a federal importation notice, the department may request the local rabies control authority in the area where the animal will be located to monitor the notice for compliance. Contingent upon the department receiving notification of an importation-compliance failure, the department must report the failure to the appropriate authority. Each dog and cat 12 weeks of age or older to be transported into Texas for any purpose shall be admitted only when vaccinated against rabies and the time elapsed since the most recent vaccination has not exceeded the manufacturer recommendations for the vaccine. If an initial vaccination was administered less than 30 days prior to arrival in the United States, the custodian must confine the dog or cat for the balance of the 30 days. Additionally, documentation must be provided by a vaccination certificate or passport showing the date of vaccination, vaccine used, revaccination due date, identification information for the vaccinated animal, contact information of the animal's custodian, and signature, signature stamp, or computerized signature and contact information of the veterinarian responsible for administration of the vaccine. If the dog or cat is less than 12 weeks of age, the custodian must confine the animal until 30 days subsequent to its initial vaccination.

Owner Surrender in the Field

An owner surrender in the field is described as a citizen wishing to relinquish their personally owned animal to an Animal Protection Officer with the Department of Animal Services. The Department of Animal Services is an open admissions facility that practices Managed Admissions. Owner surrenders in the field are counterproductive to managed admissions due to the lack of in-house owner surrender counseling.

Owner surrenders should only take place in the field if one of the following three criteria are met:

- Animal(s) that is/are exhibiting aggression that could pose a safety risk to the community.
- The life and safety of the animal(s) is as such that it may be at risk of being a victim of cruelty.
- The owner in question is physically unable to transfer the animal themselves due to age or physical ailments.

Animals that are reported as stray but housed by the finder for a period greater than 72-hours should be treated as owned and the finder should be required to transport the animal in question to the Department of Animal Services. Animals that scan positive for a microchip (6 days hold) are exempt from the 72-hour hold policy and should be impounded.

Stray animals that scanned positive for a microchip should be impounded by the responding Animal Protection Officer, so that the owner can be reunited with the stray animal.

Owner surrender in the field is similar to a surrender that takes place at the shelter, but requires a slightly different process. When receiving an animal being surrendered as property release, the following procedure should be followed in order to ensure that we do not accept and/or euthanize an animal that does not belong to the person surrendering it. We do not euthanize an animal that should be quarantined for rabies. We do not put an animal up for adoption that may have rabies or that is vicious or dangerous.

Ensure you clearly ask or inform the people surrendering their animals to Animal Services the following:

- Are you the owner? If they say no, handle it as a stray intake (hold it as an untagged/non-microchipped animal or as a tagged or microchipped animal as appropriate).
- Has the animal bitten, scratched or otherwise exposed a human being with saliva, cerebral-spinal fluid or nervous tissue?
- Has the animal been exposed to a high-risk rabies (skunk, raccoon, coyote, fox or bat) animal?
- Is the animal aggressive or has it bitten a person in the past? Is it aggressive towards children or other animals?
- Does the animal have a microchip or tag and to whom is it registered?
- Ask for proper identification (name, address and phone number) of the dog owner and the person releasing the animal in the field.
- Attain a description and name of the pet.
- Make sure they understand that euthanasia is possible. The APO or employee taking the animal should make every effort to contact the owner by phone to verify information and ensure they have a good contact number.

Ensure that citizens are informed that nursing animals will more than likely be euthanized upon arrival at the facility if a Foster is not found.

- When receiving an un-weaned animal, inform the citizen that because the animal cannot eat solid food, it will have to be euthanized upon arrival to the facility if a Foster is not found. If they object, you may offer the citizen the option to keep it and raise it by nursing it at home with adequate puppy or kitten formula.
- Do not ensure the citizen that un-weaned animals will be placed with a nursing mother or will be fostered. Ensure incoming animals have water in their cages when arriving to the facility. If you are unloading animals when the Animal Care Attendants and Veterinary Technicians are not present, you must ensure the animal has water before you leave.

If an Animal Care Attendant is present, APOs are responsible for communicating to them which animal needs food and water. Do not leave without making sure the animals you unloaded are fed and watered.

Ensure the Impoundment Form is signed and completed properly to include full name, driver's license number, DOB, current address and phone number. Ensure the animal is scanned before

they leave to find out whom the animal registered to and trace the registered owner if necessary.

Realize that from time to time someone will attempt to surrender an animal that does not belong to him or her. In those cases, you must make contact with someone at the residence that can answer questions. If the dog is being handed over to Animal Services and the owner is not at the residence, impound the animal as a tagged / micro-chipped animal (6 days). The following information must be recorded: Registered owner's name, with address and phone number, along with any other information about the animal that can be obtained.

Owner - Request Euthanasia (Field)

Citizens requesting an Animal Protection Officer to transport their animals for euthanasia will follow the same guidelines as those set forth for Field Owner Surrenders. Owner euthanasia requests should only take place as a field impound if one of the following two criteria are met:

- Animal in question is exhibiting aggression that could pose a safety risk to the community, or,
- the owner in question is physically unable to transfer the animal themselves due to age or physical ailments.

Employees must follow the current euthanasia policy set forth by Department of Animal Services.

The Department of Animal Services reserves the right to determine the outcome of any animal relinquished for euthanasia.

Standby Duty

The primary purpose of the Standby Officer is to provide assistance for Fire and Police Dispatch, and citizens who request high-priority emergency or safety-related services after regular business hours, from 11:00pm to 7:00am. The Standby Officer is assigned a cell phone and a take-home unit, which is equipped with a two-way radio for communication with El Paso Police Communications when on an active call. The APO responsible for covering their assigned standby will be responsible in taking the department unit home to ensure there is no delay in response for any call for service.

Employees are responsible for securing coverage for their standby week if they wish to request vacation or take any other type of leave, including sick leave.

The take-home unit must be returned to the unit parking lot immediately upon completion of the officer's stand-by week.

The Standby Officer should:

- Be available to receive service calls immediately beginning 11pm to 7am for emergency response only. Standby Officer will have phone turned on, volume up and fully charged.
- Telephone contact will be initiated by El Paso Police Communications when a Standby Officer is needed. The Standby Officer will communicate via his 2-way radio on Channel 1 when responding to a call.
- Officers will respond in complete uniform and have their officer badge and City identification on and visible at all times.
- All activities must be documented on daily logs: when call was received, arrival time, departure time, arrival back home, case number, and cage number if animal is impounded.
Standby Officer will receive calls from El Paso Police Communications at home and be prepared to respond accordingly with all equipment necessary and utilizing Personal Protective Equipment at all times.
Standby Officer will create the call in PetPoint system and add all memos and information needed if notified by Communications.
- Any damage to a city unit must be reported to the Standby Supervisor and the Officer involved must immediately call the El Paso Police Department to report the incident. An El Paso Police Department report number must be obtained.
- The Standby Officer and Standby Supervisor's work cell phone numbers are to be utilized by authorized staff only. At no time are the phone numbers to be disclosed to the public.
- El Paso Police Communication will contact the Standby Officer via phone for emergency calls. There will be 3 attempts made to contact the Standby Officer. If calls are unanswered, El Paso Police Communication Supervisor will then contact the On-Call Field Supervisor to advise of situation and document the event.
- In the event dispatcher is unsuccessful in getting ahold of the Standby Officer, the On Call Supervisor will then make an attempt to public service the Standby Officer on his/her assigned work phone and personal phone.

- In the event of a questionable circumstance, El Paso Police Communications will contact Standby Officer for assistance and guidance.
- On the occasion of extreme weather conditions and if otherwise advised by a supervisor, Standby Officer will continue to respond to emergency calls and proceed with extreme caution.
- At no time should any Animal Protection Officer assisting on a Law Enforcement call stand in the way when Police Officers have their weapons drawn. At that point, Law Enforcement Officers will handle the scene and APO's are to move away from the immediate area to avoid being caught between crossfire.
- Other than to assist with an animal-related issue, at no time will APO's interfere with other agencies' duties.
- At no time will an Animal Protection Officer enter a private residence when assisting law enforcement without Police presence.
- Confirmed injured/sick impounded animals must be transported immediately to the Animal Services Center and the on-call vet tech will be notified immediately.

Procedure for response to emergency calls by Animal Protection Officers contained herein is Department policy. The Officer should be familiar with these procedures and adhere to this policy. If special conditions arise which are not covered in the procedures, use sound judgment and decide what needs to be done, if further assistance is needed the Standby Officer will call the Standby Field Supervisors. All non-emergency calls are to be forwarded to all Field Supervisors by email

When a call is received by El Paso Police Communications, do not discuss policy with the Communications Supervisor unless to inform him/her that the type of call they are giving you is not handled as an emergency after-hours call. If you are receiving calls not considered an emergency, document all details of call, and forward by email to all Field Supervisors. Standby officer will then make contact with the citizen via phone requesting assistance to gather any further information and to advise them an officer will respond during operating hours.

The officer working Standby will follow up on the request by making contact with the citizen by phone or in person, whichever the situation dictates. When contact is made, the Officer should use good judgment and respond accordingly to the situation.

El Paso Police Dispatchers will be able to contact Standby Officer only through their city-issued cell phone. Officers will not have their two-way radio on outside of regular working hours, nor will they be available on their unit radio unless they are actively responding to a call.

The Standby Animal Protection Officer should respond to the following, but not limited to, these particular calls. The following is to provide an outline of the criteria that should be used by Officers:

- Police, Fire and crime scenes who are requiring assistance regarding animal-related issues.

- Animals creating traffic hazard – loose, injured, livestock on main roadways once PD has area secured from traffic.
- Trapped animals who are placed in extreme health and safety danger and are unowned/stray animals/owner not present. Ex: dog hanging and choking itself on its own chain, stuck on fence, near death due to extreme heat/cold or life-threatening situations.
- High-risk wildlife such as bats, coyotes, foxes, raccoons and skunks inside an immediate living area such as a residential home; yards and cars are not considered an immediate living area. Wildlife that may have been injured or killed by a family pet is considered in need of immediate response.
- Sick and injured stray, unowned animals (domesticated, livestock and wildlife) that are in pain and suffering are in need of medical attention.
- Cruelty in progress – active act of cruelty in progress where victim and suspect are still present on the scene (basic SOC calls are not considered a cruelty in progress).

The Officer will only respond to emergency calls unless otherwise directed by a Field Supervisor. Any calls that El Paso Communications receives not considered emergency-based will be re-directed to call 311 in the morning, any time from 7:00am – 11:00pm. Officer judgment and discretion is paramount in this determination.

Standby Shift Euthanasia

Animals that are picked up and are in critical condition requiring immediate euthanasia during the hours of 11:00 p.m. to 7:00 a.m. may be euthanized by the graveyard officer if he/she is state certified in euthanasia. Euthanasia will only be performed with the approval of the on-call Veterinarian. Examples of situations may include, but are not limited to:

- Animals that are in extreme pain
- Excessive bleeding
- Unconscious animals
- Animal with compound fractures
- Animals that are suffering from prolonged convulsive symptoms
- Animals that are having trouble breathing or have rabies

The reasons for the decision to euthanize will be documented on the database record with APO's initials, date, time, symptoms and the amount of euthanasia solution (ccs) used.

Any tagged or micro-chipped animals that are picked up injured or sick by a standby APO require that the APO immediately contact and notify the owner. All possible contact information on the owner shall be attempted in order to locate the owner. If the owner requests euthanasia

from our department, the APO must completely fill out an impoundment form to include owner's signature for immediate euthanasia.

APO shall contact Veterinarian Technician on-call for further assessment and handling. .

Euthanasia in the Field

An APO must have a thorough knowledge of EPAS euthanasia policies and requirements. An APO must possess a current on their state euthanasia certification and be trained in:

- The proper use and storage of euthanasia solution
- The safe and proper use and storage of Sodium Pentobarbital (SP) out in the field to comply with the law regarding the use of controlled substances.
- The correct handling of these substances in a safe and proper manner.
- When to euthanize wildlife under the suspicion of having rabies.

Euthanasia Solution:

- Sodium Pentobarbital (Euthanasia Solution) is a Scheduled II Drug controlled substance regulated by the DEA. When APOs are not in the field, the euthanasia solution (ES) will be kept in the designated safe located behind double locked doors, at 5001 Fred Wilson.
- Euthanasia solution must be secured at all times to prevent handling by unauthorized individuals. At no time will the solution be in the possession of an APO after duty hours.
- If euthanasia solution and/or lock box key are lost, the APO must immediately report the incident to a supervisor followed by a written incident report. Supervisor will notify the Animal Services Veterinarian and local law enforcement of the incident who will handle the loss as appropriate.
- A log to include date, time and APOs signature and assigned lockbox number will be maintained and placed in each of the APOs lockboxes.
- APOs are responsible for their assigned lockbox along with one (1) security key to the assigned box.
- APOs are responsible for having their department issued euthanasia solution for field use.
- APOs are responsible for retrieving euthanasia solution from their assigned lockbox and checking it out and back in at the beginning and end of their shift. A supervisor or designee will inspect lockboxes and log sheets to ensure the APOs on duty have their euthanasia solution and are securing it at the end of their shift.

Safe Storage in the Field

After proper walk-around inspection of the vehicle, APOs are responsible for securing euthanasia solution (ES) in the lockbox located inside the vehicle.

- APOs are to use extreme caution and always wear PPE when handling ES out in the field and around the public.
- APOs must dispose of needles in sharps containers that are assigned to the unit.

The ES is to remain in a lockbox at all times, except under the following conditions:

- On a call where any wildlife under the suspicion of having rabies will be immediately euthanized for laboratory testing. APO will document if there were any human or animal

exposures on database record. APO will immediately advise a supervisor if there were any human or animal exposures involving a high-risk animal.

- With authorization from an Animal Services Veterinarian, an APO who has an animal, which is severely injured, or with bone exposure that does not have any kind of identification tag, rabies tag, microchip or tattoos may perform field euthanasia on the animal.
- If the Veterinarian cannot be contacted, the Director may authorize the APO to perform field euthanasia.
- APO performing euthanasia, will document: date, time, the reason(s) and symptoms for deciding to euthanize animal, name of the person giving the authorization, APO's initials, badge number, and include photos if possible

Documentation of Euthanasia Solution (ES)

It is the primary responsibility of the APO to maintain strict accounting of the department issued ES. At the time the ES is administered, it must be recorded in the euthanasia logbook and in the case report under the memos tab on PetPoint.

- APO must include in the log: the date, bottle number, quantity administered, animal species, animal record number and the quantity remaining in the bottle.
- APO must notify supervisor when APO is running low on ES. If no Supervisor is readily available, the APO must send an email to Supervisor for the request. Supervisor will be the one to contact the shelter staff for more ES.
- APO will turn in empty euthanasia bottle and a copy of completed euthanasia log in order to be assigned more ES.

Training Documentation

It is the responsibility of the Operations Supervisor to ensure that an initial and review training course has been pre-approved by the DSHS prior to conducting any training at the shelter on euthanasia. Documentation of approved courses includes the course curriculum, associated documents, examinations and proof of completion for trainees. This information will be shared with assigned training staff for additional reference. In the case of employing an outside source to conduct State-approved training, the Operations Supervisor will be required to maintain copies of the aforementioned training documentation.

Certifications For Euthanasia

- A person may not euthanize an animal in the custody of an animal shelter unless the person has successfully completed a training course in the proper methods and techniques for euthanizing animals. Persons trained, but employed for less than 120 days at the Department of Animal Services, may euthanize an animal under supervision of a Supervisor or Veterinary Technician.
- It is the employee's responsibility to ensure that their certifications and mandated continuing education course work are up to date.
- Failure to complete or pass certifications, re-certifications and State mandated courses will prevent you from performing your job, which may lead to termination.

Training Regulation Citations- Euthanasia

Euthanasia is regulated by the State of Texas in several ways including methods, training and pharmacology, proper administration and storage euthanasia solutions. Each of these factors is regulated according to Title 25 Texas Administrative Code Chapter 169 and Texas Health and Safety Code Chapter 821 Subchapter C. S

Documentation and Records

In order to ensure staff accountability to this procedure, specific records must be maintained to document actions required by this section. Acceptable forms of documentation include:

- Approved Course Employee Training Schedule,
- Controlled Substance Log, Opened (AAHA, 2nd edition), Controlled Substance Log, Unopened (AAHA, 2nd edition), and Kennel Card.

Controlled Substance Logs

The responsibility to maintain this log is the Operations Supervisor, and in their absence, the designated backup supervisor. The following provisions shall apply to use of the Controlled Substance Log, Unopened:

- The log shall be stored at all times in the locked storage where the shelter's inventory of bottles is stored,
- Each time a new bottle is issued to an employee, the Operations Supervisor shall complete the log, and the receiving employee shall sign to acknowledge receipt,
- Each time an empty or partially filled bottle is returned by an employee, the Operations Supervisor shall note this on the log to close out that entry. If a partially filled bottle is reissued to a different employee, that issuance shall be a new entry on the log.

Euthanasia Solution Use Log

The responsibility to maintain this log shall be with the person issued a bottle of sodium pentobarbital from the Operations Supervisor. The following provisions shall apply to use of the Controlled Substance Log, Opened:

- The log shall be stored in a secure, but not necessarily locked, location at the employee's assigned work area,
Each time an animal is euthanized, the date and dosage amount of euthanasia solution shall be written on the log book. .
- Immediately after the conclusion of the euthanasia session and after any bottle has been properly stored, the employee must complete the log based on the information written onto the log book. .
- It is the responsibility of each person issued a bottle of sodium pentobarbital, immediately after concluding a euthanasia session, to include the information listed in the Controlled Substance Logs section above into PetPoint.

Review Euthanasia Log(s)

Only the use of black or blue ink will be acceptable for completing hard copy documents and forms required by this section. Use of pencils or other color of ink is not acceptable. Records and forms required by this procedure must be filled out completely and accurately, in a legible

format, by the staff member completing a required action. Staff is required, at a minimum, to review records included in this section according to the following provisions:

- Assigned Shift Supervisor or Senior APO.
 - Monday, once every two weeks or as determined for random auditing purposes;
 - Twice per year, in January and July.
- Records review will consist of the following actions:
- Review for completeness, ◦ Review for accuracy, ◦ Review for inconsistencies, ◦ Review for possible violations of standards of policy and procedure, ◦ Review for possible improvements of procedure.

Rabies Control Operations

Virus: A bullet-shaped RNA rhabdovirus. Virus is present in the saliva, cerebral-spinal fluid or nervous tissue. Fortunately, the virus is fragile and does not persist in the environment.

Transmission: Classically through the bite from an infected animal. Transmission can also be achieved by exposure to bat cave aerosols and exposure of infected tissue splatter to the face of a laboratory worker.

Pathology: Once inoculated, if it appears that virus stays around the wound site for a time of incubation that may last for two weeks to months. The virus begins travel up the nerves to the spinal cord and up to the brain. Symptoms vary at this point from paralysis, tingling and/or pain. Virus continues its ascent to the brain and from there centrifugally to the cranial nerves and salivary glands. Once on salivary gland, animal or human saliva becomes infected. Once in the brain, patient becomes restless, agitated and may exhibit aerophobia and hydrophobia. The disease progresses to convulsions, coma and death.

Prevention: Rabies prevention and control involves the following approaches:

- Removing stray animals that are susceptible to infection from the environment
- Vaccination of dogs, cats and ferrets.
- Bite/exposure investigation
 - Quarantine: Classically 240 hours for dogs and cats
- Testing: Laboratory testing of brain tissue for the presence of the virus
- Pre-exposure vaccination of at-risk personnel
- Post-exposure vaccination of exposed persons when animal is not available for quarantine or testing or wound/exposure is above shoulders

Bite/Exposure Paper Documentation

Bite Case Paper Forms must be filled out on ALL bite and exposure cases. This is to ensure that all pertinent information is documented during a bite investigation and provide better tracking of bites by supervisors.

- When working a bite, a 'Bite Incident Worksheet' must be completed by the handling officer and entered in the database.

- APO that first responds to a bite case must generate a bite case record and make contact with victim, third party reporter and possible owner of biting animal.
- APO that receives bite report must conduct and complete the investigation as efficiently as possible.
- Any pending bite cases must be relayed to area officer and supervisor.
- As always, get a quarantine order, quarantine slips, medical/UATA, or No Bite forms as needed filled out. Staple all collected forms and place them in the completed bite case folder.
- If it is not completed, put the paperwork in the incomplete bite case folder.
- Whoever completes the case ensures all pertinent documentation and forms are stapled together and placed in the completion folder.
- The APO will notify the victim(s) party of suspect animal rabies vaccine status.

Determining if an Animal is Properly Vaccinated

When an animal bites or scratches a person, it is important to know when the last two rabies vaccinations were given in order to determine if the animal is FULLY and CURRENTLY vaccinated. This is especially important when dealing with any bite or scratch that has occurred in the face or neck area (above the shoulders).

- For an animal to be considered currently vaccinated against rabies in rabies exposure situations, at least 30 days must have elapsed since the initial vaccination and the time elapsed since the most recent vaccination must not have exceeded the recommended interval for booster vaccination as established by the manufacturer. Local jurisdictions may require more frequent rabies vaccination intervals.
- To be CURRENTLY vaccinated means that the last rabies vaccination is still current and not overdue. Vaccine must have been administered by a USDA Certified Veterinarian.

If you are dealing with the medical care provider for a human victim, please inform them of the rabies status of the biting or scratching animal.

- If there is no verifiable proof of the animal being FULLY and CURRENTLY vaccinated against rabies, this information must be communicated to the medical care providers.
- At that point, please request a contact number so that we can pass on any information to them as it becomes available to us.
- Please include the pertinent rabies information (date, license number, vet clinic etc.) in your report.

Report Severe Bites

When investigating a case where an animal has bitten a person and you find that it is a severe injury, the incident must be reported to the Supervisor immediately via phone call and email:

- Multiple bites
- Severe lacerations requiring reconstructive surgery or multiple stitches
- Broken bones
- Hospitalization

- Death

Rabies Quarantine Protocols

This policy is to ensure that departmental staff monitors and documents behavior, health status and owner compliance of the animal(s) involved in bites and exposures for the purposes of rabies control and prevention.

Upon receiving notification from the owner, victim, physician or any other complainant, that an animal was involved or suspected to be involved in a bite, scratch or any incident involving the potential for rabies transmission, Animal Services staff must investigate and order the quarantine of the animal(s) in question.

- Upon issuing the order for quarantine, the rules provided for in the Animal Services Ordinance Title 7 and Texas Administrative Code will be enforced and every person to whom such order is shown or has actual knowledge of such case, must obey all rules of the quarantine of the Texas Administrative Code.
- In the event that an owner of a biting or exposing animal will not obey or resists the quarantine order, the APO will issue a quarantine order and a quarantine slip along with violation for any violation of the Texas State Law and City Ordinance.
- A violation of quarantine citation will be issued to the owner for every quarantine check missed wherein the owner fails to produce the animal to a Texas State licensed Veterinarian until the quarantine period expires.

A non-cooperative owner or custodian will be issued a citation for violating Title 7.04.50.

7.04.050 - Animal bites—Reporting requirements. A person who knows of an animal bite or scratch to an individual that the person could reasonably foresee as capable of transmitting rabies or who knows of an animal that the person suspects is rabid, shall report the incident or animal to the program as soon as possible but not later than twenty-four hours from the time of the incident. The report must include:

- The name and address of the victim and of the animal's owner, if known.
- Any other information that may help in locating the victim or animal.
- It is the duty of every Veterinarian having an animal quarantined for a bite incident to submit a written report to the program as to the condition of the quarantined animal on the initial day of observation and on the fifth day and the tenth day immediately following the date of the bite incident.
- It is the duty of every Veterinarian to report immediately to the program his diagnosis of any animal observed by him as a rabies suspect.
- Every animal that bites, scratches or otherwise exposes rabies to a human, animal, or has rabies or is under the suspicion of having rabies, shall be immediately confined by the owner and the owner shall notify Animal Services.
- It is the responsibility of EPAS to enforce a quarantine order in regards to any animal that exposes a human being or animal to rabies.
- The quarantine period will be for no less than ten (10) days or a minimum of 240 hours immediately following the bite incident.

- In the event an animal that has exposed a human or animal dies, the brain must be submitted to the laboratory for rabies testing.

There are two types of quarantines: At the owners' home or at a veterinary hospital. As a last resort, if deemed necessary by the APO and the Operations Supervisor, EPAS may choose the animal shelter, pending vacancy in placing animals.

- The hospital quarantine requires twice a day checks during the quarantine period. Home quarantine requires two checks: one at the beginning of the quarantine and one upon release.
- The hospital where the animal is being quarantined must record checks on day one, five and on the tenth day of the quarantine.

The circumstances involved will determine the type of quarantine allowed. Employees and APOs are not authorized to change any quarantine without the approval of the Local Rabies Control Authority (LRCA) of El Paso County and its municipalities. Upon demand by the Local Rabies Control Authority, the owner can surrender such animal to be tested.

Without the permission of Animal Services, it is unlawful for any person to remove from the City limits or corresponding jurisdiction where the animal is located, kill or vaccinate any animal that was involved in a bite or exposure incident and was placed under quarantine, except when it is necessary to kill such animal to protect the life of a person or another animal.

Animals that have been exposed to rabies or are rabies suspects that are killed or die must be submitted to EPAS for rabies testing.

Only the Local Rabies Control Authority of El Paso can direct the disposition of any animal suspected of being rabid.

Any person having possession of or responsibility for any quarantined animal must immediately notify EPAS if animal escapes, dies or becomes or appears to become ill.

In case of death of the animal while under quarantine, the person will immediately surrender the carcass to EPAS for diagnostic purposes.

Types of Quarantine- Home/Hospital:

Home Quarantine

Home quarantine is a privilege option, which allows an animal involved in a bite incident to stay home during the quarantine period, but is still required to undergo quarantine checks on specific dates. It is the responsibility of the owner to take the animal to a licensed U.S. Veterinarian for both checks, one at the beginning of the quarantine and one at the end.

The following criteria must be met in order to grant home quarantine:

- The bite incident occurred on the owner's property, the property is enclosed and the biting animal is current with its registration and vaccination or is too young to be vaccinated against rabies;
- Or the biting animal was under direct restraint by the owner by means of a leash no longer than six (6) feet;
- Or animals seeking professional services at a business.

- Low-risk animals, low-risk owned animals and the owner prefers to keep their pet animal appears healthy, may be placed under a 10-day observation at home. Provided that the owner agrees to contact animal services to surrender the animal for rabies test if the animal becomes ill or dies.

Canines under control of law enforcement officers that have attacked in the line of duty are to be observed as specified by the LRCA.

- The owner is responsible for confining the animal as designated by the Animal Services Program so as not to endanger the public, animal health or safety. He/she will also be required to obtain the same veterinary supervision of the animal during the quarantine period.
- An owner or person in charge of the animal that does not comply with the quarantine order can be just cause for seizure and impoundment of the quarantine animal and/or the person violating the order can be issued a citation for non-compliance.

In the event of a bite incident involving an owned, low-risk animal such as a domestic rabbit, hamster, gerbil or rat, and the owner prefers to keep their pet and the pet appears to be healthy, the animal may be placed under a 10-day observation at home, in its cage, providing that the owner agrees to contact Animal Services to surrender the animal for a rabies test if the animal becomes ill or dies.

- In the event that a pet monkey (primate) is involved in a bite exposure, the animal is to be placed under a 10 day home quarantine without the requirement of Quarantine checks; following the completion of the 10th day, a 20 day observation follow up will be conducted by an APO.

Animal Hospital Quarantine

Hospital quarantine is for biting animals that are in violation of an animal ordinance at the time of the bite incident. These animals are required to be securely confined at a veterinary hospital for supervised quarantine. Cases meeting any of the following criteria are subject to a mandatory hospital quarantine:

- Animals not currently vaccinated against rabies or registered with the City at the time of the bite incident.
- Animals running loose or not physically restrained at the time of the bite incident.
- Animals with a record of previous unprovoked bite incidents.
- When the owner is in violation of a home quarantine and has not abided by the quarantine order.
- Vicious or aggressive animals, which pose a threat to public safety.
- Animal is released by the owner for hospital quarantine.
- The APO has reason to believe that the owner will not comply with the quarantine order.
- Biting animal was impounded with a court order
- During the quarantine, animal cannot receive rabies vaccine until the end of the checks quarantine period and pet is healthy.

Animal Services Quarantine

The Animal Services shelter has a designated area for placing animals under quarantine. This area has individual isolation cages for the sole purpose of housing quarantine animals. Veterinary Technicians are responsible for the health, care, maintenance and security of these animals and will inspect them periodically throughout the day. Likewise, Animal Care Attendants must be alert and observant to ensure quarantine animals are safe and secure.

- The impoundment paperwork must be with the kennel card and placed on the cage document holder. Quarantine slips must also be attached to the cage document holder.
-
- The animal must be placed in an assigned isolation cage.
- As per the Texas Administrative Code, quarantine animals must be checked a minimum of two times per day for the duration of the quarantine.
- The Veterinary Technician/Kennel Supervisor will inspect the quarantine section of the kennels three times daily and pull out the scheduled quarantine check slip for the designated Veterinarian to examine.

All animals that die during the quarantine period will be sent to the laboratory.

Animals under quarantine at Animal Services may be transported to an animal clinic for the remainder of the quarantine period only with the approval of the Shift Supervisor and LRCA and all applicable fees are paid. The animal will be transported to the animal clinic by an APO.

Animal Services Quarantine (Additional Rules)

- All quarantine animals will be checked by personnel handling it for any injuries or health problems. A Veterinary Technician or kennel supervisor must be notified immediately if any injuries or health problems are found.
- Document findings in the PetPoint database and place green tag on cage document holder. Under no circumstances should an injured or sick animal be placed in a cage or run without a vet tech or supervisor knowing of it.
- Notify the owner of biting animal immediately if the animal is injured or sick.
- Owned animal or animals will NOT be accepted for quarantine. Owners must be directed to an animal hospital.
- APO will ensure that all paperwork is up to date and completed.
- The kennel facility has designated areas for placing animals that are quarantined. Isolation cages are used for the sole purpose of housing quarantine animals.
- If quarantine pens and cages are full, APO and kennel personnel must document in database that there was no room in quarantine areas and must inform Kennel Supervisors. The APO and kennel personnel are responsible for reporting any damage, malfunctions or problems with the cages or pens to the Kennel Supervisor. If there is no document holder, or if the holder is broken, this should also be reported.
- When the APO or kennel personnel are placing an animal under quarantine, the impoundment form, kennel card and quarantine slip must be placed in the animal's cage document holder. The animal must be assigned to an isolation cage. Under no circumstances should a quarantined animal be placed in the holding runs or cages with other animals.
- APO must ensure that quarantined slips accurately record the first, fifth and tenth day. Animals that die during the quarantine period will be sent to the laboratory for conclusive determination of rabies infection. If any employee finds a dead quarantine animal,

ensure that you notify Veterinary Technician or Supervisor. If no kennel worker or Supervisor is present, bag animal, label it and place in red container inside walk-in cooler.

- Animal under quarantine will not be removed from the cage unless directed to do so by the Supervisor.
- APO and kennel personnel will ensure that cage doors will be carefully secured after an animal is placed in a cage or run or after feeding, watering or opening the cage.
- Animal(s) under quarantine are not to be vaccinated for rabies during the observation period.
- Animal(s) will not be released to the owner until after the final check by the Veterinarian.
- During the quarantine period, kennel staff will immediately notify the Veterinarian of any neurological symptoms or other abnormalities observed.
- Quarantined animal(s) are not to be euthanized without permission from the Veterinarian/LRCA. The Veterinarian will be contacted in all cases where the animal has become ill or will suffer as result of delayed euthanasia.
- Any quarantined animal(s) euthanized before the end of the quarantine period must be submitted to the laboratory for rabies testing.
- The animal(s) identified for lab testing will be handled with extreme caution during the euthanasia process. APO must ensure proper PPE is worn.
- In the event that a quarantined animal escapes or is found missing, a report must be made and forwarded to the Shift Supervisor immediately and LRCA notified. Victim must be notified to immediately consult with their personal physician.
- Visitors are NOT allowed in the quarantine area.
- Citizens attempting to locate and reclassify captured stray animals to owned animals will be allowed to identify their pet by photo with an escort.
- Refer back to Animal Service Quarantine Shelter operations

When investigating a bite case, ensure that the owners are issued violation for any violation of Title 7 or State Law

Chain of Command for Field Assistance

- APOs must follow the chain of command when in need of assistance.
- APOs may not seek advice on field problems/situations from non-enforcement personnel.
- An APO in need of assistance may call another APO or dispatch. If assistance cannot be secured, the APO will contact the Senior APO on shift or Shift Supervisor if Senior cannot be reached. In the event that neither can be reached, the APO will contact the Operation Supervisor for assistance.
- Kennel staff and office personnel in the field will follow the same procedure as an APO.

Patrolling and Handling Complaints

All APOs will patrol the City to the greatest degree possible, using resources efficiently and conducting themselves in a professional manner at all times.

APOs will abide by all driving/traffic laws while patrolling the City and rural municipalities of El Paso. At the beginning of each shift, all APOs will be assigned an area to patrol and handle calls. The Shift Supervisor will assign the areas. APOs will be given calls that are pending from dispatch. APOs will copy information of calls to be handled. APOs will then gather equipment for field duty and proceed to their assigned unit.

APO will conduct a pre-trip check their assigned units and check for damages or any safety hazards on a daily basis, before leaving the parking area. If any are noted, the APO will immediately notify the Shift Supervisor and document it in the daily activity report. Notations and arrangements will then be made by the Shift Supervisor to make repairs as needed.

While in the field, the APO is given the authority to prioritize their calls according to the guidelines provided in this manual or in case of handling; low priority calls by closest proximity to ensure efficient use of resources and time.

Officer Initiated Calls

While on duty, Animal Protection Officers are to provide a public service and to perform their duties in a courteous professional manner showing respect, compassion, and concerns for complainants, the suspect and the animals that are involved.

If an APO is witness to a violation while traveling from one destination to another the APO can stop, address the issue at hand and generate a case on system. Still, if the call that officer is responding to is a high priority and violation that is occurring is not on dispatch's monitor, then the dispatcher may create a case so the issue can be addressed, once the high priority is handled or another APO can be dispatched to the call.

Patrolling until End of Quarantine

Any animal involved in an animal bite or scratch incident is required by State of Texas Health & Safety Code Chapter 826 to be quarantined for at least 10 days from the date of the animal bite occurrence. This includes animals that already have their rabies shots. Having an animal in quarantine limits the animal's contact with other animals and people, reducing exposure if the animal is rabid or sick. This also allows Animal Services and vet clinics to observe the animal for any signs or symptoms associated with rabies. If the biting animal is a stray, Animal Services Officers will patrol the area of where the animal was last seen for 10 days, at least once a day. In the event that the biting animal is a cat, Animal Services will place a cat trap for the 10 days in attempts to capture the biting feline

Dangerous Dog

Chapter 822 of the State Statutes entitled Health and Safety Code Regulates Dangerous Animals can be found online at Texas Health and Safety Code.

The law regulates:

- Dogs that may have killed a human or caused severe injury to a human that occurs in a place other than the enclosure in which the dog was being kept.

- Dogs that may have committed unprovoked acts or an unprovoked attack that occurs in a place other than the enclosure in which the dog was being kept.

Allows for the seizure and destruction of an animal that kills or causes severe injury.

- Provides the legal declaration of a dog as dangerous.
- Prescribes criminal penalties for negligent owners of the above aforementioned dogs.
- Provides a list of Dangerous Wild Animals that must be registered and kept on a safe enclosure.

The City of Paso Title 7 Ordinance forbids the keeping of wild dangerous animals in the City.

Investigating Dangerous Dog Calls

APO must be thoroughly familiar with the law Chapter 822 of the Statutes entitled Health and Safety code Regulates Dangerous Animal can be found online at Texas Health and Safety Code. When an APO is made aware that an animal is potentially dangerous, or case may fit the following elements.

(1) Makes an unprovoked attack on a person that causes bodily injury and occurs in a place other than an enclosure in which the dog was being kept and that was reasonably certain to prevent the dog from leaving the enclosure on its own, or;

(2) commits unprovoked acts in a place other than an enclosure in which the dog was being kept and that was reasonably certain to prevent the dog from leaving the enclosure on its own and those acts cause a person to reasonably believe that the dog will attack and cause bodily injury to that person.

The APO must immediately notify the Field Supervisors via a phone call and email to further determine if the case will move on the next phase of investigation.

Scenarios that may trigger a Dangerous Dog case:

- An Animal Protection Officer or Field Supervisor reasonably believes that an animal has exhibited behavior indicating that it represents a protentional danger based on the incident or history of the dog that may cause bodily injury; or
- An Animal Protection Officer or Field Supervisor was attacked during a call and while the dog(s) was loose and not properly confined or secured; or
- When the dog(s) commits an unprovoked attack, chases or approaches a person upon the street's sidewalk or any public or private property in a menacing fashion or apparent approach or posture of attack; or
- Has a known propensity, tendency or disposition to attack unprovoked, to cause injury or to otherwise threaten the safety of human beings.
- Canine(s) involved in the attack could and will be pursued to be impounded into the EPAS shelter for public safety purposes on the first day of the investigation; Supervisor will make this determination

Once a case has been deemed to meet the elements of a dangerous dog, the APO or supervisors must obtain the following for the case file:

- Statements from owner of the animal(s)
- Statements from victim (this may be an APO)
- Statements from witnesses (this may be an APO)
- Medical statements from attending physicians or victim
- Medical documentations if available
- Pictures of the animal or animals that were killed, bit, or attacked
- Pictures of the victim and wounds
- Pictures of the premises, fences, openings and pertinent surroundings where the attack occurred
- Video evidence of the attack or bite if available
- Investigating APO's statement
- Once you have gathered all the above photos and documents, forward to your Supervisor for processing.

Officers or supervisor must complete the Dangerous Dog Tool Form with the following information:

- Victim Information
- Owner's Information
- Date of Incident
- Name and description of dog
- Microchip
- Vaccination record history
- Registration
- Weight
- Pictures
- Detailed APO's Report
- Create and finalize the DD packet

Case file packet must be submitted to the LRCA for review and final determination.

- If the case is denied by the LRCA, the case File/Package shall be retained for one (1) year in case additional evidence or circumstances bringing new light to the case.
- If the LRCA determines the dog(s) is a Dangerous Dog, all appropriate signatures will be completed on the Dangerous Dog investigation Tool and the Dangerous Dog Determination Notice.
- Both the Dangerous Dog Investigation Tool and the Dangerous Dog determination Notice will be presented to the do(s) owner in Person. The documents will be reviewed with the owner and signed.
- In the event the owner of the Dangerous Dog(s) files an appeal with the courts and the case goes before the judge, the department will provide the City Prosecutor with a copy of the case file along with any available video, photos and evidence.

If a canine is declared dangerous, the following procedures must be followed:

- Determination Notice letter must be drafted and issued to the owner
- Owner must sign the Dangerous Dog Tool document to acknowledge receipt of the Determination letter; in the event that the owner does not want to sign, a note will be added as a refused to sign with a witness signature. A Supervisor or Sr. APO will be present to serve as a witness.
- The APO assigned to the case must ensure the owner of the dangerous dog registers the animal with Animal Services and provides/performs the following:
 - Proof of insurance coverage/financial responsibility in the amount of at least \$100,000 to cover damages resulting from an attack by the dog;
 - Proof of current rabies vaccination;
 - Be implanted with a microchip, if not already; Inspection and approval by Animal Services of the enclosure in which the dog will be kept; and be defined as a fenced enclosure/ area that is locked at all times, prevents the entry of the general public, prevents the escape/ release of the dog(s), and meets the requirements of Standards of Care of the local animal control authority.
 - Enclosure must have a top of sturdy material secured to the side panels to prevent the canine from climbing out; must be properly maintained
 - Enclosure is to be secured to the ground (preferably concrete floor or footing along all sides of the enclosure) to prevent the canine from digging under
 - Every entry point to the property must have a padlock prevent the entry in the area the dog will be kept
 - Payment of \$50.00 annual registration fee; (DD registration and issuance of DD tag will be the final step once every other requirement has been passed and approved)
 - The placement of a durable "Dangerous Dog" signage on enclosure and every entry point of where the dog(s) is being kept
 -
 - Ensure the dog wears the Dangerous Dog Registration Tag at all times;
 - Renew the registration annually;
 - Restrain the dog at all times, either on a leash and muzzle when dog must leave the property for medical purposes only or in a secure carrier ;
 - EPAS must be notified within 14 days if you sell the dog, move the dog, or if the dog dies. You must provide documentation of the changed condition;
 - EPAS must be notified by the owners if the dog runs away, lost or stolen no later than 24 hours or the owner having knowledge of such incident,
 - EPAS must be notified immediately, within 24 hours of another attack made by the dog on a person or animal; APO and/or Supervisor to prepare, present and obtain a signed Warrant of Seizure for removal of the dog(s)
 - Comply with any additional location regulations that may become effective while you own a dangerous dog in the City of Paso; and

- If owner does not comply with the above within thirty days, the officer must take legal action against the owner in form of a violation being issued or seizure warrant for removal

Court Duty

An important part of the APO's job is to attend court and testify for animal violation cases. To do this properly the following shall be adhered to:

- Ensure a professional appearance in uniform while in court and attend mandatory court ordered subpoenas.
- Attending court duty is mandatory for all APOs. It is the individual's responsibility to be in court and if needed, to request rescheduling the court date due to scheduling conflicts such as approved annual leave time
- APOs scheduled for municipal or county court duty will receive a subpoena email stating the case number, date and time of court appearance.
- APOs will check their emails daily and are responsible to appear in person to court at the times scheduled.
- APOs are responsible for notifying their supervisor by email and in person if they cannot attend the scheduled court date so that arrangements can be made with municipal court and the prosecutor's office. The Shift Supervisor will review the court schedule daily to plan the activities of APOs assigned to his/her shift.

All court appearances should be scheduled during the APO's scheduled shift as best as possible. If an APO has been assigned a court date on scheduled approved leave the APO must advise the Shift Supervisor. It is the APO's responsibility to contact the court clerk via email, CC all Field Supervisors and reschedule the court appearance. If court appearances have been scheduled on the APO's days off, it will be the officer's responsibility to appear in court, in proper court attire uniform. APO will also be responsible in filling out their OT form for the day of the court hearing and submitting it for approval that same day.

- If the subpoenaed employee calls off sick the day of the scheduled court appearance, it will be the responsibility of the shift supervisor to notify the court clerk as soon as possible to inform the appropriate court. When attending court, all APOs will report to the Court ten (10) minutes prior to their scheduled court appearance. The APOs will appear in court in uniform in accordance with the Professional Appearance Standards. Parking of City vehicles is only permitted in designated areas.
- Failure of the APO to attend any court duty is cause for disciplinary action.
- APOs are responsible to review cases prior to court appearance to follow through with proper course of action with assistance of the legal system.

Roadside Sales

Persons caught selling animals on roads, parking lots, commercial properties and flea markets will be issued a mandatory violation.

No Litter Permit - Litters of Puppies and Kittens

Roadside sales – selling on commercial properties, roadsides, flea markets,

Rabies vaccination – for every animal over the age of 4 months/16 weeks in the persons custody

Microchip – for any animal that is not microchipped over the age of 8 weeks

City registration – for every animal that doesn't have city registration over the age of 4 months

Breeders permit – for every adult female with a litter of puppies or kittens

Mandatory violation will be issued to persons having litters without permits.

Standards of Care

While investigating a Standards of Care issue, the first visit may only involve the posting of a warning notice (correction notice) by an Officer. As much information as possible must be attained and entered into PetPoint. During a second visit, regardless of which APO went on the first visit, the APO will issue a citation for violations found if no corrections have been made.

Daily Turn-In of Completed violation Issued

Please ensure you turn-in on a daily basis all the violation you issue on that day, signed by issuing APO.

It is imperative that violation be completely filled out. If Municipal Court encounters violation with missing pertinent information such as name, age, gender, color, and breed of animal, they will be unable to complete the charging instrument and the case will be dismissed.

It is the policy of this department that a mandatory violation must be issued in all cases where an animal is found without proper or adequate shelter, regardless of officer discretion. In such instances, the officer shall issue a violation notice in conjunction with a 24-hour correction

notice. The notice will require the responsible party to bring the animal(s) into full compliance by providing adequate shelter as defined by law or ordinance. Failure to comply within the correction period may result in further enforcement action, including potential seizure of the animal(s) or additional citations.

Warning Notices (Corrective Notices) and Violation

All warning notices must be written legibly, accurately, and professionally to ensure clear communication and proper documentation.

Warning notices

1. Required Information

- a. **Owner's Name or Resident Name** – If available, the legal owner's name should be used. If unknown, address it to "Resident."
- b. **Address** – clearly document the correct address to which the complaint was made on
- c. **Case number**: Always make sure to document the case number on the warning notices as a reference number for the owner/resident.
- d. **Violation Alleged** – Clearly state the specific ordinance or law violated. Be factual and concise.
- e. **Animal(s) description**: Document all animals involved and, on the property,
- f. **Date & Time** – Record the exact date and time of issuance.
- g. **Officer's Name & Badge Number** – The issuing officer must print their full name and badge number for accountability.
- h. **Remarks Section** – The remarks must be professional, objective, and relevant to the violation. Avoid personal opinions, assumptions, or unnecessary commentary.

2. Legibility & Accuracy

- a. All information must be written in clear, readable handwriting.
- b. Ensure all details are correct to avoid confusion or disputes. Abbreviations should never be used to avoid misunderstanding.

3. Professional Conduct

- a. Officers must remain neutral and factual when issuing a warning. The notice should reflect the facts of the situation without bias or personal language.
- b. If additional details are needed, provide them in a clear and non-confrontational manner.

4. Follow-Up

- a. If compliance is required, indicate any necessary corrective actions and deadlines.
- b. Document and upload the warning notice in the case record for future reference.

Violations

All issued citations must include the following details:

1. **Arraignment date** - The date the responsible party will be required to present themselves in court
2. **Date of Issuance** – The date the citation is issued to the responsible party.

3. **Issuing Officer's Name and Badge Number** – Clearly printed or written for accountability and verification.
4. **Case Number** – The unique case identifier assigned to the incident.
5. **Incident Address** – The location where the violation occurred.
6. **Date and Time of Occurrence** – The specific date and time the violation was observed or reported.
7. **Animal Information** – The following details about the involved animal(s):
 - a. Pet's Name (if known)
 - b. Species (e.g., dog, cat, bird, etc.)
 - c. Breed
 - d. Gender
 - e. Approximate Age
 - f. Description/Color

Legibility and Professionalism

- Citations must be **clearly written** to ensure readability by all involved parties, including officers, supervisors, court officials, and the recipient.
- Any errors or illegible citations may be subject to correction or reissuance as necessary.
- Officers are expected to maintain a professional tone and demeanor when issuing citations to ensure respectful public engagement and adherence to enforcement standards.

Supervisors may review citations periodically for compliance with this policy. Failure to include all required information or maintain professional standards may result in corrective action or additional training for the issuing officer.

APOs issuing warning notices and violation will scan the notice or violation and upload them as an image to the corresponding record.

If an APO needs to void a notice or citation, the Supervisor must be notified.

Animal Cruelty Investigation

Animals are protected by laws at the federal, state, and local level. It is important that APOs know these laws and are aware of any changes in them after a legislative session. Some of these changes may be quite noticeable, while others may be very subtle. EPAS administrative staff must keep all employees up to date on these changes by use of a Memorandum or General Order.

It is important that APOs continually review their local ordinances, suggesting appropriate updates when possible. APOs need to continue to educate the public, City Councils, and local law enforcement about animal abuse to try to prevent it and help prosecute the offenders.

Classifications and Types of Cruelty

Animal cruelty can be divided into two categories: Active and Passive.

Characteristics of passive cruelty include:

- Ignorance, neglect, or economic hardship;
- Failure by an animal owner or custodian to provide sufficient food and water; lack of veterinary attention; and inadequate shelter.

Examples of passive cruelty may be an owner that fails to provide adequate shelter for their animal, believing that it can survive extremes of heat or cold; inadequate food and water, resulting in malnutrition, starvation, or dehydration of the animal; or unsanitary living conditions that expose the animal to parasites, disease, and injury that is not treated by a veterinarian.

Characteristics of active cruelty include:

- Actions that are intentional and often premeditated
- Animal fighting
- Deliberate infliction of pain
- Torture

Examples of active cruelty are beating an animal or intentionally injuring it for breaking rules, digging in the yard, or just for entertainment. People who intentionally kill animals, especially with the infliction of extreme pain, fall into this category.

Some common reasons for intentionally abusing an animal are:

- Need for power or control
- Ignorance
- Revenge, retaliation or blackmail
- Intimidation
- Deviant arousal
- *Peer pressure and group membership
- *Boredom
- *Dissonance

*The last three in the above list tend to surface in adolescent and older teen males, and may be indicative of other, more serious sociopathic behavior.

People who abuse or torture animals are at greater risk of eventually harming humans.

Most complaints of animal cruelty are automatically referred to EPAS for investigation; however, cases of intentional cruelty must be investigated by law enforcement officers with the power to arrest violators.

EPAS may assist the police or sheriff's officers with the handling and sheltering of the seized animals and charge for housing and handling as outlined on schedule c of the city's fee chart.

Dealing with Non-Compliance Individual

Education to an Individual

This is the first option for most passive cruelty cases that are investigated. The owner is often merely uninformed about proper animal care and once educated, is willing to take corrective

action. This option may alleviate cruelty without lengthy, costly, and complicated legal proceedings.

Prosecution

This is the last option when dealing with passive cruelty cases. This route is taken when the owner is uncooperative, and the abuse is unresolved through education efforts. Prosecution is the first option, however, when dealing with active cruelty, as the intentional abuse is often severe and reoccurring. Strong action is necessary to provide a deterrent against future abuses.

Surrendering an Animal

If the owner no longer wants the animal or is unable to provide proper care, the APO should obtain a signed surrender by the owner to resolve the complaint without seizure or further action. Make sure all appropriate owner surrender forms are signed and charged correctly if this step is taken by the APO.

Never threaten or forcefully pressure an owner to surrender an animal.

Confiscation of Animal

If possible, always confiscate the animal if it is a victim of active cruelty. Abide by the law authorizing seizure (Texas Health and Safety Code, Chapter 821, Treatment and Disposition of Animals) and clearly document the case in both written and photographic or video format to be used at trial later and obtain a police case number.

Always have law enforcement on the scene and consult the shelter veterinarian before and after the seizure to inform on the condition of the animal(s) and to serve as a potential expert witness at a trial.

Other Legal Alternatives

Other legal options at your disposal when investigating animal cruelty complaints are:

- On-site impoundment, if no other holding facility exists
- An injunction prohibiting the keeping of the animal
- A civil custody hearing (Chapter 821, Subchapter B, Health and Safety Code)
- Utilization of zoning and health code violations as a way to start an investigation

Basic Investigation Techniques

Animal cruelty investigations are very difficult for one person (or even one department) to do on their own. Most cases are successfully prosecuted when the investigation involves partners from animal welfare, law enforcement, and the veterinary medical community. By sharing duties, a successful prosecution of the violator is much more likely. Productive results are best obtained if an APO does the initial investigation and then refers the case to law enforcement. Law enforcement would then pursue the criminal violations. Planning is vital to a successful outcome.

It is most important that provisions for holding seized animals be made before attempting the seizure, especially when livestock or large numbers of animals are involved. Cruelty investigators should work to develop mutual aid and cooperation agreements with neighboring communities and organizations for this very reason.

Interview all suspects, witnesses, and informants; the common elements of an investigation are:

- Answer who, what, where, when, and how (the why isn't needed for prosecution)
- Gather photo or video evidence
- Obtain sworn notarized affidavits from any witnesses
- Establish the person responsible for the cruelty
- Document the evidence and your findings with:
 - Field notes- which should be completed while on the scene
 - Formal reports- which are the forms or reports to go in the official file
 - Forms, photography, digital/film, and videotaping
 - Obtain a medical assessment, if possible, on all animal involved
 - Consider the disposition of the animals and always aim for a positive outcome without jeopardizing or compromising the animal(s) safety, care and quality of life and prevent it from any further suffering
 - Determine the appropriate action
 - Conduct a follow-up investigation or re-inspection.

Note that all documents, photographs, drawings, videos, etc. may be subpoenaed by the court as evidence. It is strongly advised that you not write or make comments on reports or in videotapes that you would not like to hear repeated in court or by the press.

Evidence and Documentation

The type of evidence collected during an investigation varies and can make or break your case in court depending on what types you have, such as the following:

- Direct - first-hand knowledge
- Real - connected to the crime and can be physically produced in court
- Demonstrative - drawings, photographs, videotape, x-rays, etc.
- Circumstantial - all evidence other than direct evidence, provided that it logically relates to the crime
- Opinion - expert witnesses
- Prima facie - a fact presumed to be true unless disproved by evidence to the contrary

A case based only on circumstantial evidence is much harder to prove than one that also produces direct or real evidence in court.

The Chain of Custody

Chain of custody is the documentation of everyone who has handled the evidence once it is collected. If the chain is not maintained, the evidence may be inadmissible in a court of law. It is important to capture the condition of an animal as it is presented at the start of a case. This is done with photographs. It is important to document the original condition of animals at the time of seizure with photographs and with veterinary medical reports.

Owner Voluntary Release

The first option when a report of animal abuse is received should be to extricate the animal(s) from the abusive environment. This can be done either by convincing the owner to voluntarily release the animal(s) or, failing that, through legal proceedings to force the owner to release the animal(s) to the custody of Animal Services Civil Proceedings.

Seizure of Animals

There are both criminal and civil laws addressing animal cruelty in Texas:

- Texas Penal Code, Sections 42.09 and 42.092, Cruelty to Livestock Animals and Cruelty to Non-Livestock Animals, and 42.10, Dog Fighting.
- Texas Health and Safety Code, Chapter 821, Subchapter B, Disposition of Cruelly Treated Animals.

It is imperative that Animal Services and Police Officers thoroughly familiarize themselves with these laws before attempting to prosecute a case of animal cruelty.

It is important to note that animals seized, as evidence under the Penal Code may have to be held for a very long period while the arrested violator's criminal trial makes its way through the justice system.

Often it is preferable to seize abused animals under the Texas Health and Safety Code, as they carry less of a burden of proof and allow the disposition of the animals within a ten-day period.

An APO can enforce Chapter 821 (civil law); an arrest is not necessary to have a civil hearing or seize the animal and determine its disposition. There would still be an option for law enforcement to have the violator arrested and taken to criminal trial under the Penal Code.

There are several considerations when making a decision whether or not to seize animals that are allegedly being treated cruelly:

- Is the animal actually being treated cruelly as defined in the Texas Penal Code or the Texas Health and Safety Code?
- Is the cruelty active or passive?
- If passive, can the problem be resolved in a reasonable amount of time through education or minor help with resources?
- If active, does the investigator have the resources to hold the animal(s) humanely if seized?
- Is there a veterinarian available who is willing to help and later testify?

Usually, the first legal action to be taken in an animal abuse case is a civil action to obtain custody of the animal(s) being abused or cruelly treated. Civil actions are much quicker than

criminal actions and should be initiated promptly in order to extricate the animal(s) from the abusive environment.

The chronological steps of a civil proceeding to require an abusive owner to release custody of the animal(s) are as follows:

Investigation and Documentation

When animal abuse is suspected, an investigation should be made by the EPAS Animal Protection Officer or Cruelty Investigator to determine the nature and extent of the abuse. If abuse is found, it must be documented through a written report of the Investigator's findings; statements from witnesses; photographs; or other evidence establishing the nature of the abuse and the identity of the abuser, (See Section 821.021 for a definition of animal abuse for purposes of civil actions).

Application for a Seizure Warrant

Based on the evidence collected, the APO should, with the authorization of his superiors, apply for a warrant to seize the animal(s) and remove it (them) from the owner's custody. This is done by having the APO complete and file an Application for Warrant. The Application for Warrant should be filed with a Justice of the Peace Court in the precinct or jurisdiction in which the owner lives or in which the animal(s) is/are located. If the animal(s) is/are located within the City limit, the Application for Warrant may instead be filed with a Municipal Judge.

Issuance of Seizure Warrant

When the Application for Warrant is filed, it should be presented immediately to the Justice of the Peace or Municipal Judge, as the case maybe (herein called "judge") and, at that time, the APO filing the Application for Warrant should ask the Judge to sign a warrant ordering the seizure of the animal(s). (See Section 821.022(h)) The warrant will order (and thereby authorize) the APO to seize and remove the animal(s) from the owner's custody and will also set a time and place for a hearing to determine whether the animal(s) has/have been abused and to determine the future custody or disposition of the animal(s). (See Section 821.022(c)) When the APO goes before the Judge, the APO should ask the Judge to authorize Animal Services to keep and care for the animal pending the custody hearing.

Service of Warrant

As soon as the Judge signs the warrant, the APO who applied for the warrant or any other law enforcement officer can serve the warrant on the owner and take the animal(s). The warrant will only be valid for 72 hours starting immediately after it has been signed. When the warrant is served on the owner, the animal(s) should be taken from the owner immediately and kept by EPAS until the custody hearing. Ensure that law enforcement is present when serving the warrant and extricating the animal(s).

APOs will then follow up in obtaining a Return Order signed by a Judge no later than 72 hours from when the warrant was served and animal(s) safely removed. The second portion is called a return and is an inventory of all animals, items and evidence seized.

Ensure the owner or custodian of the animal in question is served with a copy of the warrant, which states the date, time and location of the hearing.

Custody and Care for the Animal

When the animal(s) is/are seized, it/they should be taken immediately to a veterinarian for examination to determine its/their physical condition. This is important, not only for the wellbeing of the animal(s), but also because the veterinarian's testimony will be important in proving the cruelty charges at the custody hearing. After examination, the animal(s) should be given the care recommended by the veterinarian. Legal holds will be placed on all the animals' individual profiles that were picked up.

Custody Hearing

As stated above, the warrant will set a date and time for a hearing to determine if there was abuse as charged and whether or not the owner regains custody of the animal(s). (See Section 821.

023) The following information and instructions apply to that hearing:

The hearing must be held within ten (10) days of the date of issuance of the warrant. As stated above, the warrant will set forth the date, time and place for the hearing. Technically, at the hearing, the plaintiff is the State of Texas vs. the owner and the State's case will normally be presented by the City Attorney's Office, District or County Attorney's office.

The EPAS cruelty investigators should do everything possible to assist the attorney presenting the State's case by way of gathering evidence, scheduling witnesses etc. and make arrangements with a nonprofit organization willing to take custody of the animal.

- It is important that a strong, well-prepared case be presented at the hearing in order to assure the best results.
- At the hearing, evidence will be presented by the State and, if he so chooses, by the owner. Based on that evidence, the Judge will then decide whether or not the animal has been "cruelly treated" (as defined in Section 821.021) and, if so, the Judge will determine the future disposition of the animal.
- As part of its presentation, the State should request the Judge to include in the grant of custody of the animal any offspring so if the animal is pregnant, the Judge's order will also cover the animal's offspring.
- If the Judge finds in favor of the State and divests the owner of his/her ownership in the animal, the owner has ten (10) days to file an appeal to the Municipal Court or County Court. In this instance, EPAS should attempt to get the owner to waive that appeal so that the animal can be transferred to start its recovery immediately. Failing that, Animal Services should wait until the time for filing an appeal has expired before transferring the animal and in the event an appeal is filed, EPAS should hold the animal pending the outcome of the appeal.
- If the owner files an appeal, they must post a bond to cover the costs awarded by the Judge plus the estimated costs as determined by the Judge to keep and care for the animals during the appeal.
- The decision of the Municipal Court or County Court hearing the appeal is final and non - appealable.
- From the time of the initial investigation through the conclusion of the custody hearing, the APO, and the Cruelty Investigator should be assisting the law enforcement officers and attorneys. Oftentimes, law enforcement officers and attorneys have never handled

an animal abuse case and may not know exactly what to do. In addition, animal abuse cases often have a low priority with law enforcement officers and attorneys and they need to be encouraged to act promptly.

- All APOs must be familiar in the utilization of Nestle Purina Body Condition Charts and use this tool in their reports and case preparation. The charts are available from their Supervisors and all APOs must have copies in their work vehicles.

Criminal Prosecution

If the situation warrants, EPAS should seek criminal prosecution of the perpetrator. In such cases, you should present all of the facts and evidence to the Police, Sheriff, District or County Attorney's office and file a criminal complaint charging the perpetrator with cruelty to animals in violation of either Section 42.09, 42.092, 42.10 and 42.105 of the Texas Penal Code. Cruelty to animals is a criminal offense. You should ask supervisory personnel to ask the law enforcement agency, the District Attorney's office or County Attorney's office to prosecute the perpetrator to the fullest extent of the law.

Certain more aggravated acts of animal cruelty are punishable as a state jail felony while other less aggravated acts are punishable as a Class A misdemeanor, which may include a fine up to \$4,000, jail time up to a year, or both. If the conviction is a third offense involving these actions, the state may punish the defendant with a state jail felony. Under Texas law, a state jail felony may include jail time ranging from 180 days to 2 years and a fine up to \$10,000. Third degree felony sentence, which translates to imprisonment ranging from 2 to 10 years and a possible fine of up to \$10,000.

Safety During Raids

Under no circumstances should APOs investigate or raid illegal animal fighters without a very strong police presence. APOs will assist once the scene and suspects have been secured and carefully document the animals being seized.

Dog fighting is illegal in all fifty states and, along with cockfighting, is a state jail felony in Texas. Watching a dogfight is a Class 'A' Misdemeanor.

Illegal animal fighting often involves a very dangerous criminal element, including drug traffickers and criminal gang members.

The investigation and prosecution of these crimes may be extremely dangerous. Whenever investigating animal fighters, law enforcement must be involved without exception. Raids on animal fighters often involve SWAT-type entry teams and other police resources, as many of these criminals are armed and have a large financial stake in their activity.

Other Types of Raids

Under no circumstances should APOs assist law enforcement in executing search or arrest warrants without a strong police presence. APOs will assist once the scene and suspects have been secured and carefully document the animals, if any, being seized.

You must communicate to the owner that the animals will only be held for a maximum of six working days unless legal document dictates otherwise. Copies of all forms must be obtained for EPAS records and uploaded to the case.

You should bring the animals to the Animal Services Shelter only when all other avenues are exhausted. Ensure that if you are bringing in the animals, you have a signed law enforcement property receipt form and ALL pertinent owner information.

Nuisances Title 7.08.010 – 7.08.090 Feces Complaint

APO responds to the call and makes observations as to the condition of yard.

- If the yard is filled with animal waste, the APO will take pictures and may issue a violation on feces and any other violations present.
- APO will issue a warning notice (corrective notice) for owner to correct the matter in twenty-four hours.
- If after twenty-four hours the matter is not corrected, a second violation will be issued and pictures must be taken.
- APO issuing the violation should follow-up to ensure corrective action has been made.
- In the instance where contact is never made with the owner, the APO must file against the owner with the City prosecutor. Watch for animal neglect, which can lead to cruelty charges.

Smell Complaint

- If the yard is dirty with animal waste, follow up as above.
- If smell is present as alleged, relay to code enforcement.

Public Places

Any owner or person having control of an animal that allows it to defecate in public property or the property of another is illegal, unless it is immediately removed.

- Owners of dogs who are walking their animals must carry a bag or implement to pick up their animal(s) feces.
- APO may issue a citation or get witnesses for a citation if officer did not observe animal in the act and owner did not remove the waste.
- When off their property, animals must be on a leash or physical direct control of a competent person.

Barking

When a complaint is received on solely barking and no other concerns, the Field operations will send out a barking packet to the residence the case was made against (Owner barking packet) and to the reporting party (reporting barking packet) if information is available and not left as anonymous. Packets sent out will be documented on PetPoint case and closed out.

If a barking complaint is made in conjunction with Standard of care concern, Respond with an initial investigation and information to the owner.

- Check on 'Standards of Care', microchips and licensing.
- Issue violation as appropriate for any present violations.
- If APO determines animal is indeed a noise nuisance, may issue violation and order correction to be made and either hand deliver a barking packet or request one to be mailed out by Field Admin or Field Supervisors
- If APO does not observe violation, he/she may issue Barking Packet for owner and victim(s)/reporter(s) to complete.
- It shall be the sole responsibility of the victim/Reporter for sending in a completed barking packet to City Prosecutor to schedule a hearing.
 - APO must document all findings in his/her report.

Permit Application

Permit applications can be picked up at the Animal Services front desk or downloaded from our website at <https://www.elpasotexas.gov/animal-services> under the *Fees and Forms* tab.

Completed applications can be submitted in person at the front desk or faxed to (915)212-0624. Applications will be assigned in Accela to the Field Supervisor of zoning review by shelter customer services representatives once they have reviewed the application and it is filled out correctly along with all appropriate required documents. The Supervisor must ensure the zone is correct and verify there are no zoning restrictions. If the zone is not listed on the application, the Supervisor will enter the correct zone and approve for inspection.

Denied applications must be documented in PetPoint along with the denial reason. A call from the Field Supervisor to the applicant explaining the results will be placed, and the application will be closed.

If zoning is adequate, application is then assigned to the Field Supervisor in charge of issuing permits. The supervisor will review application and assign it to the officer who will be conducting the inspection.

Officers will schedule an inspection of the applicant's location ensuring that contact information is accurate.

Officer will conduct site inspection ensuring that location meets the animal standards of care and are in compliance with Title 7 guidelines. Officer will complete guide sheet in PetPoint and Accela, and PASS inspection. If inspection fails, Officer must inform applicant and issue a citation or warning on violations found and request corrective action.

Once Officer passes inspection, the permit is then assigned to the Customer Relations Clerks, who will contact the applicant via phone to inform the applicant the application was passed and payment must be made to complete the process. Forms of payment are as follows:

- In person with check, cash, credit/debit card, or money order (at 5001 Fred Wilson).
- Mail-in with a check or money order payable to City of Paso.
- By phone with credit card.
- Permits will be issued once payment has been received. Permits can be picked up in person, request to be mailed, faxed or e-mailed.

5. Radio Standards

- Keep it simple: use proper issued codes when communicating.
- Always provide dispatch with your location.
- Always use proper channel: for example, use channel two when on scene with fellow officer communicating.
- Use proper alphabetical announcement.

EMPLOYEE RESPONSIBILITIES: While assigned a radio and call sign, employees have the following responsibilities:

Response. When called, units will respond with their full unit number and location.

- **Unit Availability.** At the beginning of the shift, units will advise Dispatch when they are in the field and available.
- **Calls for Service.** Units will proceed immediately to the call for service given to them by Dispatch.
- **Unit Status.** Units will advise Dispatch when they are en route, on the scene, changing locations, or back in service. This must be done using the voice communications.

Hand-Held Radio Procedures

All personnel that use two-way radio for communications are to use proper phonetic alphabet, 10 Codes, and be courteous to other users on the radio. All radio communication is subject to the rules and regulations set forth by the FCC. Any employee who violates the FCC regulations will be subject to disciplinary action that may include termination. It is the employee's responsibility to report problems with radios to a supervisor.

Calling and Communication Techniques:

In order to work quickly and efficiently, employees must use standard procedures.

In general, there are five steps to Calling/Communications. The more serious or complex the situation, the more important these procedures become.

How to Contact Dispatch:

Step 1: State your call sign first when calling dispatch. This alerts dispatch that they are being called and that they should listen to determine who is calling. Dispatch will respond, "Go ahead".

Step 2: Repeat your call sign and state your transmission. (Note: Only use the unit call signal and not personnel's names. We are licensed for radio-to-radio, not person-to-person communications).

When you give your message, speak clearly. Do not speak too quickly, especially if the message needs to be written down. Pause after logical phrases. Do not use the word "break" when you pause. It is confusing and fills the channel with unnecessary chatter. To pause, un-key the radio.

Step 3: When the communication loop is complete, dispatch will voice "clear or 10-4 copy" and provide a time stamp.

How Dispatch Contacts a Unit:

Step 1: Dispatch will state their name and the unit call sign.

Step 2: The unit responds with their call signal and current location. Dispatch must attain the current location.

Step 3: Dispatch will repeat the unit call signal and state your transmission.

Step 4: Unit repeats the transmission back to dispatch to ensure clarity.

Step 5: If the unit received the correct information, dispatch states "dispatch clear or 10-4 copy" and provides a time stamp.

Radio Communication Rules:

1. Listen before you start to transmit to prevent interrupting.
2. Know what you are going to say before you push the mic button.
3. Hold the transmit button down for at least a second before beginning your message to ensure that the first part of your message is not cut off.
4. **TALK ACROSS THE FACE OF YOUR MICROPHONE.** This technique makes the communications more understandable. In other words, hold the face of the microphone almost at a right angle to your face.
5. Speak slowly, distinctly, clearly, and do not let your voice trail off at the end of words or sentences.
6. Never acknowledge calls or instructions unless you understand the call or instructions perfectly. If you do not understand, ask the sender to repeat.
7. Always acknowledge calls and instructions. Nothing is more disruptive to the smooth flow of communications than dead silence in response to a message. If you cannot copy or respond to the call immediately, then tell the caller to "repeat" or "stand by." Otherwise, acknowledge each call immediately.
8. Under stress, many people have a tendency to talk too fast. **ACCURACY FIRST, SPEED SECOND.**
9. At times, radio conditions are poor and words must be overly exaggerated to be understandable. In general, speak slowly and distinctly to carry through static and weak signals.
10. If you are relaying a message for another person, be sure you repeat the message exactly, word for word, as it was given to you. If you do not understand the message, get an explanation before you put it on the air.

11. Use TEN CODES or "plain English" only.
12. Do not act as a relay station unless Dispatch, or another radio station, asks for a relay – and you can fulfill the requirement with your station.
13. When transmitting numbers (house numbers, street & telephone numbers, etc.), always transmit number sequences as a series of individual numbers. Never say numbers in combinations.
14. If a proper name needs to be transmitted, try to spell it out using the recognized radio phonetic alphabet. Do not use self-invented phonetics. Avoid using the phrase "common spelling" to reduce confusion.
15. ONLY TRANSMIT FACTS. If your message is a question, deduction, educated guess, or hearsay, identify it as such.
16. Always know your location. If you are mobile and moving around, always keep a sharp lookout for landmarks. If called upon, you must be able to accurately identify your location at any time. This is particularly important if you are with a search team or other mobile units.

Animal Services Codes

- (401/501) Strays (no information on an owner). The number four represents a dog and the number five represent a cat.
- (403 PR/503 PR), Owner surrenders (403 PR/503 PR) PR represents "Property Release"
- (403/503) Tagged / ID / Microchipped / Tattoo / Possible Owner
- (406/506), Bite Quarantines – The number four represents a dog and the number five represent a cat.
- (DOA) Dead on Arrival
- 10-17 an animal is being restrained (sample, 501 10-17 is a stray cat being restrained, e.g. by cage, box, room etc.)
- 10-19 loose animal (sample, 401 10-19 is a loose stray dog, e.g. loose in the street, lobby, parking lot etc...).

Phonetic Alphabet

The phonetic alphabet will be used when spelling similar sounding, confusing or unusual words, vehicle license plates and any series of letters.

A = ADAM	N = NORA
B = BOY	O = OCEAN
C = CHARLES	P = PAUL
D = DAVID	Q = QUEEN
E = EDWARD	R = ROBERT
F = FRANK	S = SAM
G = GEORGE	T = TOM
H = HENRY	U = UNION

I = IDA	V = VICTOR
J = JOHN	W = WILLIAM
K = KING	X = X-RAY
L = LINCOLN	Y = YOUNG
M = MARY	Z = ZEBRA

Ten Codes

To minimize radio traffic the department uses TEN CODES.

- 10-1 Receiving radio transmission poorly
- 10-2 Receiving radio transmission clearly
- 10-4 Message received, OK, acknowledgment
- 10-5 Relay message
- 10-6 Busy - unless urgent
- 10-7 Out of service, lunch
- 10-8 In service, available
- 10-9 Repeat message, say again
- 10-10 Coffee or beverage break - subject to call
- 10-11 Transmitting too fast
- 10-13 Advise on weather conditions
- 10-14 Convoy or escort
- 10-15 Prisoner in custody, arrest
- 10-16 Prisoner transportation
- 10-17 Pick-up papers at _____, mail run
- 10-20 Location, what is your location?
- 10-22 Cancel last assignment
- 10-24 Trouble at the command center
- 10-27 Subject/vehicle is wanted, are you clear for further information?
- 10-28 Check vehicle registration information
- 10-29 Check for wanted or stolen
- 10-30 Does not conform to rules
- 10-36 Correct time
- 10-37 Operator on duty (ID number only)
- 10-50 No traffic
- 10-51 Do not transmit information, subjects near by
- 10-65 Dead body
- 10-66 Cancellation

- 10-67 All units and stations copy
- 10-97 On scene
- 10-98 Wanted subject (misdemeanor warrants)
- 10-99 Wanted subject (criminal warrants)

Employee Responsibilities

While assigned a radio and call sign, employees have the following responsibilities:

- A. **Response.** When called, units will respond with their full unit number and location.
- B. **Unit Availability.** At the beginning of the shift, units will advise Dispatch when they are in the field and available.
- C. **Calls for Service.** Units will proceed immediately to the call for service given to them by Dispatch.
- D. **Unit Status.** Units will advise Dispatch when they are in route, on the scene, changing locations, or back in service. This must be done using the voice communications.

Code 199

A "Code 199" is the Officer's silent request for emergency assistance. The code is initiated when an Officer presses the emergency button on the hand-held radio, the car radio, or the MCT. An alarm is transmitted to Communications and assistance is sent based on the Officer's last known location. When the radio's emergency button is pressed, the radio will no longer receive transmissions. This is a safety feature designed to allow assistance to be sent without alerting possible subjects causing the problem.

Code 199 Reaction: When a Code 199 alarm is received, Dispatch will clear the air for emergency traffic and start one backup Animal unit and one El Paso Police to the Officer's last known location. A Field Supervisor will be advised over the air.

Canceling Emergency Traffic: Emergency traffic may only be canceled by a Field Supervisor. The Officer who makes the Code 199 call will be physically checked for safety by a Field Supervisor or designee.

Animal Services Dispatch

Dispatchers are responsible for reviewing incoming complaints, assigning them to the appropriate Officers, ensuring Officer safety and responding to radio communications within and between departments.

Use of Radio Channels and Radios

All radio communication is subject to the rules and regulations set forth by the Federal Communications Commission (FCC). Dispatchers should be familiar with the following:

- Military time,
- Animal Services vocabulary (406, 501, "ANI," et cetera),
- Police 10 Codes as well as other general police codes,
- Phonetic Alphabet used by El Paso Police,
- Call Priority Definitions as set forth by Animal Services Field Operations, and El Paso Police Service Districts, Fort Bliss and County jurisdictions.

Daily Field Roster

The morning supervisor on duty will generate the Daily Field Roster. The roster will be generated by 0700 hours daily and updated as changes need to be made throughout the day. The Daily Field Roster will include the following;

- Officers on duty for the day
- Shift Field Supervisors
- On-Call Supervisors
- Dispatchers
- Area of town (5 areas) each Officer will cover
- Unit number assigned to Officer that they will be utilizing that day

In the event an Officer calls in for the day, the Daily Roster will be updated and reflect a newly assigned Officer to the designated area of town.

In the event a unit breaks down during shift, the unit will be towed for maintenance and the Officer will be assigned another unit. The Daily Roster will be revised and emailed out.

In the event there are not any Supervisors on duty the following day(s), the Daily Roster will be emailed out Friday evening by 1700 hours the day prior.

Daily Rosters or revised Daily Roster will be sent out by morning supervisor. The email will include the following recipients;

- All Field Supervisors
- Animal Services Dispatchers (ani-dispatch@elpasotexas.gov)
- 911Communication Supervisors/Managers (911-CommPDSupervisors@elpasotexas.gov and 911CommShiftManagers@elpasotexas.gov)
- 311 Supervisors (AASR-311@elpasotexas.gov)

Radio/Dispatch Procedures

The Animal Services radios have been programmed to contain the "ANCTRL 1", "ANCTRL 2," and interoperability talk groups. The interoperability talk groups include EPCALL, which is programmed into all Police and Fire radios. All employees that use two-way radio for communications are to use proper phonetic alphabet, 10 Codes, and be courteous to other

users on the radio. Traffic should be short and concise; any additional traffic can be transmitted on "ANCTRL 2." Animal Services no longer has access to the Police talk groups.

Employee responsibilities when assigned a radio and call sign will include the following:

- At the beginning of their shift, APO will provide dispatch their call sign, badge# and unit# they are utilizing for the day. APO will also notify dispatch if they have scheduled court for the day to include location and time of court.
- APO units will advise Dispatch when they are in the field and available for service.
- APO will proceed immediately to the call for service provided by Dispatch.
- When called, units APO will respond with their full unit number and location.
- APO will advise Dispatch of a status change using MPS. This is when they are in route, on the scene, changing locations and when they are going in and out of service. Use voice communication if the MCT is down.

Between the hours of 2300 and 0700, procedures concerning the dispatch of Animal Service Units will change slightly. Channel One personnel will monitor the Animal Services talk groups on "ANCTRL 1" and "ANCTRL 2" for emergency button activation and to update the ANI unit's status in ICAD. Channel One personnel will also dispatch Animal Services units to assist Police or Fire, when requested. All other incidents will be self-dispatched by Animal Services units. If Police or Fire request assistance from an Animal Services unit through their regional dispatcher, the dispatcher will acknowledge and relay this information to Channel 1. The Channel 1 dispatcher will dispatch the Animal Services unit on the Animal Services talk group. All pertinent information will be relayed and the Animal Services unit will be attached to the event. If an Animal Protection Officer requests assistance from Police or Fire, Channel 1 personnel will immediately relay all pertinent information to include ICAD event number to the corresponding regional dispatcher. All operations between the hours of 0700 and 2300 will continue to be handled by the Animal Services Dispatcher.

The below listed procedure will be adhered to in regards to the monitoring and dispatching of Animal Services units.

- Channel 1 personnel will monitor the Animal Services talk groups on "ANCTRL1" and "ANCTRL2" for emergency button activations and to update the ANI unit's status in CAD.
- Channel 1 personnel will also dispatch Animal Services units to assist Police or Fire, when requested. All other incidents will be self-dispatched by Animal Services units.
- Animal Services units have MPS installed on their MCT's in order for them to be able to update their own status.
- If an officer requests assistance from an Animal Services unit through their regional dispatcher, the dispatcher will acknowledge and relay this

information to Channel 1. The Channel 1 dispatcher will dispatch the Animal Services unit on the Animal Services talk group. All pertinent information will be relayed and the Animal Service unit will be attached to the incident.

- If Animal Services officer requests assistance from Police or Fire, Channel 1 personnel will immediately relay all pertinent information, to include ICAD event number to the corresponding regional dispatcher.
- All operations between the hours of 0700-2300 will continue to be handled by the Animal Services Dispatcher.

Code 199

A Code 199 is an officer's silent request for emergency assistance. The code is initiated when an officer presses the emergency button on their hand-held radio, the car radio or the MCT (Mobile Computer Terminal). An alarm is transmitted to Communications and assistance is sent based on the officer's last known location. This is a safety feature designed to allow assistance to be sent without alerting possible subjects causing the problem. When a Code 199 alarm is received, Dispatch will clear the air for emergency traffic and start one backup Animal unit and one El Paso Police to the officer's last known location. A Field Supervisor will be advised over the air.

Emergency traffic may only be canceled by a Field Supervisor. The officer who makes the Code 199 call will be physically checked by a Field Supervisor or designee.

Intergraph Computer Aided Dispatch (ICAD)

Dispatchers must be proficient in the use of ICAD. Use of this software will include, but is not limited to:

- Creating, dispatching, cloning, editing and closing events;
- Keeping track of animal protection units' location, status and safety; Communicating to other dispatchers and officers through messages; and
- Search and relay information to officers.

Dispatchers must also be proficient in the use of PetPoint, the database used at Animal Services. This includes using PetPoint to create complaints using the Call Priority Definitions, cloning records, as well as assigning complaints to the appropriate APO in the corresponding area. PetPoint will also be employed to search for and update information in order to relay it to the appropriate authority. Assigning the correct disposition to records in PetPoint is important, as well as documenting the details of actions taken. PetPoint may be used in many ways, and is not limited to the examples stated. Dispatchers should also utilize Chameleon and Accela search databases.

AS Communication/Logs

Dispatchers are responsible for communication between AS employees, 911 communication employees, 311 call takers and other law enforcement entities using email, phone and ICAD messaging.

Every dispatcher must fill out the daily dispatch log, which records all of the officers' arrival time, lunchtime and departure times from the shelter, as well as the number of impounds and the supervisor/senior officer that cleared each officer. This log also documents any issues that might occur during the shift. At the end of each shift, the dispatcher must email a copy of the completed log to all Field Supervisors.

Call Priority Definitions

AS uses different categories to prioritize the order in which calls are dispatched and handled. The following categories are used:

- High Priority
- Normal Priority
- Low Priority

High Priority Calls

A High Priority Call is generally made when a person or persons are in danger or have imminent risk concerning their health/safety. An animal actively engaged in injuring and/or threatening a human will be considered a High Priority Call. These calls in particular endanger public health and safety risks created by dangerously wild and/or exotic animals like raccoons, coyotes, bobcats, foxes, skunks and bats. These animals are considered a High-Risk Rabies Animal and therefore must be given precedence over other calls. All domesticated animals suspected of having rabies will be given priority, as the risk of exposure is serious and possibly life threatening. Along those lines, a venomous snake actively endangering the public will be given High Priority as well. Domesticated animals that are actively threatening the public will receive High Priority, especially if the animal has already bitten or scratched someone, regardless if the animal is contained or at large.

High Priority Calls may also include calls that are made for severely injured animals, animals trapped inside vehicles, active acts of cruelty upon animals and severe cases of cruelty and neglect. These cases are extremely time sensitive and can mean the difference between life and death for the animal.

Normal Priority Calls

Calls of Normal Priority include calls concerning loose dogs, calls concerning animals in traps, animals being held by citizens and Standard of Care issues (no food, water, shelter, etc.). Calls concerning special assignments that make their way to AS through the City website will also be considered a Normal Priority call.

Low Priority

Calls such as a nuisance barking complaint, feces, foul odor, confinement issues for nonaggressive animals and calls regarding permits and inspections.

Next-Day Follow Up

In order to ensure that Priority Calls needing follow-up are taken care of, employees should not close these cases. Calls related to holdings, bite cases, cruelty/neglect as well as anything assigned by a supervisor should not be closed out in PetPoint. Employees will create a new activity for the case to be followed up on. These cases should be open and made available for reassignment. If a call has been handled, make sure all information has been included in PetPoint and has an appropriate disposition. It is the investigating officer's responsibility to notify the supervisor on duty by email if any calls require immediate follow up.

Safety Checks

To ensure the ongoing safety of our officers in the field, I want to remind everyone of the importance of conducting and documenting safety checks every 30 minutes. Please follow these steps to maintain compliance with our safety protocols:

1. **Conduct Safety Checks:** Ensure all officers are checked on at 30-minute intervals while actively engaged in the field.
2. **Document in CAD:** All checks, including the outcomes, must be documented within the CAD system. Ensure the entry is tied to the current case/event the officer is working on. This helps maintain an accurate record of officer welfare throughout the call duration.

These measures are critical to ensuring officer safety and maintaining clear records of field activity.



EPPD Incident Sheet

Incident Number #: 25092228

ORI : TX0710200
Print Date : 09/17/2025 14:29

Incident Information

Incident # : 25092228	Reported Date : 04/02/2025 20:43
Investigating Officer :	Reporting Officer : HORACEK, RION H.
Occured From : 04/02/2025 19:15 WED	Location : 7161 GRANITE RD EPCI, 79915
Occured To : 04/02/2025 20:00 WED	

Incident Details

Case Status : FURTHER INVESTIGATION	Disposition :
Status Date : 04/02/2025 21:58	Disposition Date :
Record Date :	
Remarks :	

Associated Name Summary

FULL NAME	TYPE	INVOLVEMENT	DOB
MACIAS, EMILIO	INDIVIDUAL	INVOLVED, OTHER	03/10/1955

Offense Information

Offense Code : <INFO-999-9999> 4010637 INFO RECEIVED	Location : RESIDENCE/HOME
Primary Offense : <input checked="" type="checkbox"/>	Attempt : COMPLETED
Offense Description :	

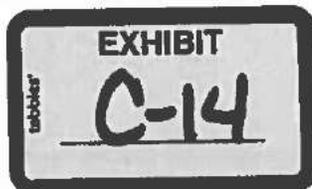
Incident Name

Incident/Name Info :

Involvement : INVOLVED, OTHER	Linked Name : MACIAS, EMILIO
-------------------------------	------------------------------

Name Information :

Name Unknown : <input type="checkbox"/>	Home Address : 7161 GRANITE, EL PASO, TX, 79915
Last Name : MACIAS	Mailing Address :
First Name : EMILIO	Home Phone : [REDACTED]
Middle Name :	Work Phone :
Suffix :	Other Phone :
Name Type : INDIVIDUAL	Cell Phone : [REDACTED]
Race : WHITE	Email :
Ethnicity : HISPANIC	Secondary Email :
Gender : MALE	State ID : 01883830
DOB : 03/10/1955	Eye Color : BROWN
Age : 70 to	Hair Color : GREY OR PARTLY GREY
Driver's License # : 40885558	



Incident Number # : 25092228

Print Date : 09/17/2025 14:29

Driver's License Expiration Date :	Glasses :
Driver's License State : TEXAS	Height : 5'7" to
Driver's License Class :	Weight : 200 to
SSN : ██████████	Juvenile : <input type="checkbox"/>
Passport # :	Date Issued :
Country Of Issuance :	Passport Expiration Date :

Geo Information	
Zone : EPC1	Tract : MVRC
District :	Neighborhood : 82
Reporting Area : 8212	ESZ : 8212

Incident Supplements	
Supplement # : 25092228-0001	Location :
Incident Record : 25092228	Contact Name :
Date/Time : 04/02/2025 22:07	Not for Prosecution : <input type="checkbox"/>
Type : DETAILED NARRATIVE	Supervisor Name :
Author : HORACEK, RION H. (03762)	Supervisor Review Date :
Supplement # : 25092228-0002	Location :
Incident Record : 25092228	Contact Name :
Date/Time : 04/02/2025 22:08	Not for Prosecution : <input type="checkbox"/>
Type : PUBLIC RELEASE NARRATIVE	Supervisor Name :
Author : HORACEK, RION H. (03762)	Supervisor Review Date :

Narratives

Report #: 25092228-0001

Author :

Title :

Entered On : 04/03/2025 17:26

Narrative :

On 04/02/2025, at approximately 2020 hours Officers R. Horacek #3762 and I. Canales #3593 (2F182) were dispatched to the listed location in reference to a welfare check.

The dispatch comments advised that IO-01's dogs were fighting on the backyard. Which resulted a dog to be deceased due to the fight.

Officers arrived and met with IO-01 (owner of the listed location and dogs). Officers advised IO-01 the reason they were there was due to someone calling advising there was a fight between dogs at the listed location and one of them was deceased. IO-01 advised that his dogs were ok and that they just miss-behave when he's not home. Officers looked over the backyard and observed a dog to be deceased.

Officers spoke with IO-01 a second time and informed him of the deceased dog, IO-01 seemed unaware about the deceased dog on his backyard with no remorse.

IO-01 advised that he takes good care of the dogs giving them proper food, water, and shelter. IO-01 advised its difficult due to having 20+ dogs. Officers observed there to be shelter on the back yard, and the back door open for the dogs to enter and exit the house freely. Officers also observed there to be multiple large bags of dog food in the front yard and each visible dog to look well fed and acting normal. Officers did not make entry to the residence due to the number of dogs.

Animal unit R. Dominguez (ANI 802) arrived and advised IO-01 the proper procedures. IO-01 was given an incident information card and advised accordingly. Officers met with negative results with the reporter.

Incident Number #: 25092228

Print Date : 09/17/2025 14:29

Report #: 25092228-0002

Author :

Title :

Entered On : 04/02/2025 22:14

Narrative :

On 04/02/2025, at approximately 2020 hours Officers R. Horacek #3762 and I. Canales #3593 (2F182) were dispatched to the listed location in reference to a welfare check.

The dispatched advised that IO-01's dogs were fighting on the backyard. Which resulted a dog to be deceased due to the fight.

Officers arrived and met with IO-01 (owner of the listed location and dogs). IO-01 advised that his dogs were ok. Officers looked over the backyard and observed a dog to be deceased.

Officers spoke with IO-01, who was unaware about the deceased dog on his backyard.

Animal unit arrived (ANI 802) and advised IO-01 the proper procedures.

IO-01 was given an incident information card and advised accordingly. Officers met with negative results with the reporter.

Involved Officers

Officer : HORACEK, RION H. (03762)

Unit :

Involvement : REPORTER

Involvement Status :

Date/Time :

Comments :

Calls For Service

CFS # : 2025138081

Date Recieved : 04/02/2025 19:17

Call Date # : 04/02/2025 19:17

Call Identifier :

Last/Full Name : UTJARA, DENISE

Phone : (915) 303-4114

Remarks : 2025-04-02T19:17:27

RP IS 3RD PARTY 2025-04-02T19:17:27

RP REQ WELFARE CHECK ON OWNERS OF K9S AT LISTED 2025-04-02T19:17:27

ADV K9S AT LISTED WER UNATENDED 2025-04-02T19:17:27

ADV K9S WHERE ATTACKING EACH OTHER 2025-04-02T19:17:27

ADV 1 K9 DEAD OTHER K9S SEEMED TO BE EATING DEAD K9 2025-04-02T19:17:27

SUBJ: UNK 2025-04-02T19:17:43

BLIND NUA 2025-04-02T19:17:44

V 2025-04-02T19:19:13

RP ADV MADE REPORT W/311 2025-04-02T19:19:21

PETPOINT: C08991086 2025-04-02T19:19:28

CLONE TO ANI REF COMMENTS 2025-04-02T19:19:37

RP ADV PASSER BY UNK FURTHER 85 ON RESIDENCE 2025-04-02T19:21:24

NOI 2025-04-02T19:21:46

2F182 -- CN/TIMES 2025-04-02T20:43:24

Incident Related Cases

Case Management ID : CM25018828

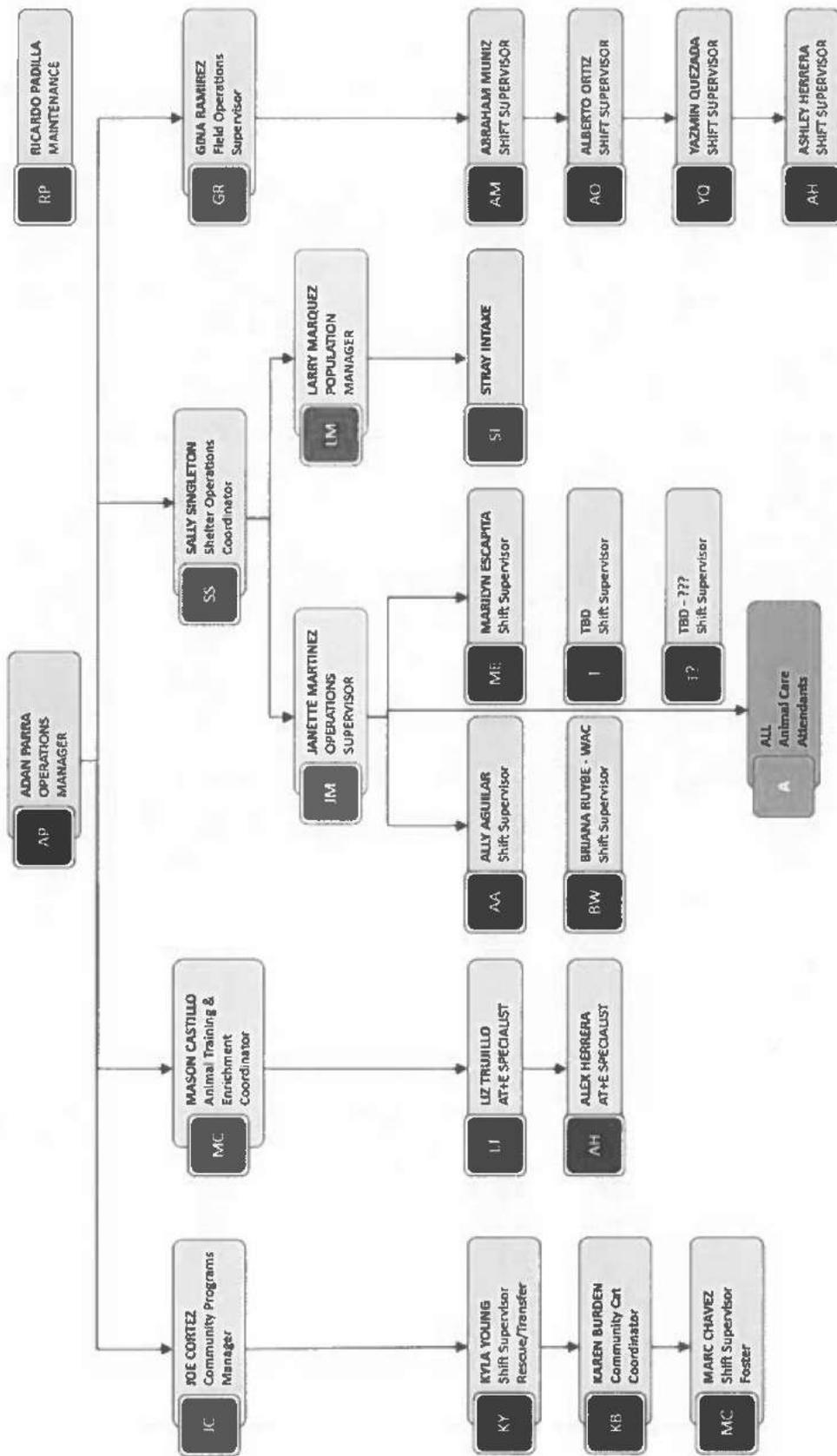
Date/Time Logged : 04/04/2025 10:40

Case Type : REGIONAL

Lead Investigator :

Investigation Status : FILE NO ACTION/ NON CRIMINAL

Primary :



Ex. C-15

7161 Granite
El Paso Texas, 79915

C0008991086

Officer B. Dominguez 136R



El Paso Animal Services
5001 Fred Wilson Avenue
El Paso, Texas 79906 USA
EPAS@elpasotexas.gov
https://elpasoanimalservices.org/
Tel.: 915-212-7297 / 915-751-1726
Printed: 04/04/2025 12:22AM By: DominguezBX

Case Details

Case #: C0008991086
Reference #:
Status: Pending

Case Date/Time: 04/02/2025 07:02PM Reported:
Jurisdiction: CITY of El Paso

Category: Investigation
Type: Bite / Scratch
Subtype: Animal to Animal
Officer: Jorge Cobo
Review Date:

7161 Granite Rd, El Paso, 79915, Texas, United States

Directions:
Result: Completed By: Bryan Dominguez Date/Time: 04/02/2025 10:39PM
Result Comments:

Created By: GalvanP

Animal Info: caller is advising there is a lot of dogs at this address, the dogs are fighting, they are small dogs, unsure of breed, the dog killed a smaller dog, and they were eating it. She is unsure if the owners are home, she wants us to check on the owners to see if they are okay.

Created: 04/02/2025 07:09PM
Last Updated By: OrtizAX
Updated: 04/03/2025 02:29PM

Person Info: Dennise Utajara

Case Animals

Animal #: A0058236971 |

Animal ID: A0058236971 Name: Types: Dog Gender: Male
ARN: DOB: 12/26/2024 Breeds: Terrier/Mix Altered: N
Chip #: Current Age: 0 Y 3 M 9d Colors: Brown/ Size: S
Type: Age Group: Juvenile 8WK to 6Months Pattern: Weight: 0
Declawed: N Bitten: No Bite History Primary Role: Victim Secondary Role:
Animal Memos: No Case Memos: No Conditions: No Violations: No

Animal #: A0058242160 |

Animal ID: A0058242160 Name: Sula Types: Dog Gender: Female
ARN: DOB: 4/3/2017 Breeds: Miniature Pinscher/Mix Altered: U
Chip #: Current Age: 8 Y 0 M 1d Colors: Black/Brown Size: S
Type: Age Group: Adult Pattern: Weight: 0
Declawed: N Bitten: No Bite History Primary Role: Suspect Secondary Role:
Animal Memos: No Case Memos: No Conditions: No Violations: No

Animal #: A0058242168 |

Animal ID: A0058242168 Name: Bella Types: Dog Gender: Female
ARN: DOB: 4/3/2017 Breeds: Great Pyrenees/Mix Altered: U
Chip #: Current Age: 8 Y 0 M 1d Colors: White/ Size: L
Type: Age Group: Adult Pattern: Weight: 0
Declawed: N Bitten: No Bite History Primary Role: Suspect Secondary Role:
Animal Memos: No Case Memos: No Conditions: No Violations: No

Animal #: A0058242179 |

Animal ID: A0058242179 Name: Dodge Types: Dog Gender: Male
ARN: DOB: 4/3/2017 Breeds: Retriever, Labrador/Mix Altered: U
Chip #: Current Age: 8 Y 0 M 1d Colors: Brown/White Size: M
Type: Age Group: Adult Pattern: Weight: 0
Declawed: N Bitten: No Bite History Primary Role: Suspect Secondary Role:
Animal Memos: No Case Memos: No Conditions: No Violations: No

Animal #: A0058242190 |

Animal ID: A0058242190 Name: Tachuelita Types: Dog Gender: Female
ARN: DOB: 12/3/2024 Breeds: Miniature Pinscher/Mix Altered: U
Chip #: Current Age: 0 Y 4 M 1d Colors: Black/Brown Size: S
Type: Age Group: Adult Pattern: Weight: 0

Declawed: N Bitten: No Bite History Primary Role: Suspect Secondary Role: No
 Animal Memos: No Case Memos: No Conditions: No Violations: No

Animal #: A0058242202 |
 Animal ID: A0058242202 Name: Peanut Butter Types: Dog Gender: Male
 ARN: DOB: 4/3/2020 Breeds: Miniature Pinscher/Mix Altered: U
 Chip #: Current Age: 5 Y 0 M 1d Colors: Black/Brown Size: S
 Type: Age Group: Adult Pattern: Weight: 0
 Declawed: N Bitten: No Bite History Primary Role: Suspect Secondary Role:
 Animal Memos: No Case Memos: No Conditions: No Violations: No

Animal #: A0058242208 |
 Animal ID: A0058242208 Name: Casper Types: Dog Gender: Male
 ARN: DOB: 1/3/2025 Breeds: Miniature Pinscher/Mix Altered: U
 Chip #: Current Age: 0 Y 3 M 1d Colors: White/Brown Size: S
 Type: Age Group: Juvenile 8WK to 6Months Pattern: Weight: 0
 Declawed: N Bitten: No Bite History Primary Role: Suspect Secondary Role:
 Animal Memos: No Case Memos: No Conditions: No Violations: No

Animal #: A0058242221 |
 Animal ID: A0058242221 Name: Samsung Types: Dog Gender: Male
 ARN: DOB: 4/3/2020 Breeds: Retriever, Labrador/Mix Altered: U
 Chip #: Current Age: 5 Y 0 M 1d Colors: Brown/White Size: M
 Type: Age Group: Adult Pattern: Weight: 0
 Declawed: N Bitten: No Bite History Primary Role: Suspect Secondary Role:
 Animal Memos: No Case Memos: No Conditions: No Violations: No

Animal #: A0058242226 |
 Animal ID: A0058242226 Name: Types: Dog Gender: Female
 ARN: DOB: 4/3/2020 Breeds: Retriever, Labrador/Mix Altered: U
 Chip #: 941010003703430 Current Age: 5 Y 0 M 1d Colors: Brown/White Size: M
 Type: 24PetWatch Age Group: Adult Pattern: Weight: 0
 Declawed: N Bitten: No Bite History Primary Role: Suspect Secondary Role:
 Animal Memos: Yes Case Memos: No Conditions: No Violations: No

Case Persons

Person #: P0027519706 | Emilio Macias
 P0027519706 Emilio Macias, [REDACTED] 7161 GRANITE
 79915, CITY of El Paso, TX - Home Primary Role: Suspect Secondary Role:
 Animal Owner: No, Person Reporting: No, Property Owner: No

Case Activities

Activity #:	8841418	Conditions:		Dancer?	
State:	Closed	Jurisdiction:	CITY of El Paso	Patrol Area:	800 Lower Valley
Type/Subtype:	Dispatch - Exposure	Cross Streets:		Distance:	0
Priority:	High	Created Date/Time:	04/02/2025 07:10PM	Created By:	GalvanP
Review Date:		Last Updated Date/Time:	04/02/2025 10:39PM	Last Updated By:	DominguezBX
Comments:					
	Status History	Status Date/Time	Activity Owner	Status Update Date/Time	Status Updated By

Ended	04/02/2025 10:39PM	Bryan Dominguez	04/02/2025 10:39PM	Bryan Dominguez
New	04/02/2025 07:09PM	Dispatch 1-ASFO	04/02/2025 07:09PM	Patricia Galvan

Result Qty	Result	Is Primary	Result Date	Result By
1	Advised	Yes	04/02/2025 10:39PM	Bryan Dominguez

Activity #:	8842649	Conditions:		Danger?	
State:	Open	Jurisdiction:	CITY of El Paso	Patrol Area:	800 Lower Valley
Type/Subtype:	Dispatch - Exposure	Cross Streets:		Distance:	0
Priority:	High/Follow-Up	Created Date/Time:	04/03/2025 01:35PM	Created By:	ChavarriaMA
Review Date:		Last Updated Date/Time:	04/03/2025 01:35PM	Last Updated By:	ChavarriaMA

Comments:

Status History	Status Date/Time	Activity Owner	Status Update Date/Time	Status Updated By
New	04/03/2025 01:34PM	Alberto Ortiz	04/03/2025 01:34PM	Miguel Chavarria

Activity #:	8841690	Conditions:		Danger?	
State:	Closed	Jurisdiction:	CITY of El Paso	Patrol Area:	800 Lower Valley
Type/Subtype:	Dispatch - Exposure	Cross Streets:		Distance:	0
Priority:	High/Follow-Up	Created Date/Time:	04/03/2025 07:28AM	Created By:	ValenciaAX
Review Date:		Last Updated Date/Time:	04/03/2025 02:45PM	Last Updated By:	CoboJ

Comments:

Status History	Status Date/Time	Activity Owner	Status Update Date/Time	Status Updated By
Ended	04/03/2025 02:45PM	Jorge Cobo	04/03/2025 02:45PM	Jorge Cobo
New	04/03/2025 07:26AM	Jorge Cobo	04/03/2025 07:26AM	Armando Valencia

Result Qty	Result	Is Primary	Result Date	Result By
1	Impound	Yes	04/03/2025 02:45PM	Jorge Cobo

Case Memo(s)

Memo #	Reference	Reference #	Memo Type	Created Date/Time	Created By	Updated Date/Time	Updated By	Review Date/Time
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Subtype

Pg 4

8436432	Case		Field Report Officer	04/02/2025 10:42PM	DominguezBX	04/02/2025 10:42PM	DominguezBX	
<p>04/02/2025 @ 2038 hrs. Arrived to 7161 Granite and made contact with pet owner Mr. Emilio Macias who advised that the small canine who was dead on his backyard. Dog was bit by other canines on the abdominal area and died by the attacks. Dog was a brown two month old terrier mix who was bagged by the owner and placed on the trash bin. SAPO Rivera was advised and concurred to document the incident by the other dogs. Overall canines have access to the house 24/7 were water and food are provided to them. PD officer 2F182 was at the location to were situation of the dog was documented only (Case# 25-092228) as there was no animal cruelty case. BD136</p>								
8437674	Case		Field Report	04/03/2025 02:41PM	CoboJ	04/03/2025 02:41PM	CoboJ	
<p>4/3/25 A follow up was conducted at 7161 Granite to check how many canines Mr. Macias owns. A brown/white labrador mix was owner surrender by Mr. Macias, who signed owner surrender document. Karen Washington took 6 small one month old puppies possible Labrador mixes. Mr. Macias stated they own about 25 canines that can go in out of the property through the back. A follow up will also be conducted on 4/4/25 to pick up more of the canines. (JCB109)</p>								

Person View Report

AZ

Pg. 1

Person



Printed:04/04/2025 12:34AM

Person Details

ID	Name	Date of Birth	ID Type: Number	Gender
P0027519706	Emilio Macias	[REDACTED]	Driver License : [REDACTED]	M

Addresses

Type	Address	PostalCode
Home	7161 GRANITE CITY of El Paso Texas USA	79915

Phone Numbers

Type	Number	Extension
Cell	[REDACTED]	

Animal

AnimalID	Type	Date	Name	Species	Primary Breed	Primary Color	DOB	Sex
<u>A0058242226</u>	Owner/Guardian Surrender	4/3/2025		Dog	Retriever, Labrador	Brown	4/3/2020	F

Ownership / Guardianship

AnimalID	Date From	Name	Species	Primary Breed	Primary Color	DOB	Sex
<u>A0036736458</u>	10/04/2017 11:09PM		Cat	Domestic Shorthair	Black	10/5/2016	U
<u>A0036736461</u>	10/04/2017 11:09PM		Cat	Domestic Shorthair	Orange	10/5/2016	U
<u>A0048727235</u>	09/23/2021 06:24PM	HERCULES	Dog	Terrier	Tan	1/23/2021	M

Case

Case #	Type	Sub type	Reference #	Date of Incident	Status
<u>C0004291970</u>	Enforcement	Nuisance - Cat		3/28/2017 8:51:00 AM	Closed
<u>C0004556574</u>	Cruelty / Neglect	Standards of Care		10/4/2017 4:00:00 PM	Closed
<u>C0004629398</u>	Enforcement	Nuisance - Cat		12/4/2017 1:39:00 PM	Closed
<u>C0004778732</u>	Enforcement	Nuisance - Cat		4/9/2018 3:45:00 PM	Closed
<u>C0006020268</u>	Enforcement	Nuisance - Cat		10/22/2020 10:19:00 AM	Closed
<u>C0006648785</u>	Stray	Loose / At Large - Dog		9/22/2021 9:44:00 AM	Closed
<u>C0006650736</u>	Bite / Scratch	Animal to Person		9/23/2021 11:28:00 AM	Closed
<u>C0006968896</u>	Cruelty / Neglect	Standards of Care		6/8/2022 8:53:00 AM	Closed
<u>C0008991086</u>	Bite / Scratch	Animal to Animal		4/2/2025 7:02:00 PM	Pending

Associations

Photo

Association

Files

File #	File Name	Category	View On	File Type	File Subtype	Uploaded Date/Time	Expiration Date/Time	Uploaded By
DOC000665788	33-636220	Person	P0027519706	Government	Citation	11/17/2021 08:49AM		Yazmin Quezada
DOC0006283260	33-641781	Person	P0027519706	Government	Citation	09/24/2021 09:56AM		Adrian Leal
DOC000889272	File against	Person	P0027519706	Government	Citation	10/23/2017 12:52PM		Bryan Dominguez
DOC000881026	Citation	Person	P0027519706	Government	Citation	10/05/2017 07:28AM		Francisco Rocha
DOC000608254	Allegation notice	Person	P0027519706	Government	Warning Notice	03/29/2017 09:27AM		Adrian Leal

Case View Report



El Paso Animal Services
5001 Fred Wilson Avenue
El Paso, Texas 79906 USA
EPAS@elpasotexas.gov
https://elpasoanimalservices.org/
Tel.: 915-212-7297 / 915-751-1726
Printed: 07/03/2025 04:18PM By: DominguezBX

Case Details

Case #: C0009991086
Reference #:
Status: Closed

Case Date/Time: 04/02/2025 07:02PM Reported:
Jurisdiction: CITY of El Paso

Category: Investigation
Type: Bite / Scratch
Subtype: Animal to Animal
Officer: Jorge Cobo
Review Date:

7161 GRANITE RD., El Paso, 79915, Texas, United States

Directions:
Result: Completed By: Bryan Dominguez Date/Time: 04/02/2025 10:39PM
Result Comments:

Created By: GalvanP

Animal Info: caller is advising there is a lot of dogs at this address, the dogs are fighting, they are small dogs, unsure of breed, the dog killed a smaller dog, and they were eating it. She is unsure if the owners are home, she wants us to check on the owners to see if they are okay.

Created: 04/02/2025 07:04PM
Last Updated By: OrtizAX
Updated: 04/29/2025 09:54AM

Person Info: Dennise Utajar

Case Animals

Animal #: A0058236971 |

Animal ID: A0058236971 Name: 4.3 Types: Dog Gender: Male
ARN: DOB: 12/26/2024 Breeds: Terrier/Mix Altered: N
Chip #: Current Age: 0 Y 6 M 7d Colors: Brown/ Size: S
Type: Age Group: Juvenile 8WK to 6Months Pattern: Weight: 0
Declawed: N Bitten: No Bite History Primary Role: Victim Secondary Role:
Animal Memos: No Case Memos: No Conditions: No Violations: No

Ownership / Guardianship

Table with 6 columns: Person #, Date From, Person Name, Phone, Address, City. Row 1: P0027519708, 4/4/2025, Emilio Macias, [Redacted], 7161 GRANITE, CITY of El Paso TX 79915

Animal #: A0058242160 |

Animal ID: A0058242160 Name: Sula Types: Dog Gender: Female
ARN: DOB: 4/3/2017 Breeds: Miniature Pinscher/Mix Altered: U
Chip #: Current Age: 8 Y 3 M 0d Colors: Black/Brown Size: S
Type: Age Group: Adult Pattern: Weight: 0
Declawed: N Bitten: No Bite History Primary Role: Suspect Secondary Role:
Animal Memos: No Case Memos: No Conditions: No Violations: No

Ownership / Guardianship

Table with 6 columns: Person #, Date From, Person Name, Phone, Address, City. Row 1: P0027519708, 4/4/2025, Emilio Macias, [Redacted], 7161 GRANITE, CITY of El Paso TX 79915

Animal #: A0058242168 |

Animal ID: A0058242168 Name: Bella Types: Dog Gender: Female
ARN: DOB: 4/3/2017 Breeds: Great Pyrenees/Mix Altered: U
Chip #: Current Age: 8 Y 3 M 0d Colors: White/ Size: L
Type: Age Group: Adult Pattern: Weight: 0
Declawed: N Bitten: No Bite History Primary Role: Suspect Secondary Role:
Animal Memos: No Case Memos: No Conditions: No Violations: No

Ownership / Guardianship

Table with 6 columns: Person #, Date From, Person Name, Phone, Address, City. Row 1: P0027519708, 4/4/2025, Emilio Macias, [Redacted], 7161 GRANITE, CITY of El Paso TX 79915

P0027519706	4/4/2025	Emilio Macias	[REDACTED]	7181 GRANITE	CITY of El Paso TX 79915
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Animal #: A0058242179 |

Animal ID: A0058242179 Name: Dodge Types: Dog Gender: Male
 ARN: DOB: 4/3/2017 Breeds: Retriever, Labrador/Mix Altered: U
 Chip #: Current Age: 8 Y 3 M 0d Colors: Brown/White Size: M
 Type: Age Group: Adult Pattern: Weight: 0
 Declawed: N Bitten: No Bite History Primary Role: Suspect Secondary Role:
 Animal Memos: No Case Memos: No Conditions: No Violations: No

Ownership / Guardianship

Person #	Date From	Person Name	Phone	Address	City
P0027519706	4/4/2025	Emilio Macias	[REDACTED]	7181 GRANITE	CITY of El Paso TX 79915

Animal #: A0058242190 |

Animal ID: A0058242190 Name: Tachuelita Types: Dog Gender: Female
 ARN: DOB: 12/3/2024 Breeds: Miniature Pinscher/Mix Altered: U
 Chip #: Current Age: 0 Y 7 M 0d Colors: Black/Brown Size: S
 Type: Age Group: Adult Pattern: Weight: 0
 Declawed: N Bitten: No Bite History Primary Role: Suspect Secondary Role:
 Animal Memos: No Case Memos: No Conditions: No Violations: No

Ownership / Guardianship

Person #	Date From	Person Name	Phone	Address	City
P0027519706	4/4/2025	Emilio Macias	[REDACTED]	7181 GRANITE	CITY of El Paso TX 79915

Animal #: A0058242202 |

Animal ID: A0058242202 Name: Peanut Butter Types: Dog Gender: Male
 ARN: DOB: 4/3/2020 Breeds: Miniature Pinscher/Mix Altered: U
 Chip #: Current Age: 5 Y 3 M 0d Colors: Black/Brown Size: S
 Type: Age Group: Adult Pattern: Weight: 0
 Declawed: N Bitten: No Bite History Primary Role: Suspect Secondary Role:
 Animal Memos: No Case Memos: No Conditions: No Violations: No

Ownership / Guardianship

Person #	Date From	Person Name	Phone	Address	City
P0027519706	4/4/2025	Emilio Macias	[REDACTED]	7181 GRANITE	CITY of El Paso TX 79915

Animal #: A0058242208 |

Animal ID: A0058242208 Name: Casper Types: Dog Gender: Male
 ARN: DOB: 1/3/2025 Breeds: Miniature Pinscher/Mix Altered: U
 Chip #: 933000321109137 Current Age: 0 Y 6 M 0d Colors: White/Brown Size: S
 Type: MicrochipID Systems/Buddy ID Age Group: Adult Pattern: Weight: 0
 Declawed: N Bitten: No Bite History Primary Role: Suspect Secondary Role:
 Animal Memos: No Case Memos: No Conditions: No Violations: No

Ownership / Guardianship

Person #	Date From	Person Name	Phone	Address	City
P0027519706	4/4/2025	Emilio Macias	[REDACTED]	7181 GRANITE	CITY of El Paso TX 79915

Animal #: A0058242221 | Green

Animal ID: A0058242221 Name: Tommy* Types: Dog Gender: Male
 ARN: Green DOB: 11/23/2024 Breeds: Retriever, Labrador/Mix Altered: Y
 Chip #: 941010003705860 Current Age: 0 Y 7 M 10d Colors: Brown/White Size: M
 Type: 24PetWatch Age Group: Adult Pattern: Weight: 0
 Declawed: N Bitten: No Bite History Primary Role: Suspect Secondary Role:
 Animal Memos: Yes Case Memos: No Conditions: No Violations: No

Ownership / Guardianship

7/3/25, 4:18 PM

Case View Report

Person #	Date From	Person Name	Phone	Address	City
P004767224	5/23/2025	Alexander Perham	[REDACTED]	Rattlesnake Spring Rd	El Paso, Fort Bliss, EL PASO TX 79906

Animal #: A0058242226 | Yellow

Animal ID: A0058242226 Name: Gino' Types: Dog Gender: Male
 ARN: Yellow DOB: 4/3/2020 Breeds: Chihuahua, Short Coat/Shepherd Altered: Y
 Chip #: 941010003703430 Current Age: 5 Y 3 M 0d Colors: Brown/White Size: M
 Type: 24PetWatch Age Group: Adult Pattern: Weight: 0
 Declawed: N Bitten: No Bite History Primary Role: Suspect Secondary Role:
 Animal Memos: Yes Case Memos: No Conditions: No Violations: No

Ownership / Guardianship

Person #	Date From	Person Name	Phone	Address	City
P0027518708	4/4/2025	Emilio Macias	[REDACTED]	7161 GRANITE	CITY of El Paso TX 79915

Animal #: A0058242231 |

Animal ID: A0058242231 Name: KW1 Types: Dog Gender: Unknown
 ARN: DOB: 2/6/2025 Breeds: Miniature Pinscher/Mix Altered: N
 Chip #: Current Age: 0 Y 4 M 27d Colors: Black/Brown Size: S
 Type: Age Group: Juvenile 8WK to 6Months Pattern: Tricolor Weight: 0
 Declawed: N Bitten: No Bite History Primary Role: Suspect Secondary Role:
 Animal Memos: No Case Memos: No Conditions: No Violations: No

Ownership / Guardianship

Person #	Date From	Person Name	Phone	Address	City
P0027519704	4/4/2025	Emilio Macias	[REDACTED]	7161 GRANITE	CITY of El Paso TX 79915

Animal #: A0058242235 |

Animal ID: A0058242235 Name: KW2 Types: Dog Gender: Unknown
 ARN: DOB: 2/6/2025 Breeds: Miniature Pinscher/Mix Altered: N
 Chip #: Current Age: 0 Y 4 M 27d Colors: Black/Brown Size: S
 Type: Age Group: Juvenile 8WK to 6Months Pattern: Tricolor Weight: 0
 Declawed: N Bitten: No Bite History Primary Role: Suspect Secondary Role:
 Animal Memos: No Case Memos: No Conditions: No Violations: No

Ownership / Guardianship

Person #	Date From	Person Name	Phone	Address	City
P0027519708	4/4/2025	Emilio Macias	[REDACTED]	7161 GRANITE	CITY of El Paso TX 79915

Animal #: A0058242239 |

Animal ID: A0058242239 Name: KW3 Types: Dog Gender: Unknown
 ARN: DOB: 2/6/2025 Breeds: Miniature Pinscher/Mix Altered: N
 Chip #: Current Age: 0 Y 4 M 27d Colors: Brown/Black Size: S
 Type: Age Group: Juvenile 8WK to 6Months Pattern: Tricolor Weight: 0
 Declawed: N Bitten: No Bite History Primary Role: Suspect Secondary Role:
 Animal Memos: No Case Memos: No Conditions: No Violations: No

Ownership / Guardianship

Person #	Date From	Person Name	Phone	Address	City
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P0027519708	4/4/2025	Emilio Macias	[REDACTED]	7161 GRANITE	CITY of El Paso TX 79915
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Animal #: A0058242250 |

Animal ID: A0058242250 Name: KW4 Types: Dog Gender: Unknown
 ARN: DOB: 2/6/2025 Breeds: Miniature Pinscher/Mix Altered: N
 Chip #: Current Age: 0 Y 4 M 27d Colors: Brown/Black Size: S
 Type: Age Group: Juvenile 8WK to 6Months Pattern: Tricolor Weight: 0
 Declawed: N Bitten: No Bite History Primary Role: Suspect Secondary Role:
 Animal Memos: No Case Memos: No Conditions: No Violations: No

Ownership / Guardianship

Person #	Date From	Person Name	Phone	Address	City
P0027519708	4/4/2025	Emilio Macias	[REDACTED]	7161 GRANITE	CITY of El Paso TX 79915

Animal #: A0058242258 |

Animal ID: A0058242258 Name: KW5 Types: Dog Gender: Unknown
 ARN: DOB: 2/6/2025 Breeds: Miniature Pinscher/Mix Altered: N
 Chip #: Current Age: 0 Y 4 M 27d Colors: Brown/Black Size: S
 Type: Age Group: Juvenile 8WK to 6Months Pattern: Tricolor Weight: 0
 Declawed: N Bitten: No Bite History Primary Role: Suspect Secondary Role:
 Animal Memos: No Case Memos: No Conditions: No Violations: No

Ownership / Guardianship

Person #	Date From	Person Name	Phone	Address	City
P0027519708	4/4/2025	Emilio Macias	[REDACTED]	7161 GRANITE	CITY of El Paso TX 79915

Animal #: A0058242271 |

Animal ID: A0058242271 Name: KW6 Types: Dog Gender: Unknown
 ARN: DOB: 2/6/2025 Breeds: Miniature Pinscher/Mix Altered: N
 Chip #: Current Age: 0 Y 4 M 27d Colors: Brown/Black Size: S
 Type: Age Group: Juvenile 8WK to 6Months Pattern: Tricolor Weight: 0
 Declawed: N Bitten: No Bite History Primary Role: Suspect Secondary Role:
 Animal Memos: No Case Memos: No Conditions: No Violations: No

Ownership / Guardianship

Person #	Date From	Person Name	Phone	Address	City
P0027519708	4/4/2025	Emilio Macias	[REDACTED]	7161 GRANITE	CITY of El Paso TX 79915

Animal #: A0058245294 |

Animal ID: A0058245294 Name: P1 Types: Dog Gender: Female
 ARN: DOB: 10/4/2024 Breeds: Terrier, Jack Russell/Mix Altered: N
 Chip #: Current Age: 0 Y 8 M 29d Colors: Brown/ Size: S
 Type: Age Group: Juvenile 8WK to 6Months Pattern: Weight: 0
 Declawed: N Bitten: No Bite History Primary Role: Suspect Secondary Role:
 Animal Memos: No Case Memos: No Conditions: No Violations: No

Ownership / Guardianship

Person #	Date From	Person Name	Phone	Address	City
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P0027519706	4/4/2025	Emilio Macias	[REDACTED]	7161 GRANITE	CITY of El Paso TX 79915
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Animal #: A0058245302 |

Animal ID: A0058245302 Name: P2 Types: Dog Gender: Male
 ARN: DOB: 10/4/2024 Breeds: Retriever, Labrador/Mix Altered: N
 Chip #: Current Age: 0 Y 8 M 29d Colors: Brown/ Size: S
 Type: Age Group: Juvenile 8WK to 6Months Pattern: Weight: 0
 Declawed: N Bitten: No Bite History Primary Role: Suspect Secondary Role:
 Animal Memos: No Case Memos: No Conditions: No Violations: No

Ownership / Guardianship

Person #	Date From	Person Name	Phone	Address	City
P0027519706	4/4/2025	Emilio Macias	[REDACTED]	7161 GRANITE	CITY of El Paso TX 79915

Animal #: A0058245306 |

Animal ID: A0058245306 Name: P3 Types: Dog Gender: Male
 ARN: DOB: 10/4/2024 Breeds: Retriever, Labrador/Mix Altered: N
 Chip #: Current Age: 0 Y 8 M 29d Colors: Brown/White Size: S
 Type: Age Group: Juvenile 8WK to 6Months Pattern: Weight: 0
 Declawed: N Bitten: No Bite History Primary Role: Suspect Secondary Role:
 Animal Memos: No Case Memos: No Conditions: No Violations: No

Ownership / Guardianship

Person #	Date From	Person Name	Phone	Address	City
P0027519706	4/4/2025	Emilio Macias	[REDACTED]	7161 GRANITE	CITY of El Paso TX 79915

Animal #: A0058245308 |

Animal ID: A0058245308 Name: P4 Types: Dog Gender: Male
 ARN: DOB: 10/4/2024 Breeds: Retriever, Labrador/Mix Altered: N
 Chip #: Current Age: 0 Y 8 M 29d Colors: Brown/ Size: S
 Type: Age Group: Juvenile 8WK to 6Months Pattern: Weight: 0
 Declawed: N Bitten: No Bite History Primary Role: Suspect Secondary Role:
 Animal Memos: No Case Memos: No Conditions: No Violations: No

Ownership / Guardianship

Person #	Date From	Person Name	Phone	Address	City
P0027519706	4/4/2025	Emilio Macias	[REDACTED]	7161 GRANITE	CITY of El Paso TX 79915

Animal #: A0058245310 |

Animal ID: A0058245310 Name: P5 Types: Dog Gender: Male
 ARN: DOB: 10/4/2024 Breeds: Miniature Pinscher/Mix Altered: N
 Chip #: Current Age: 0 Y 8 M 29d Colors: Black/Brown Size: S
 Type: Age Group: Juvenile 8WK to 6Months Pattern: Weight: 0
 Declawed: N Bitten: No Bite History Primary Role: Suspect Secondary Role:
 Animal Memos: No Case Memos: No Conditions: No Violations: No

Ownership / Guardianship

Person #	Date From	Person Name	Phone	Address	City
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P0027519706	4/4/2025	Emilio Macias	[REDACTED]	7161 GRANITE	CITY of El Paso TX 79915
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Animal #: A0058245316 |
 Animal ID: A0058245316 Name: P6 Types: Dog Gender: Female
 ARN: DOB: 10/4/2024 Breeds: Retriever, Labrador/Mix Altered: N
 Chip #: Current Age: 0 Y 8 M 29d Colors: Brown/ Size: S
 Type: Age Group: Juvenile 8WK to 6Months Pattern: Weight: 0
 Declawed: N Bitten: No Bite History Primary Role: Suspect Secondary Role:
 Animal Memos: No Case Memos: No Conditions: No Violations: No

Ownership / Guardianship

Person #	Date From	Person Name	Phone	Address	City
P0027519706	4/4/2025	Emilio Macias	[REDACTED]	7161 GRANITE	CITY of El Paso TX 79915

Animal #: A0058245323 | Orange
 Animal ID: A0058245323 Name: P7 Types: Dog Gender: Male
 ARN: Orange DOB: 10/4/2024 Breeds: Retriever, Labrador/Mix Altered: N
 Chip #: 941010002929007 Current Age: 0 Y 8 M 29d Colors: Brown/ Size: S
 Type: 24PetWatch Age Group: Juvenile 8WK to 6Months Pattern: Weight: 0
 Declawed: N Bitten: No Bite History Primary Role: Suspect Secondary Role:
 Animal Memos: Yes Case Memos: No Conditions: No Violations: No

Ownership / Guardianship

Person #	Date From	Person Name	Phone	Address	City
P0027519706	4/4/2025	Emilio Macias	[REDACTED]	7161 GRANITE	CITY of El Paso TX 79915

Animal #: A0058245326 | Yellow
 Animal ID: A0058245326 Name: Peanut Butter* Types: Dog Gender: Female
 ARN: Yellow DOB: 10/4/2024 Breeds: Retriever, Labrador/Mix Altered: Y
 Chip #: 941010003790468 Current Age: 0 Y 8 M 29d Colors: Brown/ Size: S
 Type: 24PetWatch Age Group: Juvenile 8WK to 6Months Pattern: Weight: 0
 Declawed: N Bitten: No Bite History Primary Role: Suspect Secondary Role:
 Animal Memos: Yes Case Memos: No Conditions: No Violations: No

Ownership / Guardianship

Person #	Date From	Person Name	Phone	Address	City
P0027519706	4/4/2025	Emilio Macias	[REDACTED]	7161 GRANITE	CITY of El Paso TX 79915

Animal #: A0058245332 |
 Animal ID: A0058245332 Name: MG1 Types: Dog Gender: Female
 ARN: DOB: 12/26/2024 Breeds: Terrier/Mix Altered: N
 Chip #: 941010002939477 Current Age: 0 Y 6 M 7d Colors: Brown/ Size: S
 Type: 24PetWatch Age Group: Juvenile 8WK to 6Months Pattern: Weight: 0
 Declawed: N Bitten: No Bite History Primary Role: Suspect Secondary Role:
 Animal Memos: Yes Case Memos: No Conditions: No Violations: No

Animal #: A0058245333 |
 Animal ID: A0058245333 Name: Herb Types: Dog Gender: Male
 ARN: DOB: 4/22/2024 Breeds: Terrier/Mix Altered: Y
 Chip #: 941010003824638 Current Age: 1 Y 2 M 11d Colors: White/Red Size: S

Type: 24PetWatch Age Group: Juvenile 8WK to 6Months Pattern: Weight: 0
 Declawed: N Bitten: No Bite History Primary Role: Suspect Secondary Role:
 Animal Memos: No Case Memos: No Conditions: No Violations: No

Ownership / Guardianship

Person #	Date From	Person Name	Phone	Address	City
P0027519706	4/4/2025	Emilio Macias	[REDACTED]	7181 GRANITE	CITY of El Paso TX 79915

Animal #: A0058248040 |

Animal ID: A0058248040 Name: MG3 Types: Dog Gender: Male
 ARN: DOB: 12/26/2024 Breeds: Terrier/Mix Altered: N
 Chip #: 941010003844831 Current Age: 0 Y 6 M 7d Colors: Black/Brown Size: S
 Type: 24PetWatch Age Group: Juvenile 8WK to 6Months Pattern: Weight: 0
 Declawed: N Bitten: No Bite History Primary Role: Suspect Secondary Role:
 Animal Memos: No Case Memos: No Conditions: No Violations: No

Ownership / Guardianship

Person #	Date From	Person Name	Phone	Address	City
P0027519706	4/4/2025	Emilio Macias	[REDACTED]	7181 GRANITE	CITY of El Paso TX 79915

Animal #: A0058248046 |

Animal ID: A0058248046 Name: MG4 Types: Dog Gender: Male
 ARN: DOB: 12/26/2024 Breeds: Terrier/Mix Altered: N
 Chip #: 941010002957962 Current Age: 0 Y 6 M 7d Colors: Black/Brown Size: S
 Type: 24PetWatch Age Group: Juvenile 8WK to 6Months Pattern: Weight: 0
 Declawed: N Bitten: No Bite History Primary Role: Suspect Secondary Role:
 Animal Memos: No Case Memos: No Conditions: No Violations: No

Ownership / Guardianship

Person #	Date From	Person Name	Phone	Address	City
P0027519706	4/4/2025	Emilio Macias	[REDACTED]	7181 GRANITE	CITY of El Paso TX 79915

Animal #: A0058248058 |

Animal ID: A0058248058 Name: MG5 Types: Dog Gender: Female
 ARN: DOB: 12/26/2024 Breeds: Terrier/Mix Altered: N
 Chip #: 941010003046141 Current Age: 0 Y 6 M 7d Colors: Black/Brown Size: S
 Type: 24PetWatch Age Group: Juvenile 8WK to 6Months Pattern: Weight: 0
 Declawed: N Bitten: No Bite History Primary Role: Suspect Secondary Role:
 Animal Memos: No Case Memos: No Conditions: No Violations: No

Ownership / Guardianship

Person #	Date From	Person Name	Phone	Address	City
P0027519706	4/4/2025	Emilio Macias	[REDACTED]	7181 GRANITE	CITY of El Paso TX 79915

Animal #: A0058248099 |

Animal ID: A0058248099 Name: MG6 Types: Dog Gender: Male
 ARN: DOB: 12/26/2024 Breeds: Terrier/Mix Altered: N
 Chip #: 941010002983387 Current Age: 0 Y 6 M 7d Colors: Brown/ Size: S
 Type: 24PetWatch Age Group: Juvenile 8WK to 6Months Pattern: Weight: 0
 Declawed: N Bitten: No Bite History Primary Role: Suspect Secondary Role:
 Animal Memos: No Case Memos: No Conditions: No Violations: No

Ownership / Guardianship

Person #	Date From	Person Name	Phone	Address	City
P0027519706	4/4/2025	Emilio Macias	[REDACTED]	7181 GRANITE	CITY of El Paso TX 79915

Animal #: A0058248107 |

Animal ID: A0058248107 Name: MG7 Types: Dog Gender: Male
 ARN: DOB: 12/26/2024 Breeds: Terrier/Mix Altered: N
 Chip #: 941010003832241 Current Age: 0 Y 6 M 7d Colors: Brown/ Size: S
 Type: 24PetWatch Age Group: Juvenile 8WK to 6Months Pattern: Weight: 0
 Declawed: N Bitten: No Bite History Primary Role: Suspect Secondary Role:
 Animal Memos: No Case Memos: No Conditions: No Violations: No

Ownership / Guardianship

Person #	Date From	Person Name	Phone	Address	City
P0027519706	4/4/2025	Emilio Macias	[REDACTED]	7161 GRANITE	CITY of El Paso TX 79915

Animal #: A0058248116 |

Animal ID: A0058248116 Name: Hubble Types: Dog Gender: Male
 ARN: DOB: 1/13/2025 Breeds: Miniature Pinscher/Mix Altered: Y
 Chlp #: 941010002958774 Current Age: 0 Y 5 M 20d Colors: Brown/ Size: S
 Type: 24PetWatch Age Group: Juvenile 8WK to 6Months Pattern: Weight: 0
 Declawed: N Bitten: No Bite History Primary Role: Suspect Secondary Role:
 Animal Memos: No Case Memos: No Conditions: No Violations: No

Ownership / Guardianship

Person #	Date From	Person Name	Phone	Address	City
P0027519706	4/4/2025	Emilio Macias	[REDACTED]	7161 GRANITE	CITY of El Paso TX 79915

Animal #: A0058248123 |

Animal ID: A0058248123 Name: Hashbrown Types: Dog Gender: Male
 ARN: DOB: 1/14/2025 Breeds: Miniature Pinscher/Mix Altered: Y
 Chlp #: 941010003812748 Current Age: 0 Y 5 M 19d Colors: Red/ Size: S
 Type: 24PetWatch Age Group: Juvenile 8WK to 6Months Pattern: Weight: 0
 Declawed: N Bitten: No Bite History Primary Role: Suspect Secondary Role:
 Animal Memos: No Case Memos: No Conditions: No Violations: No

Ownership / Guardianship

Person #	Date From	Person Name	Phone	Address	City
P0027519706	4/4/2025	Emilio Macias	[REDACTED]	7161 GRANITE	CITY of El Paso TX 79915

Animal #: A0058248129 |

Animal ID: A0058248129 Name: MG10 Types: Dog Gender: Male
 ARN: DOB: 12/26/2024 Breeds: Terrier/Mix Altered: N
 Chlp #: 941010003708557 Current Age: 0 Y 6 M 7d Colors: Brown/ Size: S
 Type: 24PetWatch Age Group: Juvenile 8WK to 6Months Pattern: Weight: 0
 Declawed: N Bitten: No Bite History Primary Role: Suspect Secondary Role:
 Animal Memos: No Case Memos: No Conditions: No Violations: No

Ownership / Guardianship

Person #	Date From	Person Name	Phone	Address	City
P0027519706	4/4/2025	Emilio Macias	[REDACTED]	7161 GRANITE	CITY of El Paso TX 79915

Animal #: A0058248142 |

Animal ID: A0058248142 Name: Holly Types: Dog Gender: Male
 ARN: DOB: 1/14/2025 Breeds: Miniature Pinscher/Mix Altered: Y
 Chlp #: 941010002700387 Current Age: 0 Y 5 M 19d Colors: Red/White Size: S
 Type: 24PetWatch Age Group: Juvenile 8WK to 6Months Pattern: Weight: 0
 Declawed: N Bitten: No Bite History Primary Role: Suspect Secondary Role:
 Animal Memos: No Case Memos: No Conditions: No Violations: No

Ownership / Guardianship

Person #	Date From	Person Name	Phone	Address	City
P0027519706	4/4/2025	Emilio Macias	[REDACTED]	7161 GRANITE	CITY of El Paso TX 79915

Animal #: A0058248146 |

Animal ID: A0058248146 Name: MG12 Types: Dog Gender: Male
 ARN: DOB: 12/28/2024 Breeds: Terrier/Mix Altered: N
 Chip #: 941010002980763 Current Age: 0 Y 6 M 7d Colors: Brown/ Size: S
 Type: 24PetWatch Age Group: Juvenile 8WK to 6Months Pattern: Weight: 0
 Declawed: N Bitten: No Bite History Primary Role: Suspect Secondary Role:
 Animal Memos: No Case Memos: No Conditions: No Violations: No

Ownership / Guardianship

Person #	Date From	Person Name	Phone	Address	City
P0027519706	4/4/2025	Emilio Macias	[REDACTED]	7161 GRANITE	CITY of El Paso TX 79915

Animal #: A0058248155 |

Animal ID: A0058248155 Name: MG13 Types: Dog Gender: Male
 ARN: DOB: 12/28/2024 Breeds: Terrier/Mix Altered: N
 Chip #: 941010003802985 Current Age: 0 Y 6 M 7d Colors: Brown/White Size: S
 Type: 24PetWatch Age Group: Juvenile 8WK to 6Months Pattern: Weight: 0
 Declawed: N Bitten: No Bite History Primary Role: Suspect Secondary Role:
 Animal Memos: No Case Memos: No Conditions: No Violations: No

Ownership / Guardianship

Person #	Date From	Person Name	Phone	Address	City
P0027519706	4/4/2025	Emilio Macias	[REDACTED]	7161 GRANITE	CITY of El Paso TX 79915

Animal #: A0058248165 |

Animal ID: A0058248165 Name: MG14 Types: Dog Gender: Male
 ARN: DOB: 12/28/2024 Breeds: Terrier/Mix Altered: N
 Chip #: 941010002948969 Current Age: 0 Y 6 M 7d Colors: Brown/ Size: S
 Type: 24PetWatch Age Group: Juvenile 8WK to 6Months Pattern: Weight: 0
 Declawed: N Bitten: No Bite History Primary Role: Suspect Secondary Role:
 Animal Memos: No Case Memos: No Conditions: No Violations: No

Ownership / Guardianship

Person #	Date From	Person Name	Phone	Address	City
P0027519706	4/4/2025	Emilio Macias	[REDACTED]	7161 GRANITE	CITY of El Paso TX 79915

Animal #: A0058248168 |

Animal ID: A0058248168 Name: MG15 Types: Dog Gender: Female
 ARN: DOB: 11/4/2024 Breeds: Terrier/Mix Altered: N
 Chip #: 941010003833819 Current Age: 0 Y 7 M 29d Colors: Black/Brown Size: S
 Type: 24PetWatch Age Group: Juvenile 8WK to 6Months Pattern: Weight: 0
 Declawed: N Bitten: No Bite History Primary Role: Suspect Secondary Role:
 Animal Memos: No Case Memos: No Conditions: No Violations: No

Ownership / Guardianship

Person #	Date From	Person Name	Phone	Address	City
P0027519706	4/4/2025	Emilio Macias	[REDACTED]	7161 GRANITE	CITY of El Paso TX 79915

Animal #: A0058248173 |

Animal ID: A0058248173 Name: MG16 Types: Dog Gender: Male
 ARN: DOB: 12/28/2024 Breeds: Terrier/Mix Altered: N
 Chip #: 941010003805162 Current Age: 0 Y 6 M 7d Colors: Brown/ Size: S
 Type: 24PetWatch Age Group: Juvenile 8WK to 6Months Pattern: Weight: 0
 Declawed: N Bitten: No Bite History Primary Role: Suspect Secondary Role:
 Animal Memos: No Case Memos: No Conditions: No Violations: No

Ownership / Guardianship

Person #	Date From	Person Name	Phone	Address	City
P0027519706	4/4/2025	Emilio Macias	[REDACTED]	7161 GRANITE	CITY of El Paso TX 79915

Animal #: A0058248183 |

Animal ID: A0058248183 Name: MG17 Types: Dog Gender: Female
 ARN: DOB: 12/26/2024 Breeds: Terrier/Mix Altered: N
 Chip #: 941010003810619 Current Age: 0 Y 6 M 7d Colors: Black/Brown Size: S
 Type: 24PetWatch Age Group: Juvenile 8WK to 6Months Pattern: Weight: 0
 Declawed: N Bitten: No Bite History Primary Role: Suspect Secondary Role:
 Animal Memos: No Case Memos: No Conditions: No Violations: No

Ownership / Guardianship

Person #	Date From	Person Name	Phone	Address	City
<u>P0027519706</u>	4/4/2025	Emilio Macias	[REDACTED]	7161 GRANITE	, CITY of El Paso TX 79915

Animal #: A0058248191 |

Animal ID: A0058248191 Name: MG18 Types: Dog Gender: Male
 ARN: DOB: 12/26/2024 Breeds: Terrier/Mix Altered: N
 Chip #: 941010002978632 Current Age: 0 Y 6 M 7d Colors: Brown/ Size: S
 Type: 24PetWatch Age Group: Juvenile 8WK to 6Months Pattern: Weight: 0
 Declawed: N Bitten: No Bite History Primary Role: Suspect Secondary Role:
 Animal Memos: No Case Memos: No Conditions: No Violations: No

Ownership / Guardianship

Person #	Date From	Person Name	Phone	Address	City
<u>P0027519706</u>	4/4/2025	Emilio Macias	[REDACTED]	7161 GRANITE	, CITY of El Paso TX 79915

Animal #: A0058248197 |

Animal ID: A0058248197 Name: MG19 Types: Dog Gender: Female
 ARN: DOB: 12/26/2024 Breeds: Terrier/Mix Altered: N
 Chip #: 941010002952697 Current Age: 0 Y 6 M 7d Colors: Black/Brown Size: S
 Type: 24PetWatch Age Group: Juvenile 8WK to 6Months Pattern: Weight: 0
 Declawed: N Bitten: No Bite History Primary Role: Suspect Secondary Role:
 Animal Memos: No Case Memos: No Conditions: No Violations: No

Ownership / Guardianship

Person #	Date From	Person Name	Phone	Address	City
<u>P0027519706</u>	4/4/2025	Emilio Macias	[REDACTED]	7161 GRANITE	, CITY of El Paso TX 79915

Animal #: A0058248202 |

Animal ID: A0058248202 Name: HogeY Types: Dog Gender: Male
 ARN: DOB: 4/27/2024 Breeds: Terrier, Jack Russell/Mix Altered: Y
 Chip #: 941010003821163 Current Age: 1 Y 2 M 6d Colors: Red/White Size: S
 Type: 24PetWatch Age Group: Adult Pattern: Weight: 0
 Declawed: N Bitten: No Bite History Primary Role: Suspect Secondary Role:
 Animal Memos: No Case Memos: No Conditions: No Violations: No

Ownership / Guardianship

Person #	Date From	Person Name	Phone	Address	City
<u>P0027519706</u>	4/4/2025	Emilio Macias	[REDACTED]	7161 GRANITE	, CITY of El Paso TX 79915

Case Persons

Person #: P0027519706 | Emilio Macias

P0027519706 Emilio Macias, 915-219-0440 7161 GRANITE
 79915, CITY of El Paso, TX - Home Primary Role: Suspect Secondary Role:
 Animal Owner: Yes , Person Reporting: No , Property Owner: No

Ownership / Guardianship

AnimalID	ARN	Date From	Name	Species	Breeds	Colors	Color Pattern	DOB	Sex
<u>A0058238971</u>		04/04/2025 07:22AM	4.3	Dog	Terrier, Mix	Brown/		12/26/2024	M

A0058242180		04/04/2025 07:22AM	Sula	Dog	Miniature Pinscher, Mix	Black/Brown		4/3/2017	F
A0058242188		04/04/2025 07:22AM	Bella	Dog	Great Pyrenees, Mix	White/		4/3/2017	F
A0058242179		04/04/2025 07:22AM	Dodge	Dog	Retriever, Labrador, Mix	Brown/White		4/3/2017	M
A0058242190		04/04/2025 07:22AM	Techuella	Dog	Miniature Pinscher, Mix	Black/Brown		12/3/2024	F
A0058242202		04/04/2025 07:22AM	Peanut Butter	Dog	Miniature Pinscher, Mix	Black/Brown		4/3/2020	M
A0058242208		04/04/2025 07:22AM	Casper	Dog	Miniature Pinscher, Mix	White/Brown		1/3/2025	M
A0058242226	Yellow	04/04/2025 07:22AM	Gino*	Dog	Chihuahua, Short Coat, Shepherd	Brown/White		4/3/2020	M
A0058242231		04/04/2025 04:01PM	KW1	Dog	Miniature Pinscher, Mix	Black/Brown	Tricolor	2/8/2025	U
A0058242235		04/04/2025 04:01PM	KW2	Dog	Miniature Pinscher, Mix	Black/Brown	Tricolor	2/8/2025	U
A0058242239		04/04/2025 04:01PM	KW3	Dog	Miniature Pinscher, Mix	Brown/Black	Tricolor	2/8/2025	U
A0058242250		04/04/2025 04:02PM	KW4	Dog	Miniature Pinscher, Mix	Brown/Black	Tricolor	2/8/2025	U
A0058242258		04/04/2025 04:02PM	KW5	Dog	Miniature Pinscher, Mix	Brown/Black	Tricolor	2/8/2025	U
A0058242271		04/04/2025 04:02PM	KW6	Dog	Miniature Pinscher, Mix	Brown/Black	Tricolor	2/8/2025	U
A0058245284		04/04/2025 04:02PM	P1	Dog	Terrier, Jack Russell, Mix	Brown/		10/4/2024	F
A0058245302		04/04/2025 04:02PM	P2	Dog	Retriever, Labrador, Mix	Brown/		10/4/2024	M
A0058245306		04/04/2025 04:02PM	P3	Dog	Retriever, Labrador, Mix	Brown/White		10/4/2024	M
A0058245308		04/04/2025 04:02PM	P4	Dog	Retriever, Labrador, Mix	Brown/		10/4/2024	M
A0058245310		04/04/2025 04:02PM	P5	Dog	Miniature Pinscher, Mix	Black/Brown		10/4/2024	M
A0058245316		04/04/2025 04:03PM	P6	Dog	Retriever, Labrador, Mix	Brown/		10/4/2024	F
A0058245323	Orange	04/04/2025 04:03PM	P7	Dog	Retriever, Labrador, Mix	Brown/		10/4/2024	M
A0058245328	Yellow	04/04/2025 04:03PM	Peanut Butter*	Dog	Retriever, Labrador, Mix	Brown/		10/4/2024	F
A0058245333		04/04/2025 04:03PM	Herb	Dog	Terrier, Mix	White/Red		4/22/2024	M

A0058248040	04/04/2025 04:06PM	MG3	Dog	Terrier, Mix	Black/Brown	12/26/2024	M
A0058248044	04/04/2025 04:06PM	MG4	Dog	Terrier, Mix	Black/Brown	12/29/2024	M
A0058248058	04/04/2025 04:06PM	MG5	Dog	Terrier, Mix	Black/Brown	12/26/2024	F
A0058248090	04/04/2025 04:06PM	MG6	Dog	Terrier, Mix	Brown/	12/26/2024	M
A0058248107	04/04/2025 04:06PM	MG7	Dog	Terrier, Mix	Brown/	12/26/2024	M
A0058248116	04/04/2025 04:06PM	Hubble	Dog	Miniature Pinscher, Mix	Brown/	1/13/2025	M
A0058248123	04/04/2025 04:06PM	Hashbrown	Dog	Miniature Pinscher, Mix	Red/	1/14/2025	M
A0058248129	04/04/2025 04:06PM	MG10	Dog	Terrier, Mix	Brown/	12/26/2024	M
A0058248142	04/04/2025 04:06PM	Holly	Dog	Miniature Pinscher, Mix	Red/White	1/14/2025	M
A0058248146	04/04/2025 04:06PM	MG12	Dog	Terrier, Mix	Brown/	12/28/2024	M
A0058248155	04/04/2025 04:07PM	MG13	Dog	Terrier, Mix	Brown/White	12/26/2024	M
A0058248166	04/04/2025 04:07PM	MG14	Dog	Terrier, Mix	Brown/	12/26/2024	M
A0058248168	04/04/2025 04:07PM	MG15	Dog	Terrier, Mix	Black/Brown	11/4/2024	F
A0058248173	04/04/2025 04:07PM	MG16	Dog	Terrier, Mix	Brown/	12/26/2024	M
A0058248183	04/04/2025 04:07PM	MG17	Dog	Terrier, Mix	Black/Brown	12/26/2024	F
A0058248191	04/04/2025 04:07PM	MG18	Dog	Terrier, Mix	Brown/	12/26/2024	M
A0058248197	04/04/2025 04:07PM	MG19	Dog	Terrier, Mix	Black/Brown	12/26/2024	F
A0058248202	04/04/2025 04:07PM	Hogey	Dog	Terrier, Jack Russell, Mix	Red/White	4/27/2024	M

Case Activities

Activity #:	8841418	Conditions:		Danger?	
State:	Closed	Jurisdiction:	CITY of El Paso	Patrol Area:	800 Lower Valley
Type/Subtype:	Dispatch - Exposure	Cross Streets:		Distance:	0
Priority:	High	Created Date/Time:	04/02/2025 07:10PM	Created By:	GalvanP

Review Date:		Last Updated Date/Time:	04/02/2025 10:39PM	Last Updated By:	DominguezBX															
Comments:																				
	<table border="1"> <thead> <tr> <th>Status History</th> <th>Status Date/Time</th> <th>Activity Owner</th> <th>Status Update Date/Time</th> <th>Status Updated By</th> </tr> </thead> <tbody> <tr> <td>Ended</td> <td>04/02/2025 10:39PM</td> <td>Bryan Dominguez</td> <td>04/02/2025 10:39PM</td> <td>Bryan Dominguez</td> </tr> <tr> <td>New</td> <td>04/02/2025 07:09PM</td> <td>Dispatch 1-ASFO</td> <td>04/02/2025 07:09PM</td> <td>Patricia Galvan</td> </tr> </tbody> </table>					Status History	Status Date/Time	Activity Owner	Status Update Date/Time	Status Updated By	Ended	04/02/2025 10:39PM	Bryan Dominguez	04/02/2025 10:39PM	Bryan Dominguez	New	04/02/2025 07:09PM	Dispatch 1-ASFO	04/02/2025 07:09PM	Patricia Galvan
Status History	Status Date/Time	Activity Owner	Status Update Date/Time	Status Updated By																
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New	04/02/2025 07:09PM	Dispatch 1-ASFO	04/02/2025 07:09PM	Patricia Galvan																
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Result Qty	Result	Is Primary	Result Date	Result By																
1	Advised	Yes	04/02/2025 10:39PM	Bryan Dominguez																
Activity #:	8841690	Conditions:		Danger?																
State:	Closed	Jurisdiction:	CITY of El Paso	Patrol Area:	800 Lower Valley															
Type/Subtype:	Dispatch - Exposure	Cross Streets:		Distance:	0															
Priority:	High/Follow-Up	Created Date/Time:	04/03/2025 07:28AM	Created By:	ValenciaAX															
Review Date:		Last Updated Date/Time:	04/03/2025 02:45PM	Last Updated By:	CoboJ															
Comments:																				
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Status History	Status Date/Time	Activity Owner	Status Update Date/Time	Status Updated By																
Ended	04/03/2025 02:45PM	Jorge Cobo	04/03/2025 02:45PM	Jorge Cobo																
New	04/03/2025 07:28AM	Jorge Cobo	04/03/2025 07:28AM	Armando Valencia																
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Result Qty	Result	Is Primary	Result Date	Result By																
1	Impound	Yes	04/03/2025 02:45PM	Jorge Cobo																
Activity #:	8844297	Conditions:		Danger?																
State:	Closed	Jurisdiction:	CITY of El Paso	Patrol Area:	800 Lower Valley															
Type/Subtype:	Dispatch - Exposure	Cross Streets:		Distance:	0															
Priority:	High/Follow-Up	Created Date/Time:	04/04/2025 12:37PM	Created By:	CoboJ															
Review Date:		Last Updated Date/Time:	04/04/2025 01:28PM	Last Updated By:	CoboJ															
Comments:																				
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Status History	Status Date/Time	Activity Owner	Status Update Date/Time	Status Updated By																
Ended	04/04/2025 01:28PM	Jorge Cobo	04/04/2025 01:28PM	Jorge Cobo																

New	04/04/2025 12:38PM	Jorge Cobo	04/04/2025 12:38PM	Jorge Cobo
Result Qty	Result	Is Primary	Result Date	Result By
12	Issued Citation	Yes	04/04/2025 01:28PM	Jorge Cobo
9	Impound	No	04/04/2025 01:28PM	Jorge Cobo
Activity #:	8842648	Conditions:		Danger2
State:	Closed	Jurisdiction:	CITY of El Paso	Patrol Area: 800 Lower Valley
Type/Subtype:	Dispatch - Exposure	Cross Streets:		Distance: 0
Priority:	High/Follow-Up	Created Date/Time:	04/03/2025 01:36PM	Created By: ChavarriaMA
Review Date:		Last Updated Date/Time:	04/29/2025 09:55AM	Last Updated By: OrtizAX
Comments:	report			
Status History	Status Date/Time	Activity Owner	Status Update Date/Time	Status Updated By
Ended	04/29/2025 09:55AM	Alberto Ortiz	04/29/2025 09:55AM	Alberto Ortiz
New	04/03/2025 01:34PM	Alberto Ortiz	04/03/2025 01:34PM	Miguel Chavarria
Result Qty	Result	Is Primary	Result Date	Result By
1	Report	Yes	04/29/2025 09:55AM	Alberto Ortiz

Case Memo(s)

<u>Memo #</u>	<u>Reference</u>	<u>Reference #</u>	<u>Memo Type</u> <u>Memo Subtype</u>	<u>Created Date/Time</u>	<u>Created By</u>	<u>Updated Date/Time</u>	<u>Updated By</u>	<u>Review Date/Time</u>
8437674	Case		Field Report	04/03/2025 02:41PM	CoboJ	04/03/2025 02:41PM	CoboJ	
<p>4/3/25 A follow up was conducted at 7161 Granite to check how many canines Mr. Macias owns. A brown/white labrador mix was owner surrender by Mr. Macias, who signed owner surrender document. Karen Washington took 6 small one month old puppies possible Labrador mixes. Mr. Macias stated they own about 25 canines that can go in out of the property through the back. A follow up will also be conducted on 4/4/25 to pick up more of the canines. (JCB109)</p>								
8436432	Case		Field Report Officer	04/02/2025 10:42PM	DominguezBX	04/04/2025 12:24AM	DominguezBX	
<p>04/02/2025 @ 2038 hrs. Arrived to 7161 Granite and made contact with pet owner Mr. Emilio Macias who advised that the small canine who was dead on his backyard. Dog was bit by other canines on the abdominal area and died by the attacks. Dog was a brown two month old terrier mix who was bagged by the owner and placed on the trash bin. SAPO Rivera was advised and concurred to document the incident by the other dogs. Owner Macias advised that he did not know what dog killed the small canine as he has too many.</p> <p>Macias mentioned that he has no help from anyone and only the next door neighbor is the only one who helps him with the dog food. Owner does not have any vaccine, microchip, or registration on any of the dogs as he has no money. It was mentioned that only the original father was neutered to keep the dogs from reproducing but by the time they had already multiplied with other females that he had on the property. Overall canines have access to the house 24/7 were water and food are provided to them. PD officer 2F182 was at the location to witness situation of the dog was documented only (Case# 25-092228) as there was no animal cruelty case.</p> <p>Mr. Macias was advised that he had to look for help in the shelter through the owner surrender specialist who will guide him through and possibly provide with some help to keep the dogs. The focus of the call was to help out Mr. Macias as he was an elder and had limited</p>								

resources beginning with the lack of vehicle which keeps him from transporting animals. Owner was advised as best as possible. BD138

8438980	Case		Field Report	04/04/2025 01:20PM	CoboJ	04/04/2025 01:20PM	CoboJ
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4/4/25 Supervisor A. Ortiz, officer pompe, and myself officer Cobo removed a total of 28 canines that Karen Washington took 10 canines to their rescue group. Officer Pompe took 9 canines as owner surrender to the shelter. Mr. Macias signed nine owner surrender impoundment forms and a copy was issue. Mr. Macias kept four canines a white Great Pyrenees mix "Beta", Labrador mix brown "Rudy", Jack Russell mix male "Casper, and Miniature Pinscher mix black/brown female "Suba. On the four canines that Mr. Macias kept was issue citations for having vaccination/registration/microchip.(JCB109)

8438112	Case		Field Report	04/04/2025 02:04PM	PompaJM	04/04/2025 02:04PM	PompaJM
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4-4-25 2:04pm

Arrived at 7161 Granite in reference to an assist per supervisor A. Ortiz, upon arrival made contact with APO J. Cobo and supervisor A. Ortiz already on scene with them stating there is a total of about 28 canines that need to be impounded. Canines were captured and placed in unit 16001 and some in unit 17038. Karen Washington was on scene and was able to take 19 canines that were transferred from unit 17038 to her vehicles were canines were placed in wire kennels for transportation.

Arrived at the shelter were all canines taken by Ms. Washington were chipped and vaccinated before Ms. Washington took canines to new location to foster out. Two canines were impounded and 8 canines were euthanized on site. No further action taken. JM224

8441491	Case		Field Report Supervisor	04/07/2025 09:45AM	OrtizAX	04/07/2025 09:45AM	OrtizAX
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04/03/2025 @1200hrs Arrived to listed address and assisted APO Cobo, contact was made with Mr. Macias whom was advised of my visit; he stated that he and his wife have had approx. 25+ canines for about 10 years. When questioned about why and who the canines came about to killing one of the dogs and possibly eating it, he answered that he was unaware; Mr. Macias seemed to as if it wasn't the first time that the dogs attack or possibly kill each other. Visual of approx. 20-26 dogs (various ages/ majority Min-Pin mix) was made in the backyard, when approaching the side of the backyard from the sidewalk (CR Croom) all dogs began to bark with some even charging the fence line; 3x brown min-pin mixes showed extreme signs of aggression against all other dogs. Canine appear to be of good general health with minor external injuries (old soars to the muzzle, front and back legs, neck and body), none have life threaten injuries; all canines are extremely active. Canines are able to enter and exit the house through the backdoor way which is wedged (stuck) open; Mr. Macias stated that they are going through financial hardship and would like some help with the dogs. He was advised that the removal of the canines would take place until the following day (04/04). Permission was granted into the backyard but unable to make entry due to not getting permission to go through the house. Mr. Macias stated that his wife is elderly and handicapped and does not want anyone to see her; he was explained that access onto the entry premises will allow us to better help him. Mr. Macias stated that they would like to keep 4x dogs ("Beta" 4 y/o female white great pyrenees, "Zula" 9 y/o female black/ brown Min-Pin (partially blind), "Tachuelita" 8 mth old female black/ brown Min-Pin, and "Casper" 4 mth old male white Min-Pin mix), all dogs are sterilized except "Casper"; these dogs are kept in separate rooms from the rest of the dog population. Mr. Macias did state that they had 6x 6-7 week old puppies inside the house as well. Pawlitive Rescue (Karen) did arrive on scene as per being notified by a 3rd party of the call and allegations, she did advise that she would be able to help with taking the small puppies; Mr. Macias was advised and agreed to release them to the rescue. 1x adult female dog was released to EPAS as per it being aggressive. Pending completion of a Writ of Entry and removal of dogs for Friday (4/04).

04/04/2025 @0800hrs Completed Writ of Entry for the address in question was presented to Judge A. Dominguez at Muni Court, signature was obtained; contacted EPAS dispatch for the request of EPPD to execute the Writ of Entry.

@0900hrs Arrived to the listed address and made contact with APO Cobo and APO Pompa whom both assisted, Mr. Macias; a hard copy of the Writ of Entry was presented and provided to Mr. Macias. EPPD (1S961/ Cotten) arrived on scene to assist in securing and inspecting the house, entry was permitted into every room of the house; contact was made with Mrs. Liz Macias whom was in a bedroom on the right side of the house. Mrs. Macias has no mobility and uses a wheelchair, she does not appear to be in distress or any immediate danger; Mrs. Macias was advised of our visit to which she agreed. Mrs. Macias was very thankful for the assistance being given, she added that that the situation with the canines had become overwhelming and did not know how to ask for help; she was advised that we would be available to help them with the sterilization of the Casper and any pending microchips that need to be done. Visual of all canines running in and out of the house through the backdoor was made, visual of approx. 3 gallons of water (2 separate bowls) was made inside the kitchen area; 3x large food bags (Of Roy) were located on the kitchen counter. Mr. Macias stated that the canines get fed early in the morning. Visual of 4x canines ("Storm" grey female DSH, "Tri-Pod" calico female DSH, "Venus" grey tabby female DSH, "Patches" calico female DSH) were seen inside a second bedroom, water and food was accessible to them; litter boxes had minimal feces but there was a foul odor of urine. Mr. Macias was advised clean up the whole room (empty the litter box and add new litter/ clean up the floors/ provide ventilation by means of opening a few windows. 28x canines 10x adults and 18x puppies (3-4 months old) were removed from the inside and outside of the house, all canines were loaded into unit #s 16001/ 12157; all canines were Owner Surrendered. Rescue partners (Pawlitive Rescue/ Santa Teresa Animal Rescue) arrived on scene at 1100hrs; the 18 puppies were released to both rescue partners, arrangements to have the puppies microchipped and vaccinated at EPAS was made. APO Cobo proceeded to complete all owner surrender paperwork and citations. -AO148

8471416	Case		Field Report Supervisor	04/29/2025 09:58AM	OrtizAX	04/29/2025 09:58AM	OrtizAX
---------	------	--	----------------------------	-----------------------	---------	-----------------------	---------

04/29/2025 Unable to make contact with Mr. Macias in person at the listed address/ via p/s in regards in having "Casper" neutered through our department. No further action will be taken. -AO148

Dominguez, Bryan

AA

Pg 1

From: Dominguez, Bryan
Sent: Thursday, July 3, 2025 10:31 PM
To: Marquez, Erika
Subject: FW: Access Denied

Hello,

Just to advised that I do not have access to the SOAPS or Animal Services Field Operations Manual that was requested earlier today with you in person. The drive only gives management access to them but not APOS, therefore making us unaware of our own expectations as Protections officers. Also, this does not allow me to have a clear understating whenever investigation on APOS are started as the one that was brought to my attention today leaving the accused at a disadvantage point. Thank you for your understanding, I hope that you are able to share the aforementioned information with me.

Expectantly
Bryan Dominguez

From: Dominguez, Bryan
Sent: Thursday, July 3, 2025 6:34 PM
To: Ortiz, Alberto <OrtizAX2@elpasotexas.gov>
Subject: Access Denied

Hello Alberto,

Through this e-mail I would like to request a copy of the SOAPs for Animal Services and an Animal Services Filed Operations Manual. This as we have learned earlier today that I do not have access to it on the drive, as only administration have. Thank you.

A.P.O. Bryan Dominguez
[REDACTED]

A5

Pg. 1

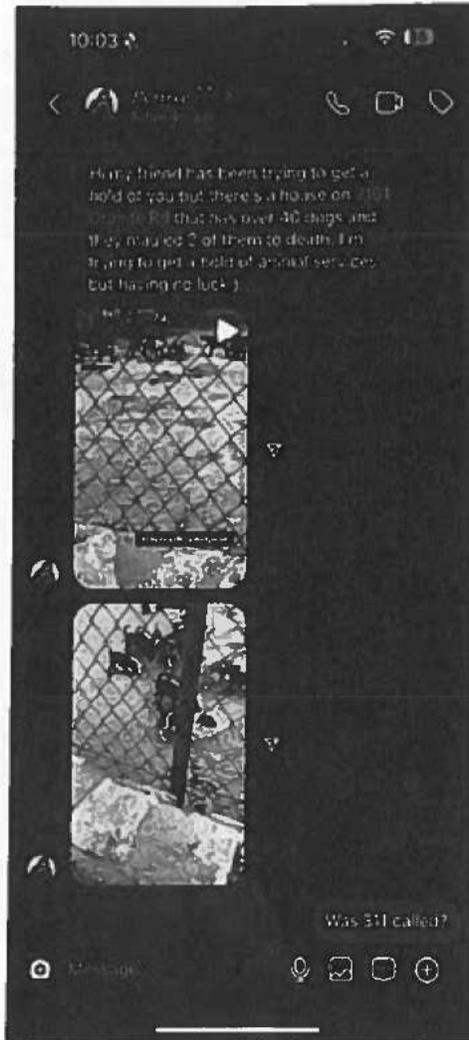


Pg. 2



AL6

Pg. 1



← Posts

--- others

therealfitfamelpaso Another big win for animals. Thanks to a call for help from concerned residents **@eptxknown** and **@dezarayy17**, we were able to bring attention to a dire situation of nearly forty dogs living together in an austere yard. With **@epanimalsvc**'s immediate coordinated action alongside **@santateresalostandfoundrescue** and **@pawsitiverescuers**, all of the dogs were successfully removed and rescued.

There are HUNDREDS of animals currently at **@epanimalsvc** that are now in desperate need of their forever homes. If you know that you're ready to take on the long-term financial, mental and emotional responsibilities of becoming a pet owner, please visit **@epanimalsvc** and save an animal's life. less

← Posts



therealfitfamelpaso ●
El Paso, Texas



♥ 23.4K 💬 209 ▼ 870 📌

👤 Liked by ashohhlee and others

← Posts



therealfitfamelpaso ●
El Paso, Texas



2/10

epanualkee 📍 Fort Fabu, Reno ... Last year our 20kth
Protection franchise unit had a big success as it received 264
awards - all part of our ongoing mission to protect jobs and
people. 🏆

This week our team says it's to the uniform man coming for
his 4th unit award in our awarding round of 2023 - well,
40 in total. With the award for "Best"

and ... 26
days were 15 weeks that were brought to our attention
rewards were followed.

All ongoing projects the property are now complete,
in progress, and fixed to their respective requirements in
the world. Our team also provides customer, technical, and
operational services for the business and strategic.

Thank you to ... and the caring community
members who support our actions that make a lasting
impact. 🙌

As part of our 20th anniversary of Annual Awards Month, we've
set a record for you.

• If you see something, say something. All 117,000+ people can
help make the world a better place. 🏆 🙌

❤️ 23.4K 🗨️ 209 📌 870

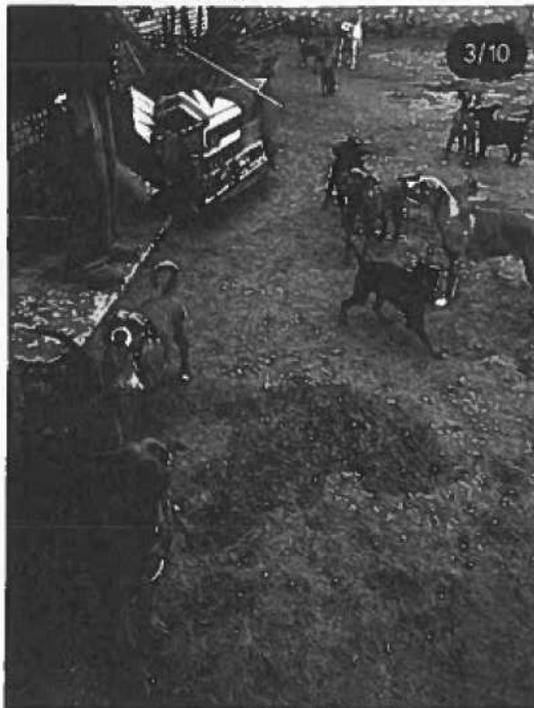
👤 Liked by ashohhlee and others

← Posts



therealfitfamelpaso

El Paso, Texas



♥ 23.4K 💬 209 ▼ 870 📌

👤 Liked by ashohhlee and others

← Posts

 **therealfitfamelpaso** ●
El Paso, Texas



♥ 23.4K 💬 209 ▼ 870 📌

👤 Liked by ashohleee and others

Pg 7

← Posts



therealfitfamelpaso •
El Paso, Texas



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El Paso, Texas



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← Posts

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El Paso, Texas



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← Posts



therealfitfamelpaso ●

El Paso, Texas



♥ 23.4K 💬 209 ▼ 870 📌

👤 Liked by ashohleee and others

ECPD Profi Bill Cycle Date Account Numl Invoice Number Wireless Numbr User Name Usage Cate Date

Account Numl	Invoice Number	Wireless Numbr	User Name	Usage Cate	Date	Time	Number	Rate
3041461	23-Apr-25 942005040-00	6111830240 915-503-7314	Bryan Dorr Voice		2-Apr 5:35P			Peak
3041461	23-Apr-25 942005040-00	6111830240 915-503-7314	Bryan Dorr Voice		2-Apr 6:11P			Peak
3041461	23-Apr-25 942005040-00	6111830240 915-503-7314	Bryan Dorr Voice		2-Apr 8:50P			Peak
3041461	23-Apr-25 942005040-00	6111830240 915-503-7314	Bryan Dorr Voice		3-Apr 2:54P			Peak
3041461	23-Apr-25 942005040-00	6111830240 915-503-7314	Bryan Dorr Voice		3-Apr 3:32P			Peak
3041461	23-Apr-25 942005040-00	6111830240 915-503-7314	Bryan Dorr Voice		3-Apr 3:51P			Peak
3041461	23-Apr-25 942005040-00	6111830240 915-503-7314	Bryan Dorr Voice		3-Apr 4:25P			Peak
3041461	23-Apr-25 942005040-00	6111830240 915-503-7314	Bryan Dorr Voice		3-Apr 6:21P			Peak
3041461	23-Apr-25 942005040-00	6111830240 915-503-7314	Bryan Dorr Voice		3-Apr 6:23P			Peak
3041461	23-Apr-25 942005040-00	6111830240 915-503-7314	Bryan Dorr Voice		3-Apr 7:10P			Peak

Usage Type	Description	Originator	Destination	Intl.	Call Ty	Min	Charge	Long Dist./Total	
PlanAllow		EI Paso TX	EI Paso TX				2	0	0
PlanAllow		EI Paso TX	Incoming Cl				2	0	0
PlanAllow		EI Paso TX	EI Paso TX				2	0	0
PlanAllow		EI Paso TX	Incoming CL				1	0	0
PlanAllow		EI Paso TX	Incoming CL				1	0	0
PlanAllow		EI Paso TX	EI Paso TX				1	0	0
PlanAllow		EI Paso TX	EI Paso TX				1	0	0
PlanAllow		EI Paso TX	Vm Deposit CL				1	0	0
PlanAllow		EI Paso TX	Vm Deposit CL				1	0	0
PlanAllow		EI Paso TX	EI Paso TX				2	0	0

Daily Activity Report

City Of EL Paso Texas
 Department Of Animal Services
 Field Operations

Employee Name: Bryan Dominguez
 3/31/2025

Vehicle #: 15032
 Area: 603
 Miles-start: 128947
 Miles-end: 128985
 Total: 38
 AM
 PM
 G.Y.

Inspection:	Vent Fans:	Lights:	Windshield Wipers:	General Fluids:	Motor oil:	Power steering:	Transmission:	Spot Light:	First Aid Kit:	Fire Extinguisher:	Snake Bucket:	Refueled Unit:	Miles:	Total Gallons:	Address/ Location of Activity:	Contacted:	# and Type Animal:	Fuel level:	Carnew	Per Day
Normal	clean / dirty	working / not working	working / not working	low / normal	low / normal	low / normal	low / normal	working / not working / na	present / missing / damaged	present / missing / damaged	present / missing / damaged	yes / no	128947	25.2	4501 Hondo Pass	Disp	K-95	F	10-8	
Normal	clean / dirty	working / not working	working / not working	low / normal	low / normal	low / normal	low / normal	present / missing / damaged	yes / no	128947	25.2	533 Martha Way	Rp	K-95	F					
Normal	clean / dirty	working / not working	working / not working	low / normal	low / normal	low / normal	low / normal	present / missing / damaged	yes / no	128947	25.2	529 North Valley	Ally	K-95	F					
Normal	clean / dirty	working / not working	working / not working	low / normal	low / normal	low / normal	low / normal	present / missing / damaged	yes / no	128947	25.2	Lomaland / Wray	Disp		F					
Normal	clean / dirty	working / not working	working / not working	low / normal	low / normal	low / normal	low / normal	present / missing / damaged	yes / no	128947	25.2	N Loop Howard	Disp	401	F					
Normal	clean / dirty	working / not working	working / not working	low / normal	low / normal	low / normal	low / normal	present / missing / damaged	yes / no	128947	25.2	8202 Perote	Rp		F					
Normal	clean / dirty	working / not working	working / not working	low / normal	low / normal	low / normal	low / normal	present / missing / damaged	yes / no	128947	25.2	4501 Hondo Pass	Rp		F					

Please report any items or problems you encountered with equipment or unit during use.

Activity Totals
 Citations: 01
 Notices: 0
 401's: 0
 501's: 0
 Wildlife: 0
 RTO's: 0

Employee Signature: [Signature]

Daily Activity Report

City Of EL Paso Texas
Department Of Animal Services
Field Operations

Employee Name: Bryan Dominguez
 04662025

Vehicle #: 15032 A.M.
 Area: 02 P.M.
 Miles-start: 12991
 Miles-end: 12980 C.Y.
 Total: 29

Inspection:	Vent Fans:	Spot Light:	Final level:
clean / dirty	Lights:	First Aid Kit:	F
clean / dirty	Windshield Wipers:	Fire Extinguisher:	-
clean / dirty	General Fluids:	Snake Bucket:	E
normal / abnormal	Motor oil:	Refueled Unit:	
normal / abnormal	Power steering:	Miles:	
normal / abnormal	Transmission:	Total Gallons:	

Arrival:	Departure:	Case #:	Address/ Location of Activity:	Contacted:	# and Type Animal:	Call/ Activity Disposition:	Cage #:
1520	1542		4501 Honda Pass	Disp		10-8	
1534	1739	898908A	5001 Fred Laker	Disp		501 91u	
1755	1843	8463285	519 N Coville	RPI SARO		K-9	
1850	1913	898991A	732 Santa Barbara	WTM	501	Rgr 1	
1914	2002		8975 Edwila B	Ane B03	Poodle	10-3 (Lunch)	
2006	2105	8984332	9400 Alowada	Disp		RGR 2	
2113	2146	8984333	7740 Roundbud	WTM	K-9's	10-15	526
2105	2220		418 Botes	Middle			
2133	2300		50015nd Gulson	WTM			
			4501 Hondaless	Disp			

E-mail Supervisors on any issues that is reported
 *****Please report any items or problems you encountered with equipment or unit during use.*****

Activity Totals
Citations: <u>0</u>
Notices: <u>0</u>
401's: <u>0</u>
501's: <u>0</u>
Wildlife: <u>0</u>
RTO's: <u>0</u>

OFFER SIGNATURE: [Signature]

Daily Activity Report

City Of El Paso Texas
 Department Of Animal Services
 Field Operations

Employee Name: Bryan Dominguez
 04627025

Vehicle #: 15032 A.M.
 P.M.

Inspection:	Vent Fans:	Lights:	Windshield Wipers:	General Fluids:	Motor oil:	Power steering:	Transmission:	working / not working	Spot Light:	First Aid Kit:	Fire Extinguisher:	Snake Bucket:	Refueled Unit:	Miles:	Total Gallons:	Address/ Location of Activity:	low / normal	low / normal	working / not working / na	present / missing / damaged	present / missing / damaged	yes / no	Fuel level:	Area:	Miles-start:	Miles-end:	Total:	Call/ Activity Disposition:	Cage #:
1430	1520	1600						working / not working								4501 Honda Pass	low / normal	low / normal	working / not working / na	present / missing / damaged	present / missing / damaged	yes / no	F		129005	129100	50		
1442	1348	09A0212						working / not working								5001 Fred Wilson	low / normal	low / normal	working / not working / na	present / missing / damaged	present / missing / damaged	yes / no	F						
1458	1940	89B7354						working / not working								249 Turner	low / normal	low / normal	working / not working / na	present / missing / damaged	present / missing / damaged	yes / no	F						
1918	2028	89B7354						working / not working								209 Hump	low / normal	low / normal	working / not working / na	present / missing / damaged	present / missing / damaged	yes / no	F						
2030	2103	89A1084						working / not working								Carroll Alexander	low / normal	low / normal	working / not working / na	present / missing / damaged	present / missing / damaged	yes / no	F						
2125	2124	89A1050						working / not working								314 Granite	low / normal	low / normal	working / not working / na	present / missing / damaged	present / missing / damaged	yes / no	F						
2146	2154							working / not working								3317 Alpine	low / normal	low / normal	working / not working / na	present / missing / damaged	present / missing / damaged	yes / no	F						
2204	2300							working / not working								5001 Fred Wilson	low / normal	low / normal	working / not working / na	present / missing / damaged	present / missing / damaged	yes / no	F						
								working / not working								4501 Honda Pass	low / normal	low / normal	working / not working / na	present / missing / damaged	present / missing / damaged	yes / no	F						

E-mail Supervisors on any issues that is reported
 *****Please report any items or problems you encountered with equipment or unit during use.*****

Activity Totals

Citations: 0

Notices: 1

401's: 0

501's: 0

Wildlife: 0

RTO's: 0

LOYEE SIGNATURE: [Signature]

Daily Activity Report

City Of EL Paso Texas
Department Of Animal Services
Field Operations

Employee Name: Bryan Dominguez
04/20/25

Vehicle #: 15032
Area: 802
Miles-start: 125057
Miles-end: 129130
Total: 4073

Inspection:	clean / dirty clean / dirty clean / dirty	Vent Fans: Lights: Windshield Wipers:	working / not working working / not working working / not working	Spot Light: First Aid Kit: Fire Extinguisher: Snake Bucket:	working / not working / na Present / missing / damaged Present / missing / damaged Present / missing / damaged	Fuel level: F - E
Damages:	normal / abnormal normal / abnormal normal / abnormal	Motor oil: Power steering: Transmission:	low / normal low / normal low / normal	Refueled Unit: Miles: Total Gallons:	yes / no	Current / Past Due
Departure:	1558	Case #:	4501 Honda Pass	Address/ Location of Activity:	Contacted: Disp / Hwys	Call/ Activity Disposition: 10-8

121	1255	802 C193	104 Berry	Dog	Owner	A00	SOL ELU
1820	1800	802 7414	5545 E Paisano	Salesperson	Owner	A01	REGO
196	2006	802 7547	101 South American	VTUNE	Owner	401	CON FOR
2032	2100	802 7780	3902 Turner	AVI 502	Owner	401	W-15
2110	2201	802 7050	7137 Roubidoux	DISP	Owner	0145	Assist
2245	2335		501 Ford Luigan	DISP	Owner		REGA Machine
1309	2300		4501 Bonds Pass	DISP	Owner		Unlead
							10-3 Ray

*****Please report any items or problems you encountered with equipment or unit during use.*****

Activity Totals	
Notices: 0	
401's: 1	
501's: 0	
Wildlife: 0	
RTO's: 0	

OFFICE SIGNATURE:

ANIMAL SERVICES FIELD OPERATIONS



DATE: Sunday, March 30th, 2025
SUPERVISOR: Ashley Herrera [REDACTED] 6:30AM to 3:00PM

ON CALL OFFICER: Woolridge, Martell [REDACTED] 11:00pm to 7:00am
ON CALL SUPERVISOR: Ashley Herrera [REDACTED] 6:30am to 6:30am

	Officer	Badge	Cell No.	Radio/Unit	District	Radio Call Sign
7:00am to 3:30pm	Woolridge, Martell	208	[REDACTED]	AN15021	4	AN-401
	Carr, Patrick	120	[REDACTED]	AN16003	5	AN-501
	Ocana, Brandon	216	[REDACTED]	AN16004	6	AN-601
	Pompa, Jaime	224	[REDACTED]	AN17032	7	AN-701
10:00AM to 6:00PM	Alvarez, Gabriela	231	[REDACTED]	AN15038	8	AN-801
	OPTI ₂					
2:30pm to 11:00pm	Beckett, Angel	237	[REDACTED]	AN15020	4	AN-402
	Dominquez, Bryan	188	[REDACTED]	AN15088	6	AN-502
	Woods, Isabel	242	[REDACTED]	AN12153	6	AN-602
	Ayala, Albert	243	[REDACTED]	AN12151	6	AN-603
	Basquez, Angel	228	[REDACTED]	AN15033	7	AN-702
	Nieto, Desiree	240	[REDACTED]	AN12154	7	AN-703
	Gomez, Bryan	241	[REDACTED]	AN12157	8	AN-802
	Rivera, Daniel	205	[REDACTED]	AN17035	9	AN-902
Dispatch	Chavarria, Miguel		7:00am to 3:30pm			DISP
	Grona, Alyssa		8:00AM - 12:00PM			DISP
	Regalado, Isabel		2:30pm to 11:00pm			DISP

ANIMAL SERVICES FIELD OPERATIONS



DATE: Monday, March 31st, 2025
SUPERVISOR: Ashley Herrera [REDACTED] 6:30AM to 3:00PM

ON CALL OFFICER: Woolridge, Mertell [REDACTED] 11:00pm to 7:00am
ON CALL SUPERVISOR: Ashley Herrera [REDACTED] 6:30am to 6:30am

	Officer	Badge	Cell No	Radio/Unit	District	Radio Call Sign
6:30am to 10:00am	Arriola, Ernesto	225	[REDACTED]	AN15025	4	AN-401
	Carr, Patrick	120	[REDACTED]	AN17032	5	AN-501
	Ortiz, Julianna	230	[REDACTED]	AN15022	6	AN-601
	Ocana, Brandon	216	[REDACTED]	AN16004	7	AN-700
	Woolridge, Mertell	208	[REDACTED]	AN16003	7	AN-701
	Reyes, Destiny	199	[REDACTED]	AN17037	8	AN-801
10:00AM to 6:00PM						
2:30pm to 11:00pm	Medina, Abraham	227	[REDACTED]	AN15026	4	AN-402
	Nieto, Desiree	240	[REDACTED]	AN12154	5	AN-502
	Basquez, Angel	228	[REDACTED]	AN15033	7	AN-702
	Alvarez, Gabriela	231	[REDACTED]	AN15038	7	AN-703
	Basquez, Angel	228	[REDACTED]	AN15033	7	AN-702
	Alvarez, Gabriela	231	[REDACTED]	AN15038	7	AN-703
	Gomez, Bryan	241	[REDACTED]	AN12157	8	AN-802
	Dominquez, Bryan	136	[REDACTED]	AN15032	8	AN-803
	Rivera, Daniel	205	[REDACTED]	AN17035	9	AN-902
Dispatch						
	Chavarria, Niquel		7:00am to 3:30pm			DISP
	Orona, Alyssa		8:00AM - 12:00PM			DISP
	Regalado, Isabel		2:30pm to 11:00pm			DISP

Last update 5/23/2018 AS

Operations Supervisor: Gina Ramirez

ANIMAL SERVICES FIELD OPERATIONS



DATE: Tuesday, April 1, 2025
SUPERVISOR: Abraham Muntz
 Alberto Ortiz
 Yazmin Guazada
 Ashley Herrera

8:30am to 3:00pm
 8:30am to 3:00pm
 10:00am to 6:30pm
 10:00am to 6:30pm

ON CALL OFFICER: Woolridge, Martrell
ON CALL SUPERVISOR: Ashley Herrera

11:00pm to 7:00am
 6:30pm to 6:30am

	Officer	Badge	Cell No	Radio/Unit	District	Radio Call Sign
7:00am to 3:30pm	Carr, Patrick	120	[REDACTED]	AN17032	4	AN-401
	Arriola, Ernesto	225	[REDACTED]	AN15025	5	AN-501
	Ortiz, Julianna	230	[REDACTED]	AN15022	6	AN-601
	Woolridge, Martrell	208	[REDACTED]	AN16003	7	AN-700
	Cruz, Brenton	203	[REDACTED]	AN17031	7	AN-701
	Coba, Jorge	109	[REDACTED]	AN17038	8	AN-801
	Tapia, Christopher	185	[REDACTED]	AN17034	9	AN-901
2:30am to 11:00pm	Alvarez, Gabriela	231	[REDACTED]	AN15038	4	AN-402
	Basquez, Angel	228	[REDACTED]	AN15033	5	AN-502
	Woods, Isabel	242	[REDACTED]	AN12153	5	AN-503
	Medina, Abraham	227	[REDACTED]	AN15026	6	AN-602
	Espinoza, Jovana	239	[REDACTED]	AN15023	7	AN-702
	Gomez, Bryan	241	[REDACTED]	AN12157	7	AN-703
	Dominguez, Bryan	136	[REDACTED]	AN15032	8	AN-802
	Lazcano, Aliza	235	[REDACTED]	AN15034	8	AN-803
	Rivera, Daniel	205	[REDACTED]	AN17035	9	AN-902
Dispatch	Valencia, Armando	7:00am to 3:30pm		DISP		
	Chavarria, Miguel	7:00am to 3:30pm		DISP		
	Regalado-Soliz, Isabe	2:30pm to 11:00pm		DISP		
	Binkley, Brandon	2:30pm to 11:00pm		DISP		

ANIMAL SERVICES FIELD OPERATIONS



DATE: Wednesday, April 2, 2025
SUPERVISOR: Abraham Muniz
 Alberto Ortiz
 Yazmin Quezada
 Ashley Herrera

6:30am to 3:00pm
 6:30am to 3:00pm
 10:00am to 6:30pm
 10:00am to 6:30pm

ON CALL OFFICER: Woolridge, Martrell
ON CALL SUPERVISOR: Ashley Herrera

11:00pm to 7:00am
 6:30pm to 6:30am

	Officer	Badge	Cell No.	Radio/Unit	District	Radio Call Sign
7:00am to 3:30pm	Carr, Patrick	120	[REDACTED]	ANI7032	4	AN-401
	Reyes, Destiny	199	[REDACTED]	ANI7037	5	AN-501
	Cruz, Brenton	203	[REDACTED]	ANI7031	6	AN-600
	Pompa, Jaime	224	[REDACTED]	ANI5021	6	AN-601
	Woolridge, Martrell	208	[REDACTED]	ANI6003	7	AN-701
	Arriola, Ernesto	225	[REDACTED]	ANI5025	8	AN-800
	Cobo, Jorge	109	[REDACTED]	ANI7038	8	AN-801
	Tapia, Christopher	185	[REDACTED]	ANI7034	9	AN-901
2:30pm to 11:00pm	Alvarez, Gabriela	231	[REDACTED]	ANI5038	4	AN-402
	Basquez, Angel	228	[REDACTED]	ANI5033	5	AN-502
	Medina, Abraham	227	[REDACTED]	ANI5026	6	AN-602
	Espinoza, Jovana	239	[REDACTED]	ANI5023	7	AN-702
	Beckett, Angel	237	[REDACTED]	ANI5020	7	AN-703
	Dominquez, Bryan	136	[REDACTED]	ANI5032	8	AN-802
	Lazcano, Aliza	235	[REDACTED]	ANI5034	8	[REDACTED]
	Rivera, Daniel	205	[REDACTED]	ANI7035	9	AN-902
Dispatch	Valencia, Armando	7:00am to 3:30pm		DISP		
	Chevarria, Miguel	7:00am to 3:30pm		DISP		
	Regalado-Soliz, Isabe	2:30pm to 11:00pm		DISP		
	Binkley, Brandon	2:30pm to 11:00pm		DISP		

ANIMAL SERVICES FIELD OPERATIONS



DATE: Thursday, April 3, 2025
SUPERVISOR: Abraham Muntz
 Alberto Ortiz
 Yazmin Quezada
 Ashley Herrera

6:30am to 3:00pm
 6:30am to 3:00pm
 10:00am to 6:30pm
 10:00am to 6:30pm

ON CALL OFFICER: Woolridge, Martrell
ON CALL SUPERVISOR: Ashley Herrera

11:00pm to 7:00am
 6:30pm to 6:30am

	Officer	Badge	Call No.	Radio/Unit	District	Radio Call Sign
7:00am to 3:00pm	Carr, Patrick	120	[REDACTED]	ANI7032	4	AN-401
	Reyes, Destiny	199	[REDACTED]	ANI7037	5	AN-501
	Cruz, Brenton	203	[REDACTED]	ANI7031	6	AN-600
	Pompa, Jaime	224	[REDACTED]	ANI5021	6	AN-601
	Woolridge, Martrell	208	[REDACTED]	ANI6003	7	AN-700
	Ocana, Brandon	216	[REDACTED]	ANI6004	7	AN-701
	Cobo, Jorge	109	[REDACTED]	ANI7038	8	AN-801
	Tapia, Christopher	185	[REDACTED]	ANI7034	9	AN-801
2:30pm to 11:00pm	Lazcano, Aliza	235	[REDACTED]	ANI5034	4	AN-602
	Basquez, Angel	228	[REDACTED]	ANI5033	5	AN-502
	Medina, Abraham	227	[REDACTED]	ANI5026	6	AN-602
	Ayala, Albert	243	[REDACTED]	ANI2151	6	AN-803
	Espinoza, Jovana	239	[REDACTED]	ANI5023	7	AN-702
	Beckett, Angel	237	[REDACTED]	ANI5020	7	AN-703
	Dominquez, Bryan	136	[REDACTED]	ANI5032	8	AN-802
	Nieto, Desiree	240	[REDACTED]	ANI2154	8	AN-808
	Rivera, Daniel	205	[REDACTED]	ANI7035	9	AN-802
Dispatch	Valencia, Armando	7:00am to 3:30pm		DISP		
	Chavarria, Miguel	7:00am to 3:30pm		DISP		
	Regeledo-Soliz, Isabe	2:30pm to 11:00pm		DISP		
	Binkley, Brandon	2:30pm to 11:00pm		DISP		

ANIMAL SERVICES FIELD OPERATIONS



DATE: Friday, April 4, 2025
SUPERVISOR: Abraham Muniz
 Alberto Ortiz
 Yazmin Quezada

6:30am to 3:00pm
 6:30am to 3:00pm
 10:00am to 6:30pm

ON CALL OFFICER: Woolridge, Martrell
ON CALL SUPERVISOR: Ashley Herrera

11:00pm to 7:00am
 6:30pm to 6:30am

	Officer	Badge	Cell No	Radio/Unit	District	Radio Call Sign
7:00am to 3:00pm	Cruz, Brenton	203		AN17031	4	AN-401
	Pompa, Jaime	224		AN15021	5	AN-501
	Ortiz, Julianna	230		AN15022	6	AN-601
	Ocana, Brandon	216		AN16004	7	AN-701
	Cobo, Jorge	109		AN17038	8	AN-801
	Tapia, Christopher	185		AN17034	9	AN-901
2:30pm to 11:00pm	Lazcano, Aliza	235		AN15034	4	AN-402
	Ayala, Albert	243		AN12151	5	AN-502
	Woods, Isabel	242		AN12153	5	AN-503
	Gomez, Bryan	241		AN12157	6	AN-602
	Espinoza, Jovana	239		AN15023	7	AN-702
	Nieto, Desiree	240		AN12154	7	AN-703
	Beckett, Angel	237		AN15020	8	AN-802
Dispatch	Valencia, Armando	7:00am to 3:30pm		DISP		
	Binkley, Brandon	2:30pm to 11:00pm		DISP		

ANIMAL SERVICES FIELD OPERATIONS



DATE: Saturday, April 5, 2025
SUPERVISOR: Alberto Ortiz [REDACTED] 6:30am to 3:00pm

ON CALL OFFICER: Woolridge, Martell [REDACTED] 11:00pm to 7:00am
ON CALL SUPERVISOR: Ashley Herrera [REDACTED] 6:30am to 6:30am

	Officer	Badge	Cell No.	Radio/Unit	District	Radio Call Sign
7:00am to 3:30pm	Ortiz, Julianna	230	[REDACTED]	AN15022	4	AN-401
	Arriola, Ernesto	225	[REDACTED]	AN15025	5	AN-501
	Cruz, Brentan	203	[REDACTED]	AN17031	6	AN-601
	Ocana, Brandon	216	[REDACTED]	AN160041	7	AN-701
	Cobo, Jorge	109	[REDACTED]	AN17038	8	AN-801
	Tapia, Christopher	185	[REDACTED]	AN17034	9	AN-901
8:30am to 5:00pm						
2:30pm to 11:00pm	Espinoza, Jovana	239	[REDACTED]	AN15023	4	AN-402
	Nieto, Desiree	240	[REDACTED]	AN12154	5	AN-502
	Woods, Isabel	242	[REDACTED]	AN12153	6	AN-602
	Alvarez, Gabriela	231	[REDACTED]	AN15038	6	AN-603
	Beckett, Angel	237	[REDACTED]	AN15020	7	AN-702
	Gomez, Bryan	241	[REDACTED]	AN12157	7	AN-703
	Lezcano, Aliza	235	[REDACTED]	AN15034	8	AN-803
Dispatch	Valencia, Armando	7:00am to 3:30pm		DISP		
	Brinkley, Brandon	2:30pm to 11:00pm		DISP		

Operations Supervisor: Gina Ramirez

ANIMAL SERVICES FIELD OPERATIONS



DATE: Sunday, April 6th, 2025
SUPERVISOR: Ashley Herrera [REDACTED] 6:30AM to 3:00PM

ON CALL OFFICER: Medina, Abraham [REDACTED] 1:00pm to 7:00am
ON CALL SUPERVISOR: Alberto Ortiz [REDACTED] 6:30am to 6:30am

	Officer	Badge	Cell No.	Radio/Unit	District	Radio Call Sign
7:00am to 3:30pm	Arriola, Ernesto	225	[REDACTED]	ANI5025	4	AN-401
	Reyes, Destiney	199	[REDACTED]	ANI7037	5	AN-501
	Woodrige, Martell	208	[REDACTED]	ANI6004	6	AN-601
	Ocana, Brandon	216	[REDACTED]	ANI6003	7	AN-701
	Garr, Patrick	120	[REDACTED]	ANI7032	8	AN-801
10:00AM to 6:00PM						
2:30pm to 11:00pm	Medina, Abraham	227	[REDACTED]	ANI5026	4	AN-402
	Nieto, Desiree	240	[REDACTED]	ANI2154	5	AN-502
	Beckett, Angel	237	[REDACTED]	ANI5020	5	AN-503
	Ayala, Albert	243	[REDACTED]	ANI2151	6	AN-602
	Basquez, Angel	228	[REDACTED]	ANI5033	6	AN-603
	Alvarez, Gabriela	231	[REDACTED]	ANI5038	7	AN-702
	Gomez, Bryan	241	[REDACTED]	ANI2157	7	AN-703
	Dominguez, Bryan	136	[REDACTED]	ANI5032	8	AN-802
	Woods, Isabel	242	[REDACTED]	ANI2153	8	AN-803
	Rivera, Daniel	205	[REDACTED]	ANI7035	9	AN-902
Dispatch	Chevarria, Miguel	7:00am to 3:30pm				DISP
	Oros, Alysse	8:00AM - 12:00PM				DISP
	Regalado, Isabel	2:30pm to 11:00pm				DISP

Operations Supervisor: Gina Ramirez

ANIMAL SERVICES FIELD OPERATIONS



DATE: Tuesday, April 8, 2025
SUPERVISOR: Alberto Ortiz
 Yazmin Quezada
 Ashley Herrera

6:30am to 3:00pm
 10:00am to 6:30pm
 10:00am to 6:30pm

ON CALL OFFICER: Medina, Abraham
ON CALL SUPERVISOR: Alberto Ortiz

11:00pm to 7:00am
 6:30am to 6:30am

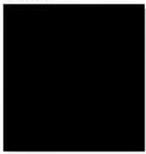
	Officer	Badge	Cell No.	Radio/Unit	District	Radio Call Sign
7:00am to 3:30pm	Ortiz, Julianna	230		ANI5022	4	AN-401
	Arriola, Ernesto	225		ANI5025	5	AN-500
	Carr, Patrick	120		ANI7032	5	AN-501
	Cruz, Brenton	203		ANI7031	6	AN-601
	Reyes, Destiny	199		ANI7037	7	AN-700
	Woolridge, Martell	208		ANI6003	7	AN-701
	Coba, Jorge	109		ANI7038	8	AN-801
	Tapia, Christopher	185		ANI7034	9	AN-901
8:30am to 5:00pm						
2:30pm to 11:00pm	Espinoza, Jovana	239		ANI5023	4	AN-402
	Basquez, Angel	228		ANI5033	5	AN-502
	Woods, Isabel	242		ANI2153	6	AN-602
	Alvarez, Gabriela	231		ANI5038	6	AN-603
	Medina, Abraham	227		ANI5026	7	AN-702
	Gomez, Bryan	241		ANI2157	7	AN-703
	Dominguez, Bryan	136		ANI5032	8	AN-802
	Lazcano, Aliza	235		ANI5034	8	AN-803
	Rivera, Daniel	205		ANI7035	9	AN-902
Dispatch	Valencia, Armando	7:00am to 3:30pm			DISP	
	Chevarria, Miguel	7:00am to 3:30pm			DISP	
	Orona, Alysse	12:00am to 8:30pm			DISP	
	Brinkley, Brandon	2:30pm to 11:00pm			DISP	
	Regalado, Isabel	2:30pm to 11:00pm			DISP	

Operations Supervisor: Gina Ramirez

ANIMAL SERVICES FIELD OPERATIONS



DATE: Wednesday, April 9, 2025
SUPERVISOR: Alberto Ortiz
 Abraham Muniz
 Yazmin Quezada
 Ashley Herrera



6:30am to 3:00pm
 8:30am to 3:00pm
 10:00am to 6:30pm
 10:00am to 6:30pm

ON CALL OFFICER: Medina, Abraham
ON CALL SUPERVISOR: Alberto Ortiz



11:00pm to 7:00am
 6:30am to 6:30am

	Officer	Badge	Cell No.	Radio/Unit	District	Radio Call Sign
7:00am to 3:30pm	Pompa, Jaime	224	[REDACTED]	AN15021	4	AN-401
	Arriola, Ernesto	225	[REDACTED]	AN15025	5	AN-500
	Carr, Patrick	120	[REDACTED]	AN17032	5	AN-501
	Cruz, Brenton	203	[REDACTED]	AN17031	6	AN-601
	Reyes, Destiny	199	[REDACTED]	AN17037	7	AN-700
	Woolridge, Martell	208	[REDACTED]	AN16003	7	AN-701
	Cobo, Jorge	109	[REDACTED]	AN17038	8	AN-801
	Tapia, Christopher	185	[REDACTED]	AN17034	9	AN-901
8:30am to 5:00pm						
2:30pm to 11:00pm	Espinoza, Jovana	239	[REDACTED]	AN15023	4	AN-402
	Basquez, Angel	228	[REDACTED]	AN15033	5	AN-502
	Alvarez, Gabriela	231	[REDACTED]	AN15038	6	AN-602
	Medina, Abraham	227	[REDACTED]	AN15026	7	AN-702
	Beckett, Angel	237	[REDACTED]	AN15020	7	AN-703
	Dominguez, Bryan	136	[REDACTED]	AN15032	8	AN-802
	Lazcano, Aliza	235	[REDACTED]	AN15034	8	AN-803
	Rivera, Daniel	205	[REDACTED]	AN17035	9	AN-902
Dispatch	Valencia, Armando	7:00am to 3:30pm				DISP
	Chavarria, Miguel	7:00am to 3:30pm				DISP
	Brinkley, Brandon	2:30pm to 11:00pm				DISP
	Regalado, Isabel	2:30pm to 11:00pm				DISP

Operations Supervisor: Gina Ramirez

ANIMAL SERVICES FIELD OPERATIONS



DATE:
SUPERVISOR:

Thursday, April 10, 2025
Abraham Muntiz
Alberto Ortiz
Yazmin Quezada

8:30am to 3:00pm
8:30am to 3:00pm
10:00am to 6:30pm

ON CALL OFFICER:
ON CALL SUPERVISOR:

Medina, Abraham
Alberto Ortiz

11:00pm to 7:00am
6:30pm to 6:30am

	Officer	Badge	Cell No.	Radio/Unit	District	Radio Call Sign
7:00am to 3:30pm	Pompa, Jaime	224		AN15021	4	AN-401
	Garr, Patrick	120		AN17032	5	AN-501
	Ocana, Brandon	216		AN16004	6	AN-601
	Cruz, Brenton	203		AN17031	7	AN-700
	Woolridge, Martrell	208		AN16003	7	AN-701
	Reyes, Destiny	199		AN17037	8	AN-800
	Cobo, Jorge	109		AN17038	8	AN-801
2:30pm to 11:00pm	Espinoza, Jovana	239		AN15023	4	AN-402
	Beckett, Angel	237		AN15020	5	AN-502
	Ayala, Albert	243		AN12151	6	AN-602
	Medina, Abraham	227		AN15026	7	AN-702
	Nieto, Desiree	240		AN12154	7	AN-703
	Dominguez, Bryan	136		AN15032	8	AN-802
	Basquez, Angel	228		AN15033	8	AN-803
	Rivera, Daniel	205		AN17035	9	AN-902
Dispatch	Valencis, Armando	7:00am to 3:30pm		DISP		
	Chavarria, Miguel	7:00am to 3:30pm		DISP		
	Binkley, Brandon	2:30pm to 11:00pm		DISP		
	Regalado-Soliz, Isabe	2:30pm to 11:00pm		DISP		

Operations Supervisor: Gina Ramirez



**EPPD
Incident Sheet**

Incident Number # : 25092228

ORI : TX0710200
Print Date : 09/17/2025 14:29

Incident Information

Incident # : 25092228 **Reported Date :** 04/02/2025 20:43
Investigating Officer : **Reporting Officer :** HORACEK, RION H.
Occured From : 04/02/2025 19:15 WED **Location :** 7161 GRANITE RD EPCI, 79915
Occured To : 04/02/2025 20:00 WED

Incident Details

Case Status : FURTHER INVESTIGATION **Disposition :**
Status Date : 04/02/2025 21:58 **Disposition Date :**
Record Date :
Remarks :

Associated Name Summary

FULL NAME	TYPE	INVOLVEMENT	DOB
MACIAS, EMILIO	INDIVIDUAL	INVOLVED, OTHER	03/10/1955

Offense Information

Offense Code : <INFO-999-9999> 4010637 INFO RECEIVED **Location :** RESIDENCE/HOME
Primary Offense : **Attempt :** COMPLETED
Offense Description :

Incident Name

Incident/Name Info :

Involvement : INVOLVED, OTHER **Linked Name :** MACIAS, EMILIO

Name Information :

Name Unknown : **Home Address :** 7161 GRANITE, EL PASO, TX, 79915
Last Name : MACIAS **Mailing Address :**
First Name : EMILIO **Home Phone :** [REDACTED]
Middle Name : **Work Phone :**
Suffix : **Other Phone :**
Name Type : INDIVIDUAL **Cell Phone :** [REDACTED]
Race : WHITE **Email :**
Ethnicity : HISPANIC **Secondary Email :**
Gender : MALE **State ID :** 01883830
DOB : 03/10/1955 **Eye Color :** BROWN
Age : 70 to **Hair Color :** GREY OR PARTLY GREY
Driver's License # : 40885558

Incident Number # : 25092228

Print Date : 09/17/2025 14:29

Driver's License Expiration Date :	Glasses :
Driver's License State : TEXAS	Height : 57" to
Driver's License Class :	Weight : 200 to
SSN : [REDACTED]	Juvenile : <input type="checkbox"/>
Passport # :	Date Issued :
Country Of Issuance :	Passport Expiration Date :

Geo Information

Zone : EPCI	Tract : MVRC
District :	Neighborhood : 82
Reporting Area : 8212	ESZ : 8212

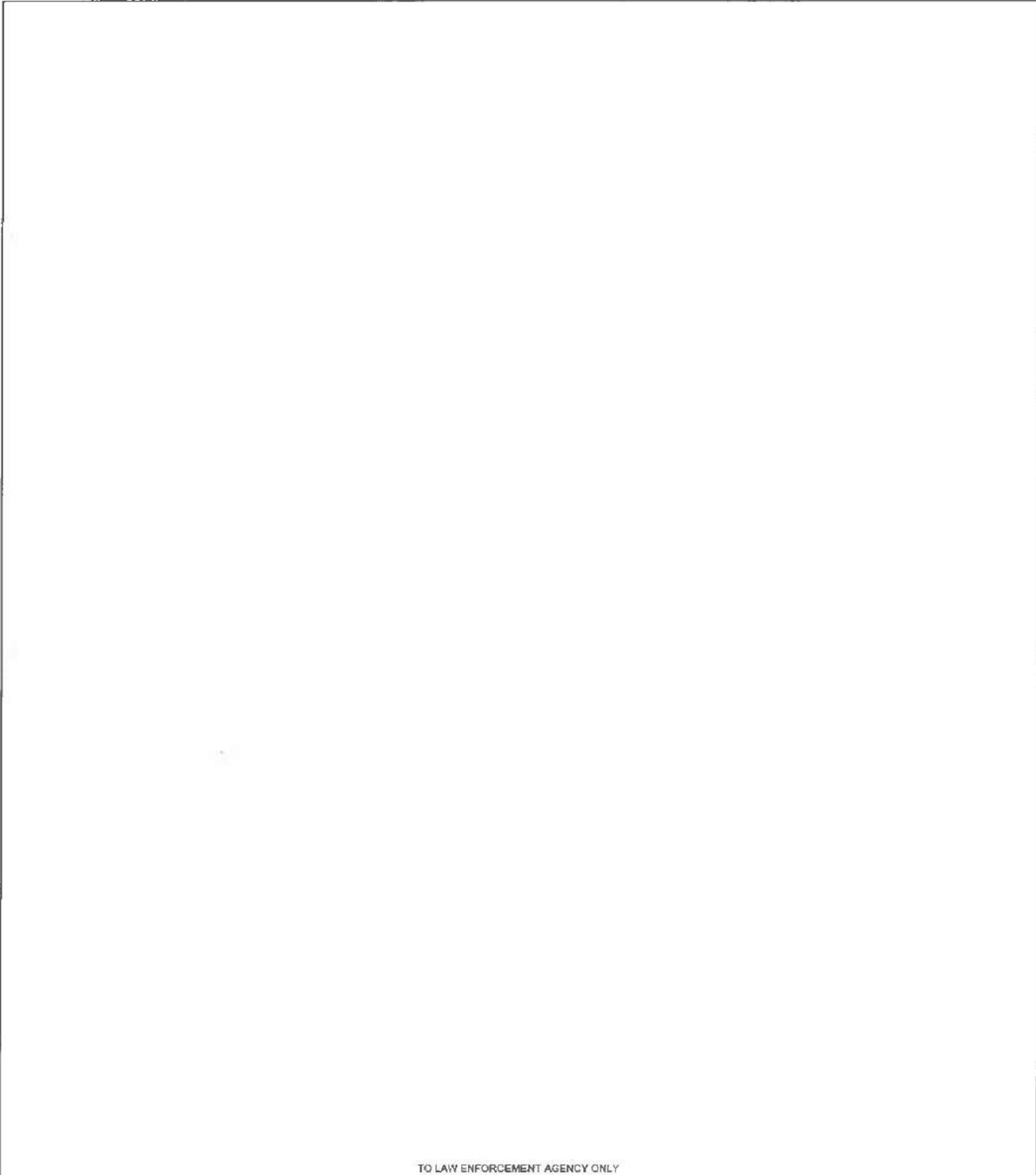
Incident Supplements

Supplement # : 25092228-0001	Location :
Incident Record : 25092228	Contact Name :
Date/Time : 04/02/2025 22:07	Not for Prosecution : <input type="checkbox"/>
Type : DETAILED NARRATIVE	Supervisor Name :
Author : HORACEK, RION H. (03762)	Supervisor Review Date :

Supplement # : 25092228-0002	Location :
Incident Record : 25092228	Contact Name :
Date/Time : 04/02/2025 22:08	Not for Prosecution : <input type="checkbox"/>
Type : PUBLIC RELEASE NARRATIVE	Supervisor Name :
Author : HORACEK, RION H. (03762)	Supervisor Review Date :

Incident Number # : 25092228

Print Date : 09/17/2025 14:29



TO LAW ENFORCEMENT AGENCY ONLY
~~CERTAIN ELEMENTS OF THIS CASE ARE SUBJECT~~
TO NONDISCLOSURE IN ACCORDANCE WITH THE TEXAS PUBLIC INFORMATION ACT.
DOCUMENTS CONFIDENTIAL BY LAW
DATE: 09/17/2025 BY: C1584 TO: City Attorney's Office

Narratives

Report #: 25092228-0001

Author :

Title :

Entered On : 04/03/2025 17:26

Narrative :

On 04/02/2025, at approximately 2020 hours Officers R. Horacek #3762 and I. Canales #3593 (2F182) were dispatched to the listed location in reference to a welfare check.

The dispatch comments advised that IO-01's dogs were fighting on the backyard. Which resulted a dog to be deceased due to the fight.

Officers arrived and met with IO-01 (owner of the listed location and dogs). Officers advised IO-01 the reason they were there was due to someone calling advising there was a fight between dogs at the listed location and one of them was deceased. IO-01 advised that his dogs were ok and that they just miss-behave when he's not home. Officers looked over the backyard and observed a dog to be deceased.

Officers spoke with IO-01 a second time and informed him of the deceased dog, IO-01 seemed unaware about the deceased dog on his backyard with no remorse.

IO-01 advised that he takes good care of the dogs giving them proper food, water, and shelter. IO-01 advised its difficult due to having 20+ dogs. Officers observed there to be shelter on the back yard, and the back door open for the dogs to enter and exit the house freely. Officers also observed there to be multiple large bags of dog food in the front yard and each visible dog to look well fed and acting normal. Officers did not make entry to the residence due to the number of dogs.

Animal unit R. Dominguez (ANI 802) arrived and advised IO-01 the proper procedures. IO-01 was given an incident information card and advised accordingly. Officers met with negative results with the reporter.

Incident Number # : 25092228

Print Date : 09/17/2025 14:29

Report # : 25092228-0002

Author :

Title :

Entered On : 04/02/2025 22:14

Narrative :

On 04/02/2025, at approximately 2020 hours Officers R. Horacek #3762 and I. Canales #3593 (2F182) were dispatched to the listed location in reference to a welfare check.

The dispatched advised that IO-01's dogs were fighting on the backyard. Which resulted a dog to be deceased due to the fight.

Officers arrived and met with IO-01 (owner of the listed location and dogs). IO-01 advised that his dogs were ok. Officers looked over the backyard and observed a dog to be deceased.

Officers spoke with IO-01, who was unaware about the deceased dog on his backyard.

Animal unit arrived (ANI 802) and advised IO-01 the proper procedures.

IO-01 was given an incident information card and advised accordingly. Officers met with negative results with the reporter.

Incident Number #: 25092228

Print Date : 09/17/2025 14:29

Involved Officers

Officer : HORACEK, RION H. (03762)	Unit :
Involvement : REPORTER	Involvement Status :
Date/Time :	
Comments :	

Calls For Service

CFS # : 2025138081	Date Received : 04/02/2025 19:17
Call Date # : 04/02/2025 19:17	Call Identifier :
Last/Full Name : UTJARA, DENISE	Phone : [REDACTED]
Remarks : 2025-04-02T19:17:27	
: RP IS 3RD PARTY 2025-04-02T19:17:27	
: RP REQ WELFARE CHECK ON OWNERS OF K9S AT LISTED 2025-04-02T19:17:27	
: ADV K9S AT LISTED WER UNATTENDED 2025-04-02T19:17:27	
: ADV K9S WHERE ATTACKING EACH OTHER 2025-04-02T19:17:27	
: ADV 1 K9 DEAD OTHER K9S SEEMED TO BE EATING DEAD K9 2025-04-02T19:17:27	
: SUBJ: UNK 2025-04-02T19:17:43	
: BLIND NUA 2025-04-02T19:17:44	
: V 2025-04-02T19:19:13	
: RP ADV MADE REPORT W/311 2025-04-02T19:19:21	
: PETPOINT: C08991086 2025-04-02T19:19:28	
: CLONE TO ANI REF COMMENTS 2025-04-02T19:19:37	
: RP ADV PASSER BY UNK FURTHER 85 ON RESIDENCE 2025-04-02T19:21:24	
: NOI 2025-04-02T19:21:46	
: 2F182 -- CN/TIMES 2025-04-02T20:43:24	

Incident Related Cases

Case Management ID : CM25018828	Date/Time Logged : 04/04/2025 10:40
Case Type : REGIONAL	Lead Investigator :
Investigation Status : FILE NO ACTION/ NON CRIMINAL	Primary : <input type="checkbox"/>

Incident Number #: 25092228

Print Date : 09/17/2025 14:29

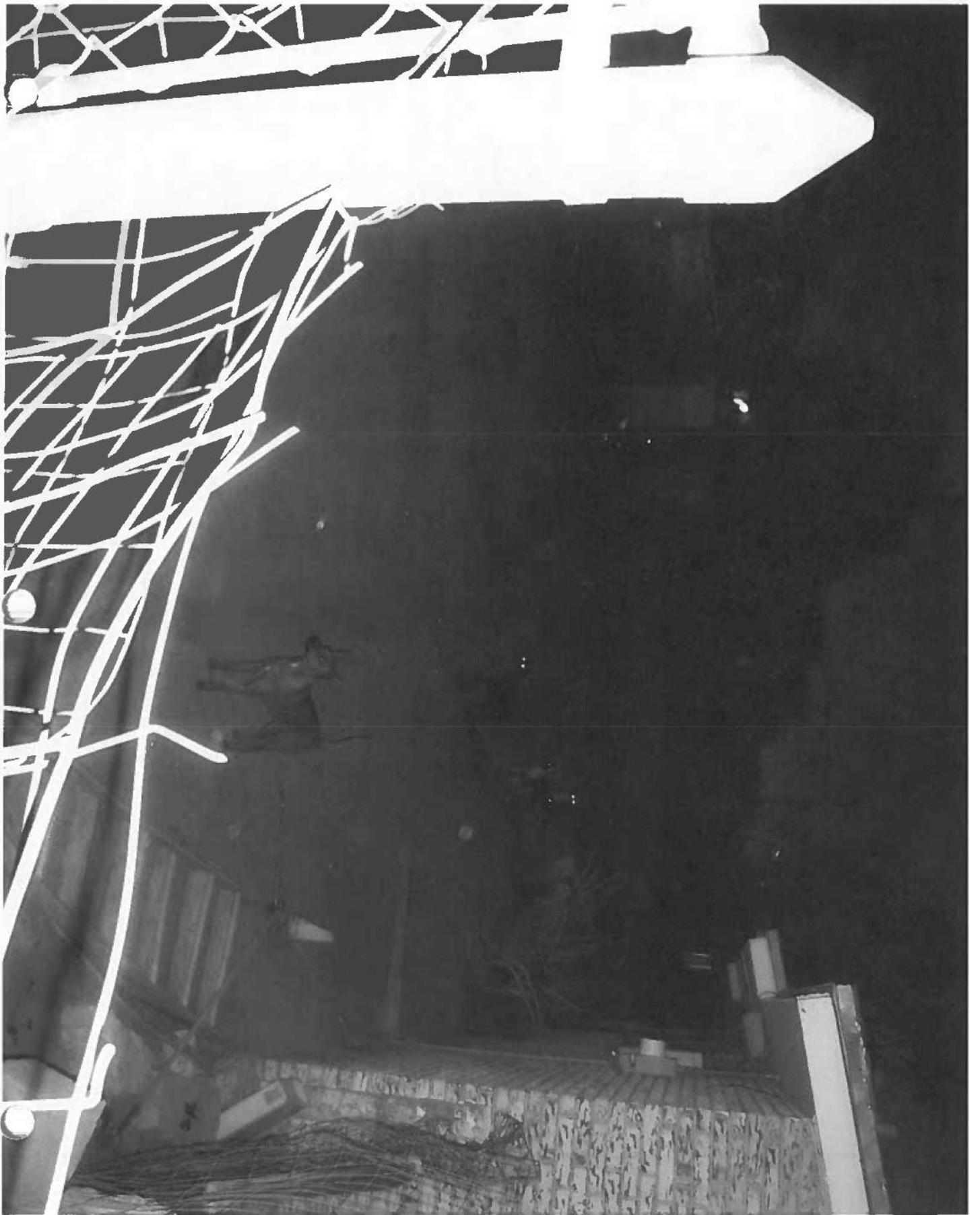


TO LAW ENFORCEMENT AGENCY ONLY
~~CERTAIN ELEMENTS OF THIS CASE ARE SUBJECT~~
TO NONDISCLOSURE IN ACCORDANCE WITH THE TEXAS PUBLIC INFORMATION ACT.
DOCUMENT IS CONFIDENTIAL BY LAW
DATE: 09/17/2025 BY: C1584 TO: City Attorney's Office















Case View Report



El Paso Animal Services
 5001 Fred Wilson Avenue
 El Paso, Texas 79906 USA
 EPAS@elpasotexas.gov
 https://elpasoanimalservices.org/
 Tel.: 915-212-7297 / 915-751-1726
 Printed: 08/29/2025 01:09AM By: DominguezBX

Case Details

Case #: C0008991086
 Reference #:
 Status: Closed

Case Date/Time: 04/02/2025 07:02PM Reported
 Jurisdiction: CITY of El Paso

Category: Investigation
 Type: Bite / Scratch
 Subtype: Animal to Animal
 Officer: Jorge Cobo
 Review Date:

7161 GRANITE RD., El Paso, 79915, Texas, United States

Directions:
 Result: Completed By: Bryan Dominguez Date/Time: 04/02/2025 10:39PM
 Result Comments:

Created By: GalvanP

Animal Info: caller is advising there is a lot of dogs at this address, the dogs are fighting, they are small dogs, unsure of breed, the dog killed a smaller dog, and they were eating it. She is unsure if the owners are home, she wants us to check on the owners to see if they are okay.

Created: 04/02/2025 07:09PM
 Last Updated By: OrtizAX
 Updated: 04/29/2025 09:56AM

Person Info: Dennise Utajara [REDACTED]

Case Animals

Animal #: A0058236971 |

Animal ID: A0058236971 Name: 4.3 Types: Dog Gender: Male
 ARN: DOB: 12/26/2024 Breeds: Terrier/Mix Altered: N
 Chip #: Current Age: 0 Y 8 M 3d Colors: Brown/ Size: S
 Type: Age Group: Juvenile 8WK to 6Months Pattern: Weight: 0
 Declawed: N Bitten: No Bite History Primary Role: Victim Secondary Role:
 Animal Memos: No Case Memos: No Conditions: No Violations: No

Ownership / Guardianship

Person #	Date From	Person Name	Phone	Address	City
P0027519706	4/4/2025	Emilio Macias	[REDACTED]	7161 GRANITE	, CITY of El Paso TX 79915

Animal #: A0058242160 |

Animal ID: A0058242160 Name: Sula Types: Dog Gender: Female
 ARN: DOB: 4/3/2017 Breeds: Miniature Pinscher/Mix Altered: U
 Chip #: Current Age: 8 Y 4 M 26d Colors: Black/Brown Size: S
 Type: Age Group: Adult Pattern: Weight: 0
 Declawed: N Bitten: No Bite History Primary Role: Suspect Secondary Role:
 Animal Memos: No Case Memos: No Conditions: No Violations: No

Ownership / Guardianship

Person #	Date From	Person Name	Phone	Address	City
P0027519706	4/4/2025	Emilio Macias	[REDACTED]	7161 GRANITE	, CITY of El Paso TX 79915

Animal #: A0058242168 |

Animal ID: A0058242168 Name: Bella Types: Dog Gender: Female
 ARN: DOB: 4/3/2017 Breeds: Great Pyrenees/Mix Altered: U
 Chip #: Current Age: 8 Y 4 M 26d Colors: White/ Size: L
 Type: Age Group: Adult Pattern: Weight: 0
 Declawed: N Bitten: No Bite History Primary Role: Suspect Secondary Role:
 Animal Memos: No Case Memos: No Conditions: No Violations: No

Ownership / Guardianship

Person #	Date From	Person Name	Phone	Address	City
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P0027519706	4/4/2025	Emilio Macias	[REDACTED]	7161 GRANITE	, CITY of El Paso TX 79915
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Animal #: A0058242179 |

Animal ID: A0058242179 **Name:** Dodge **Types:** Dog **Gender:** Male
ARN: **DOB:** 4/3/2017 **Breeds:** Retriever, Labrador/Mix **Altered:** U
Chip #: **Current Age:** 8 Y 4 M 26d **Colors:** Brown/White **Size:** M
Type: **Age Group:** Adult **Pattern:** **Weight:** 0
Declawed: N **Bitten:** No Bite History **Primary Role:** Suspect **Secondary Role:**
Animal Memos: No **Case Memos:** No **Conditions:** No **Violations:** No

Ownership / Guardianship

Person #	Date From	Person Name	Phone	Address	City
P0027519706	4/4/2025	Emilio Macias	[REDACTED]	7161 GRANITE	, CITY of El Paso TX 79915

Animal #: A0058242190 |

Animal ID: A0058242190 **Name:** Tachuelita **Types:** Dog **Gender:** Female
ARN: **DOB:** 12/3/2024 **Breeds:** Miniature Pinscher/Mix **Altered:** U
Chip #: **Current Age:** 0 Y 8 M 26d **Colors:** Black/Brown **Size:** S
Type: **Age Group:** Adult **Pattern:** **Weight:** 0
Declawed: N **Bitten:** No Bite History **Primary Role:** Suspect **Secondary Role:**
Animal Memos: No **Case Memos:** No **Conditions:** No **Violations:** No

Ownership / Guardianship

Person #	Date From	Person Name	Phone	Address	City
P0027519706	4/4/2025	Emilio Macias	[REDACTED]	7161 GRANITE	, CITY of El Paso TX 79915

Animal #: A0058242202 |

Animal ID: A0058242202 **Name:** Peanut Butter **Types:** Dog **Gender:** Male
ARN: **DOB:** 4/3/2020 **Breeds:** Miniature Pinscher/Mix **Altered:** U
Chip #: **Current Age:** 5 Y 4 M 26d **Colors:** Black/Brown **Size:** S
Type: **Age Group:** Adult **Pattern:** **Weight:** 0
Declawed: N **Bitten:** No Bite History **Primary Role:** Suspect **Secondary Role:**
Animal Memos: No **Case Memos:** No **Conditions:** No **Violations:** No

Ownership / Guardianship

Person #	Date From	Person Name	Phone	Address	City
P0027519706	4/4/2025	Emilio Macias	[REDACTED]	7161 GRANITE	, CITY of El Paso TX 79915

Animal #: A0058242208 |

Animal ID: A0058242208 **Name:** Casper **Types:** Dog **Gender:** Male
ARN: **DOB:** 1/3/2025 **Breeds:** Miniature Pinscher/Mix **Altered:** U
Chip #: 933000321109137 **Current Age:** 0 Y 7 M 26d **Colors:** White/Brown **Size:** S
Type: MicrochipID Systems/Buddy ID **Age Group:** Adult **Pattern:** **Weight:** 0
Declawed: N **Bitten:** No Bite History **Primary Role:** Suspect **Secondary Role:**
Animal Memos: No **Case Memos:** No **Conditions:** No **Violations:** No

Ownership / Guardianship

Person #	Date From	Person Name	Phone	Address	City
P0027519706	4/4/2025	Emilio Macias	[REDACTED]	7161 GRANITE	, CITY of El Paso TX 79915

Animal #: A0058242221 | Green

Animal ID: A0058242221 **Name:** Tommy* **Types:** Dog **Gender:** Male
ARN: Green **DOB:** 11/23/2024 **Breeds:** Retriever, Labrador/Mix **Altered:** Y
Chip #: 941010003705860 **Current Age:** 0 Y 9 M 6d **Colors:** Brown/White **Size:** M
Type: 24PetWatch **Age Group:** Adult **Pattern:** **Weight:** 0
Declawed: N **Bitten:** No Bite History **Primary Role:** Suspect **Secondary Role:**
Animal Memos: Yes **Case Memos:** No **Conditions:** No **Violations:** No

Ownership / Guardianship

Person #	Date From	Person Name	Phone	Address	City
P0047677224	5/23/2025	Alexander Parham	[REDACTED]	Rattlesnake Spring Rd	El Paso, Fort Bliss, EL PASO TX 79906

Animal #: A0058242226 | Behavior decline
 Animal ID: A0058242226 Name: Gino* Types: Dog Gender: Male
 ARN: Behavior decline DOB: 4/3/2020 Breeds: Chihuahua, Short Coat/Shepherd Altered: Y
 Chip #: 941010003703430 Current Age: 5 Y 4 M 26d Colors: Brown/White Size: M
 Type: 24PetWatch Age Group: Adult Pattern: Weight: 0
 Declawed: N Bitten: No Bite History Primary Role: Suspect Secondary Role:
 Animal Memos: Yes Case Memos: No Conditions: No Violations: No

Ownership / Guardianship

Person #	Date From	Person Name	Phone	Address	City
P0048002076	7/26/2025	Leonardo Coronado	[REDACTED]	8066 Alameda 15	El Paso, EL PASO TX 79915

Animal #: A0058242231 |
 Animal ID: A0058242231 Name: KW1 Types: Dog Gender: Unknown
 ARN: DOB: 2/6/2025 Breeds: Miniature Pinscher/Mix Altered: N
 Chip #: Current Age: 0 Y 6 M 23d Colors: Black/Brown Size: S
 Type: Age Group: Juvenile 8WK to 6Months Pattern: Tricolor Weight: 0
 Declawed: N Bitten: No Bite History Primary Role: Suspect Secondary Role:
 Animal Memos: No Case Memos: No Conditions: No Violations: No

Ownership / Guardianship

Person #	Date From	Person Name	Phone	Address	City
P0027519706	4/4/2025	Emilio Macias	[REDACTED]	7161 GRANITE	, CITY of El Paso TX 79915

Animal #: A0058242235 |
 Animal ID: A0058242235 Name: KW2 Types: Dog Gender: Unknown
 ARN: DOB: 2/6/2025 Breeds: Miniature Pinscher/Mix Altered: N
 Chip #: Current Age: 0 Y 6 M 23d Colors: Black/Brown Size: S
 Type: Age Group: Juvenile 8WK to 6Months Pattern: Tricolor Weight: 0
 Declawed: N Bitten: No Bite History Primary Role: Suspect Secondary Role:
 Animal Memos: No Case Memos: No Conditions: No Violations: No

Ownership / Guardianship

Person #	Date From	Person Name	Phone	Address	City
P0027519706	4/4/2025	Emilio Macias	[REDACTED]	7161 GRANITE	, CITY of El Paso TX 79915

Animal #: A0058242239 |
 Animal ID: A0058242239 Name: KW3 Types: Dog Gender: Unknown
 ARN: DOB: 2/6/2025 Breeds: Miniature Pinscher/Mix Altered: N
 Chip #: Current Age: 0 Y 6 M 23d Colors: Brown/Black Size: S
 Type: Age Group: Juvenile 8WK to 6Months Pattern: Tricolor Weight: 0
 Declawed: N Bitten: No Bite History Primary Role: Suspect Secondary Role:
 Animal Memos: No Case Memos: No Conditions: No Violations: No

Ownership / Guardianship

Person #	Date From	Person Name	Phone	Address	City
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P0027519706	4/4/2025	Emilio Macias	[REDACTED]	7161 GRANITE	CITY of El Paso TX 79915
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Animal #: A0058242250 |

Animal ID: A0058242250 Name: KW4 Types: Dog Gender: Unknown
 ARN: DOB: 2/6/2025 Breeds: Miniature Pinscher/Mix Altered: N
 Chip #: Current Age: 0 Y 6 M 23d Colors: Brown/Black Size: S
 Type: Age Group: Juvenile 8WK to 6Months Pattern: Tricolor Weight: 0
 Declawed: N Bitten: No Bite History Primary Role: Suspect Secondary Role:
 Animal Memos: No Case Memos: No Conditions: No Violations: No

Ownership / Guardianship

Person #	Date From	Person Name	Phone	Address	City
P0027519706	4/4/2025	Emilio Macias	[REDACTED]	7161 GRANITE	CITY of El Paso TX 79915

Animal #: A0058242258 |

Animal ID: A0058242258 Name: KW5 Types: Dog Gender: Unknown
 ARN: DOB: 2/6/2025 Breeds: Miniature Pinscher/Mix Altered: N
 Chip #: Current Age: 0 Y 6 M 23d Colors: Brown/Black Size: S
 Type: Age Group: Juvenile 8WK to 6Months Pattern: Tricolor Weight: 0
 Declawed: N Bitten: No Bite History Primary Role: Suspect Secondary Role:
 Animal Memos: No Case Memos: No Conditions: No Violations: No

Ownership / Guardianship

Person #	Date From	Person Name	Phone	Address	City
P0027519706	4/4/2025	Emilio Macias	[REDACTED]	7161 GRANITE	CITY of El Paso TX 79915

Animal #: A0058242271 |

Animal ID: A0058242271 Name: KW6 Types: Dog Gender: Unknown
 ARN: DOB: 2/6/2025 Breeds: Miniature Pinscher/Mix Altered: N
 Chip #: Current Age: 0 Y 6 M 23d Colors: Brown/Black Size: S
 Type: Age Group: Juvenile 8WK to 6Months Pattern: Tricolor Weight: 0
 Declawed: N Bitten: No Bite History Primary Role: Suspect Secondary Role:
 Animal Memos: No Case Memos: No Conditions: No Violations: No

Ownership / Guardianship

Person #	Date From	Person Name	Phone	Address	City
P0027519706	4/4/2025	Emilio Macias	[REDACTED]	7161 GRANITE	CITY of El Paso TX 79915

Animal #: A0058245294 |

Animal ID: A0058245294 Name: P1 Types: Dog Gender: Female
 ARN: DOB: 10/4/2024 Breeds: Terrier, Jack Russell/Mix Altered: N
 Chip #: Current Age: 0 Y 10 M 25d Colors: Brown/ Size: S
 Type: Age Group: Juvenile 8WK to 6Months Pattern: Weight: 0
 Declawed: N Bitten: No Bite History Primary Role: Suspect Secondary Role:
 Animal Memos: No Case Memos: No Conditions: No Violations: No

Ownership / Guardianship

Person #	Date From	Person Name	Phone	Address	City
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P0027519706	4/4/2025	Emilio Macias	[REDACTED]	7161 GRANITE	CITY of El Paso TX 79915
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Animal #: A0058245302 |

Animal ID: A0058245302 Name: P2 Types: Dog Gender: Male
 ARN: DOB: 10/4/2024 Breeds: Retriever, Labrador/Mix Altered: N
 Chip #: Current Age: 0 Y 10 M 25d Colors: Brown/ Size: S
 Type: Age Group: Juvenile 8WK to 6Months Pattern: Weight: 0
 Declawed: N Bitten: No Bite History Primary Role: Suspect Secondary Role:
 Animal Memos: No Case Memos: No Conditions: No Violations: No

Ownership / Guardianship

Person #	Date From	Person Name	Phone	Address	City
P0027519706	4/4/2025	Emilio Macias	[REDACTED]	7161 GRANITE	CITY of El Paso TX 79915

Animal #: A0058245306 |

Animal ID: A0058245306 Name: P3 Types: Dog Gender: Male
 ARN: DOB: 10/4/2024 Breeds: Retriever, Labrador/Mix Altered: N
 Chip #: Current Age: 0 Y 10 M 25d Colors: Brown/White Size: S
 Type: Age Group: Juvenile 8WK to 6Months Pattern: Weight: 0
 Declawed: N Bitten: No Bite History Primary Role: Suspect Secondary Role:
 Animal Memos: No Case Memos: No Conditions: No Violations: No

Ownership / Guardianship

Person #	Date From	Person Name	Phone	Address	City
P0027519706	4/4/2025	Emilio Macias	[REDACTED]	7161 GRANITE	CITY of El Paso TX 79915

Animal #: A0058245308 |

Animal ID: A0058245308 Name: P4 Types: Dog Gender: Male
 ARN: DOB: 10/4/2024 Breeds: Retriever, Labrador/Mix Altered: N
 Chip #: Current Age: 0 Y 10 M 25d Colors: Brown/ Size: S
 Type: Age Group: Juvenile 8WK to 6Months Pattern: Weight: 0
 Declawed: N Bitten: No Bite History Primary Role: Suspect Secondary Role:
 Animal Memos: No Case Memos: No Conditions: No Violations: No

Ownership / Guardianship

Person #	Date From	Person Name	Phone	Address	City
P0027519706	4/4/2025	Emilio Macias	[REDACTED]	7161 GRANITE	CITY of El Paso TX 79915

Animal #: A0058245310 |

Animal ID: A0058245310 Name: P5 Types: Dog Gender: Male
 ARN: DOB: 10/4/2024 Breeds: Miniature Pinscher/Mix Altered: N
 Chip #: Current Age: 0 Y 10 M 25d Colors: Black/Brown Size: S
 Type: Age Group: Juvenile 8WK to 6Months Pattern: Weight: 0
 Declawed: N Bitten: No Bite History Primary Role: Suspect Secondary Role:
 Animal Memos: No Case Memos: No Conditions: No Violations: No

Ownership / Guardianship

Person #	Date From	Person Name	Phone	Address	City
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P0027519706	4/4/2025	Emilio Macias	[REDACTED]	7161 GRANITE	CITY of El Paso TX 79915
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Animal #: A0058245316 |
Animal ID: A0058245316 **Name:** P6 **Types:** Dog **Gender:** Female
ARN: **DOB:** 10/4/2024 **Breeds:** Retriever, Labrador/Mix **Altered:** N
Chip #: **Current Age:** 0 Y 10 M 25d **Colors:** Brown/ **Size:** S
Type: **Age Group:** Juvenile 8WK to 6Months **Pattern:** **Weight:** 0
Declawed: N **Bitten:** No Bite History **Primary Role:** Suspect **Secondary Role:**
Animal Memos: No **Case Memos:** No **Conditions:** No **Violations:** No

Ownership / Guardianship

Person #	Date From	Person Name	Phone	Address	City
P0027519706	4/4/2025	Emilio Macias	[REDACTED]	7161 GRANITE	CITY of El Paso TX 79915

Animal #: A0058245323 | Orange
Animal ID: A0058245323 **Name:** P7 **Types:** Dog **Gender:** Male
ARN: Orange **DOB:** 10/4/2024 **Breeds:** Retriever, Labrador/Mix **Altered:** N
Chip #: 941010002929007 **Current Age:** 0 Y 10 M 25d **Colors:** Brown/ **Size:** S
Type: 24PetWatch **Age Group:** Juvenile 8WK to 6Months **Pattern:** **Weight:** 0
Declawed: N **Bitten:** No Bite History **Primary Role:** Suspect **Secondary Role:**
Animal Memos: Yes **Case Memos:** No **Conditions:** No **Violations:** No

Ownership / Guardianship

Person #	Date From	Person Name	Phone	Address	City
P0027519706	4/4/2025	Emilio Macias	[REDACTED]	7161 GRANITE	CITY of El Paso TX 79915

Animal #: A0058245326 | Yellow
Animal ID: A0058245326 **Name:** Peanut Butter* **Types:** Dog **Gender:** Female
ARN: Yellow **DOB:** 10/4/2024 **Breeds:** Retriever, Labrador/Mix **Altered:** Y
Chip #: 941010003790468 **Current Age:** 0 Y 10 M 25d **Colors:** Brown/ **Size:** S
Type: 24PetWatch **Age Group:** Juvenile 8WK to 6Months **Pattern:** **Weight:** 0
Declawed: N **Bitten:** No Bite History **Primary Role:** Suspect **Secondary Role:**
Animal Memos: Yes **Case Memos:** No **Conditions:** No **Violations:** No

Ownership / Guardianship

Person #	Date From	Person Name	Phone	Address	City
P0047932312	7/13/2025	Damion Perez	[REDACTED]	953 San Carlos Dr	Chaparral, DONA ANA NM 88081

Animal #: A0058245332 |
Animal ID: A0058245332 **Name:** MG1 **Types:** Dog **Gender:** Female
ARN: **DOB:** 12/26/2024 **Breeds:** Terrier/Mix **Altered:** N
Chip #: 941010002939477 **Current Age:** 0 Y 8 M 3d **Colors:** Brown/ **Size:** S
Type: 24PetWatch **Age Group:** Juvenile 8WK to 6Months **Pattern:** **Weight:** 0
Declawed: N **Bitten:** No Bite History **Primary Role:** Suspect **Secondary Role:**
Animal Memos: Yes **Case Memos:** No **Conditions:** No **Violations:** No

Animal #: A0058245333 |
Animal ID: A0058245333 **Name:** Herb **Types:** Dog **Gender:** Male
ARN: **DOB:** 4/22/2024 **Breeds:** Terrier/Mix **Altered:** Y
Chip #: 941010003824638 **Current Age:** 1 Y 4 M 7d **Colors:** White/Red **Size:** S

Type: 24PetWatch Age Group: Juvenile 8WK to 6Months Pattern: Weight: 0
 Declawed: N Bitten: No Bite History Primary Role: Suspect Secondary Role:
 Animal Memos: No Case Memos: No Conditions: No Violations: No

Ownership / Guardianship

Person #	Date From	Person Name	Phone	Address	City
P0027519706	4/4/2025	Emilio Macias	[REDACTED]	7161 GRANITE	, CITY of El Paso TX 79915

Animal #: A0058248040 |

Animal ID: A0058248040 Name: MG3 Types: Dog Gender: Male
 ARN: DOB: 12/26/2024 Breeds: Terrier/Mix Altered: N
 Chip #: 941010003844831 Current Age: 0 Y 8 M 3d Colors: Black/Brown Size: S
 Type: 24PetWatch Age Group: Juvenile 8WK to 6Months Pattern: Weight: 0
 Declawed: N Bitten: No Bite History Primary Role: Suspect Secondary Role:
 Animal Memos: No Case Memos: No Conditions: No Violations: No

Ownership / Guardianship

Person #	Date From	Person Name	Phone	Address	City
P0027519706	4/4/2025	Emilio Macias	[REDACTED]	7161 GRANITE	, CITY of El Paso TX 79915

Animal #: A0058248046 |

Animal ID: A0058248046 Name: MG4 Types: Dog Gender: Male
 ARN: DOB: 12/26/2024 Breeds: Terrier/Mix Altered: N
 Chip #: 941010002957962 Current Age: 0 Y 8 M 3d Colors: Black/Brown Size: S
 Type: 24PetWatch Age Group: Juvenile 8WK to 6Months Pattern: Weight: 0
 Declawed: N Bitten: No Bite History Primary Role: Suspect Secondary Role:
 Animal Memos: No Case Memos: No Conditions: No Violations: No

Ownership / Guardianship

Person #	Date From	Person Name	Phone	Address	City
P0027519706	4/4/2025	Emilio Macias	[REDACTED]	7161 GRANITE	, CITY of El Paso TX 79915

Animal #: A0058248058 |

Animal ID: A0058248058 Name: MG5 Types: Dog Gender: Female
 ARN: DOB: 12/26/2024 Breeds: Terrier/Mix Altered: N
 Chip #: 941010003046141 Current Age: 0 Y 8 M 3d Colors: Black/Brown Size: S
 Type: 24PetWatch Age Group: Juvenile 8WK to 6Months Pattern: Weight: 0
 Declawed: N Bitten: No Bite History Primary Role: Suspect Secondary Role:
 Animal Memos: No Case Memos: No Conditions: No Violations: No

Ownership / Guardianship

Person #	Date From	Person Name	Phone	Address	City
P0027519706	4/4/2025	Emilio Macias	[REDACTED]	7161 GRANITE	, CITY of El Paso TX 79915

Animal #: A0058248099 |

Animal ID: A0058248099 Name: MG6 Types: Dog Gender: Male
 ARN: DOB: 12/26/2024 Breeds: Terrier/Mix Altered: N
 Chip #: 941010002983387 Current Age: 0 Y 8 M 3d Colors: Brown/ Size: S
 Type: 24PetWatch Age Group: Juvenile 8WK to 6Months Pattern: Weight: 0
 Declawed: N Bitten: No Bite History Primary Role: Suspect Secondary Role:
 Animal Memos: No Case Memos: No Conditions: No Violations: No

Ownership / Guardianship

Person #	Date From	Person Name	Phone	Address	City
P0027519706	4/4/2025	Emilio Macias	[REDACTED]	7161 GRANITE	, CITY of El Paso TX 79915

Animal #: A0058248107 |

Animal ID: A0058248107 Name: MG7 Types: Dog Gender: Male
 ARN: DOB: 12/26/2024 Breeds: Terrier/Mix Altered: N
 Chip #: 941010003832241 Current Age: 0 Y 8 M 3d Colors: Brown/ Size: S
 Type: 24PetWatch Age Group: Juvenile 8WK to 6Months Pattern: Weight: 0
 Declawed: N Bitten: No Bite History Primary Role: Suspect Secondary Role:
 Animal Memos: No Case Memos: No Conditions: No Violations: No

Ownership / Guardianship

Person #	Date From	Person Name	Phone	Address	City
P0027519706	4/4/2025	Emilio Macias	[REDACTED]	7161 GRANITE	, CITY of El Paso TX 79915

Animal #: A0058248116 |

Animal ID: A0058248116 Name: Hubble Types: Dog Gender: Male
 ARN: DOB: 1/13/2025 Breeds: Miniature Pinscher/Mix Altered: Y
 Chip #: 941010002958774 Current Age: 0 Y 7 M 16d Colors: Brown/ Size: S
 Type: 24PetWatch Age Group: Juvenile 8WK to 6Months Pattern: Weight: 0
 Declawed: N Bitten: No Bite History Primary Role: Suspect Secondary Role:
 Animal Memos: No Case Memos: No Conditions: No Violations: No

Ownership / Guardianship

Person #	Date From	Person Name	Phone	Address	City
P0027519706	4/4/2025	Emilio Macias	[REDACTED]	7161 GRANITE	, CITY of El Paso TX 79915

Animal #: A0058248123 |

Animal ID: A0058248123 Name: Hashbrown Types: Dog Gender: Male
 ARN: DOB: 1/14/2025 Breeds: Miniature Pinscher/Mix Altered: Y
 Chip #: 941010003812748 Current Age: 0 Y 7 M 15d Colors: Red/ Size: S
 Type: 24PetWatch Age Group: Juvenile 8WK to 6Months Pattern: Weight: 0
 Declawed: N Bitten: No Bite History Primary Role: Suspect Secondary Role:
 Animal Memos: No Case Memos: No Conditions: No Violations: No

Ownership / Guardianship

Person #	Date From	Person Name	Phone	Address	City
P0027519706	4/4/2025	Emilio Macias	[REDACTED]	7161 GRANITE	, CITY of El Paso TX 79915

Animal #: A0058248129 |

Animal ID: A0058248129 Name: MG10 Types: Dog Gender: Male
 ARN: DOB: 12/26/2024 Breeds: Terrier/Mix Altered: N
 Chip #: 941010003708557 Current Age: 0 Y 8 M 3d Colors: Brown/ Size: S
 Type: 24PetWatch Age Group: Juvenile 8WK to 6Months Pattern: Weight: 0
 Declawed: N Bitten: No Bite History Primary Role: Suspect Secondary Role:
 Animal Memos: No Case Memos: No Conditions: No Violations: No

Ownership / Guardianship

Person #	Date From	Person Name	Phone	Address	City
P0027519706	4/4/2025	Emilio Macias	[REDACTED]	7161 GRANITE	, CITY of El Paso TX 79915

Animal #: A0058248142 |

Animal ID: A0058248142 Name: Holly Types: Dog Gender: Male
 ARN: DOB: 1/14/2025 Breeds: Miniature Pinscher/Mix Altered: Y
 Chip #: 941010002700387 Current Age: 0 Y 7 M 15d Colors: Red/White Size: S
 Type: 24PetWatch Age Group: Juvenile 8WK to 6Months Pattern: Weight: 0
 Declawed: N Bitten: No Bite History Primary Role: Suspect Secondary Role:
 Animal Memos: No Case Memos: No Conditions: No Violations: No

Ownership / Guardianship

Person #	Date From	Person Name	Phone	Address	City
P0027519706	4/4/2025	Emilio Macias	[REDACTED]	7161 GRANITE	CITY of El Paso TX 79915

Animal #: A0058248146 |

Animal ID: A0058248146 Name: MG12 Types: Dog Gender: Male
 ARN: DOB: 12/26/2024 Breeds: Terrier/Mix Altered: N
 Chip #: 941010002960763 Current Age: 0 Y 8 M 3d Colors: Brown/ Size: S
 Type: 24PetWatch Age Group: Juvenile 8WK to 6Months Pattern: Weight: 0
 Declawed: N Bitten: No Bite History Primary Role: Suspect Secondary Role:
 Animal Memos: No Case Memos: No Conditions: No Violations: No

Ownership / Guardianship

Person #	Date From	Person Name	Phone	Address	City
P0027519706	4/4/2025	Emilio Macias	[REDACTED]	7161 GRANITE	CITY of El Paso TX 79915

Animal #: A0058248155 |

Animal ID: A0058248155 Name: MG13 Types: Dog Gender: Male
 ARN: DOB: 12/26/2024 Breeds: Terrier/Mix Altered: N
 Chip #: 941010003802985 Current Age: 0 Y 8 M 3d Colors: Brown/White Size: S
 Type: 24PetWatch Age Group: Juvenile 8WK to 6Months Pattern: Weight: 0
 Declawed: N Bitten: No Bite History Primary Role: Suspect Secondary Role:
 Animal Memos: No Case Memos: No Conditions: No Violations: No

Ownership / Guardianship

Person #	Date From	Person Name	Phone	Address	City
P0027519706	4/4/2025	Emilio Macias	[REDACTED]	7161 GRANITE	CITY of El Paso TX 79915

Animal #: A0058248165 |

Animal ID: A0058248165 Name: MG14 Types: Dog Gender: Male
 ARN: DOB: 12/26/2024 Breeds: Terrier/Mix Altered: N
 Chip #: 941010002948969 Current Age: 0 Y 8 M 3d Colors: Brown/ Size: S
 Type: 24PetWatch Age Group: Juvenile 8WK to 6Months Pattern: Weight: 0
 Declawed: N Bitten: No Bite History Primary Role: Suspect Secondary Role:
 Animal Memos: No Case Memos: No Conditions: No Violations: No

Ownership / Guardianship

Person #	Date From	Person Name	Phone	Address	City
P0027519706	4/4/2025	Emilio Macias	[REDACTED]	7161 GRANITE	CITY of El Paso TX 79915

Animal #: A0058248168 |

Animal ID: A0058248168 Name: MG15 Types: Dog Gender: Female
 ARN: DOB: 11/4/2024 Breeds: Terrier/Mix Altered: N
 Chip #: 941010003833819 Current Age: 0 Y 9 M 25d Colors: Black/Brown Size: S
 Type: 24PetWatch Age Group: Juvenile 8WK to 6Months Pattern: Weight: 0
 Declawed: N Bitten: No Bite History Primary Role: Suspect Secondary Role:
 Animal Memos: No Case Memos: No Conditions: No Violations: No

Ownership / Guardianship

Person #	Date From	Person Name	Phone	Address	City
P0027519706	4/4/2025	Emilio Macias	[REDACTED]	7161 GRANITE	CITY of El Paso TX 79915

Animal #: A0058248173 |

Animal ID: A0058248173 Name: MG16 Types: Dog Gender: Male
 ARN: DOB: 12/26/2024 Breeds: Terrier/Mix Altered: N
 Chip #: 941010003805162 Current Age: 0 Y 8 M 3d Colors: Brown/ Size: S
 Type: 24PetWatch Age Group: Juvenile 8WK to 6Months Pattern: Weight: 0
 Declawed: N Bitten: No Bite History Primary Role: Suspect Secondary Role:
 Animal Memos: No Case Memos: No Conditions: No Violations: No

Ownership / Guardianship

Person #	Date From	Person Name	Phone	Address	City
P0027519706	4/4/2025	Emilio Macias	[REDACTED]	7161 GRANITE	CITY of El Paso TX 79915

Animal #: A0058248183 |

Animal ID: A0058248183 Name: MG17 Types: Dog Gender: Female
 ARN: DOB: 12/26/2024 Breeds: Terrier/Mix Altered: N
 Chip #: 941010003810519 Current Age: 0 Y 8 M 3d Colors: Black/Brown Size: S
 Type: 24PetWatch Age Group: Juvenile 8WK to 6Months Pattern: Weight: 0
 Declawed: N Bitten: No Bite History Primary Role: Suspect Secondary Role:
 Animal Memos: No Case Memos: No Conditions: No Violations: No

Ownership / Guardianship

Person #	Date From	Person Name	Phone	Address	City
<u>P0027519706</u>	4/4/2025	Emilio Macias	[REDACTED]	7161 GRANITE	CITY of El Paso TX 79915

Animal #: A0058248191 |

Animal ID: A0058248191 Name: MG18 Types: Dog Gender: Male
 ARN: DOB: 12/26/2024 Breeds: Terrier/Mix Altered: N
 Chip #: 941010002978632 Current Age: 0 Y 8 M 3d Colors: Brown/ Size: S
 Type: 24PetWatch Age Group: Juvenile 8WK to 6Months Pattern: Weight: 0
 Declawed: N Bitten: No Bite History Primary Role: Suspect Secondary Role:
 Animal Memos: No Case Memos: No Conditions: No Violations: No

Ownership / Guardianship

Person #	Date From	Person Name	Phone	Address	City
<u>P0027519706</u>	4/4/2025	Emilio Macias	[REDACTED]	7161 GRANITE	CITY of El Paso TX 79915

Animal #: A0058248197 |

Animal ID: A0058248197 Name: MG19 Types: Dog Gender: Female
 ARN: DOB: 12/26/2024 Breeds: Terrier/Mix Altered: N
 Chip #: 941010002952697 Current Age: 0 Y 8 M 3d Colors: Black/Brown Size: S
 Type: 24PetWatch Age Group: Juvenile 8WK to 6Months Pattern: Weight: 0
 Declawed: N Bitten: No Bite History Primary Role: Suspect Secondary Role:
 Animal Memos: No Case Memos: No Conditions: No Violations: No

Ownership / Guardianship

Person #	Date From	Person Name	Phone	Address	City
<u>P0027519706</u>	4/4/2025	Emilio Macias	[REDACTED]	7161 GRANITE	CITY of El Paso TX 79915

Animal #: A0058248202 |

Animal ID: A0058248202 Name: HogeY Types: Dog Gender: Male
 ARN: DOB: 4/27/2024 Breeds: Terrier, Jack Russell/Mix Altered: Y
 Chip #: 941010003821163 Current Age: 1 Y 4 M 2d Colors: Red/White Size: S
 Type: 24PetWatch Age Group: Adult Pattern: Weight: 0
 Declawed: N Bitten: No Bite History Primary Role: Suspect Secondary Role:
 Animal Memos: No Case Memos: No Conditions: No Violations: No

Ownership / Guardianship

Person #	Date From	Person Name	Phone	Address	City
<u>P0027519706</u>	4/4/2025	Emilio Macias	[REDACTED]	7161 GRANITE	CITY of El Paso TX 79915

Case Persons

Person #: P0027519706 | Emilio Macias

P0027519706 Emilio Macias, 915-219-0440 7161 GRANITE
 79915, CITY of El Paso, TX - Home Primary Role: Suspect Secondary Role:
 Animal Owner: Yes , Person Reporting: No , Property Owner: No

Ownership / Guardianship

AnimalID	ARN	Date From	Name	Species	Breeds	Colors	Color Pattern	DOB	Sex
<u>A0058236871</u>		04/04/2025 07.22AM	4.3	Dog	Terrier, Mix	Brown/		12/26/2024	M

A0058242160		04/04/2025 07:22AM	Sula	Dog	Miniature Pinscher, Mix	Black/Brown		4/3/2017	F
A0058242168		04/04/2025 07:22AM	Bella	Dog	Great Pyrenees, Mix	White/		4/3/2017	F
A0058242179		04/04/2025 07:22AM	Dodge	Dog	Retriever, Labrador, Mix	Brown/White		4/3/2017	M
A0058242190		04/04/2025 07:22AM	Tachuelita	Dog	Miniature Pinscher, Mix	Black/Brown		12/3/2024	F
A0058242202		04/04/2025 07:22AM	Peanut Butter	Dog	Miniature Pinscher, Mix	Black/Brown		4/3/2020	M
A0058242208		04/04/2025 07:22AM	Casper	Dog	Miniature Pinscher, Mix	White/Brown		1/3/2025	M
A0058242231		04/04/2025 04:01PM	KW1	Dog	Miniature Pinscher, Mix	Black/Brown	Tricolor	2/6/2025	U
A0058242235		04/04/2025 04:01PM	KW2	Dog	Miniature Pinscher, Mix	Black/Brown	Tricolor	2/6/2025	U
A0058242239		04/04/2025 04:01PM	KW3	Dog	Miniature Pinscher, Mix	Brown/Black	Tricolor	2/6/2025	U
A0058242250		04/04/2025 04:02PM	KW4	Dog	Miniature Pinscher, Mix	Brown/Black	Tricolor	2/6/2025	U
A0058242258		04/04/2025 04:02PM	KW5	Dog	Miniature Pinscher, Mix	Brown/Black	Tricolor	2/6/2025	U
A0058242271		04/04/2025 04:02PM	KW6	Dog	Miniature Pinscher, Mix	Brown/Black	Tricolor	2/6/2025	U
A0058245294		04/04/2025 04:02PM	P1	Dog	Terrier, Jack Russell, Mix	Brown/		10/4/2024	F
A0058245302		04/04/2025 04:02PM	P2	Dog	Retriever, Labrador, Mix	Brown/		10/4/2024	M
A0058245306		04/04/2025 04:02PM	P3	Dog	Retriever, Labrador, Mix	Brown/White		10/4/2024	M
A0058245308		04/04/2025 04:02PM	P4	Dog	Retriever, Labrador, Mix	Brown/		10/4/2024	M
A0058245310		04/04/2025 04:02PM	P5	Dog	Miniature Pinscher, Mix	Black/Brown		10/4/2024	M
A0058245316		04/04/2025 04:03PM	P6	Dog	Retriever, Labrador, Mix	Brown/		10/4/2024	F
A0058245323	Orange	04/04/2025 04:03PM	P7	Dog	Retriever, Labrador, Mix	Brown/		10/4/2024	M
A0058245333		04/04/2025 04:03PM	Herb	Dog	Terrier, Mix	White/Red		4/22/2024	M
A0058248040		04/04/2025 04:05PM	MG3	Dog	Terrier, Mix	Black/Brown		12/26/2024	M
A0058248046		04/04/2025 04:05PM	MG4	Dog	Terrier, Mix	Black/Brown		12/26/2024	M

A0058248058	04/04/2025 04:06PM	MG5	Dog	Terrier, Mix	Black/Brown	12/26/2024	F
A0058248099	04/04/2025 04:06PM	MG6	Dog	Terrier, Mix	Brown/	12/26/2024	M
A0058248107	04/04/2025 04:06PM	MG7	Dog	Terrier, Mix	Brown/	12/26/2024	M
A0058248116	04/04/2025 04:06PM	Hubble	Dog	Miniature Pinscher, Mix	Brown/	1/13/2025	M
A0058248123	04/04/2025 04:06PM	Hashbrown	Dog	Miniature Pinscher, Mix	Red/	1/14/2025	M
A0058248129	04/04/2025 04:06PM	MG10	Dog	Terrier, Mix	Brown/	12/26/2024	M
A0058248142	04/04/2025 04:06PM	Holly	Dog	Miniature Pinscher, Mix	Red/White	1/14/2025	M
A0058248146	04/04/2025 04:06PM	MG12	Dog	Terrier, Mix	Brown/	12/26/2024	M
A0058248155	04/04/2025 04:07PM	MG13	Dog	Terrier, Mix	Brown/White	12/26/2024	M
A0058248165	04/04/2025 04:07PM	MG14	Dog	Terrier, Mix	Brown/	12/26/2024	M
A0058248168	04/04/2025 04:07PM	MG15	Dog	Terrier, Mix	Black/Brown	11/4/2024	F
A0058248173	04/04/2025 04:07PM	MG16	Dog	Terrier, Mix	Brown/	12/26/2024	M
A0058248183	04/04/2025 04:07PM	MG17	Dog	Terrier, Mix	Black/Brown	12/26/2024	F
A0058248191	04/04/2025 04:07PM	MG18	Dog	Terrier, Mix	Brown/	12/26/2024	M
A0058248197	04/04/2025 04:07PM	MG19	Dog	Terrier, Mix	Black/Brown	12/26/2024	F
A0058248202	04/04/2025 04:07PM	Hogey	Dog	Terrier, Jack Russell, Mix	Red/White	4/27/2024	M

Case Activities

Activity #:	8841418	Conditions:		Danger?	
State:	Closed	Jurisdiction:	CITY of El Paso	Patrol Area:	800 Lower Valley
Type/Subtype:	Dispatch - Exposure	Cross Streets:		Distance:	0
Priority:	High	Created Date/Time:	04/02/2025 07:10PM	Created By:	GatvanP
Review Date:		Last Updated Date/Time:	04/02/2025 10:39PM	Last Updated By:	DominguezBX
Comments:					

Status History	Status Date/Time	Activity Owner	Status Update Date/Time	Status Updated By
Ended	04/02/2025 10:39PM	Bryan Dominguez	04/02/2025 10:39PM	Bryan Dominguez
New	04/02/2025 07:09PM	Dispatch 1-ASF0	04/02/2025 07:09PM	Patricia Galvan

Result Qty	Result	Is Primary	Result Date	Result By
1	Advised	Yes	04/02/2025 10:39PM	Bryan Dominguez

Activity #:	8841690	Conditions:		Danger?	
State:	Closed	Jurisdiction:	CITY of El Paso	Patrol Area:	800 Lower Valley
Type/Subtype:	Dispatch - Exposure	Cross Streets:		Distance:	0
Priority:	High/Follow-Up	Created Date/Time:	04/03/2025 07:28AM	Created By:	ValenciaAX
Review Date:		Last Updated Date/Time:	04/03/2025 02:45PM	Last Updated By:	CoboJ

Comments:

Status History	Status Date/Time	Activity Owner	Status Update Date/Time	Status Updated By
Ended	04/03/2025 02:45PM	Jorge Cobo	04/03/2025 02:45PM	Jorge Cobo
New	04/03/2025 07:26AM	Jorge Cobo	04/03/2025 07:26AM	Armando Valencia

Result Qty	Result	Is Primary	Result Date	Result By
1	Impound	Yes	04/03/2025 02:45PM	Jorge Cobo

Activity #:	8844297	Conditions:		Danger?	
State:	Closed	Jurisdiction:	CITY of El Paso	Patrol Area:	800 Lower Valley
Type/Subtype:	Dispatch - Exposure	Cross Streets:		Distance:	0
Priority:	High/Follow-Up	Created Date/Time:	04/04/2025 12:37PM	Created By:	CoboJ
Review Date:		Last Updated Date/Time:	04/04/2025 01:26PM	Last Updated By:	CoboJ

Comments:

Status History	Status Date/Time	Activity Owner	Status Update Date/Time	Status Updated By
Ended	04/04/2025 01:26PM	Jorge Cobo	04/04/2025 01:26PM	Jorge Cobo
New	04/04/2025 12:36PM	Jorge Cobo	04/04/2025 12:36PM	Jorge Cobo

Result Qty	Result	Is Primary	Result Date	Result By
12	Issued Citation	Yes	04/04/2025 01:26PM	Jorge Cobo

9	Impound	No	04/04/2025 01:26PM	Jorge Cobo															
Activity #:	8842649	Conditions:		Danger?															
State:	Closed	Jurisdiction:	CITY of El Paso	Patrol Area: 800 Lower Valley															
Type/Subtype:	Dispatch - Exposure	Cross Streets:		Distance: 0															
Priority:	High/Follow-Up	Created Date/Time:	04/03/2025 01:35PM	Created By: ChavariaMA															
Review Date:		Last Updated Date/Time:	04/29/2025 09:55AM	Last Updated By: OrtizAX															
Comments:	report																		
<table border="1"> <thead> <tr> <th>Status History</th> <th>Status Date/Time</th> <th>Activity Owner</th> <th>Status Update Date/Time</th> <th>Status Updated By</th> </tr> </thead> <tbody> <tr> <td>Ended</td> <td>04/29/2025 09:55AM</td> <td>Alberto Ortiz</td> <td>04/29/2025 09:55AM</td> <td>Alberto Ortiz</td> </tr> <tr> <td>New</td> <td>04/03/2025 01:34PM</td> <td>Alberto Ortiz</td> <td>04/03/2025 01:34PM</td> <td>Miguel Chavarria</td> </tr> </tbody> </table>					Status History	Status Date/Time	Activity Owner	Status Update Date/Time	Status Updated By	Ended	04/29/2025 09:55AM	Alberto Ortiz	04/29/2025 09:55AM	Alberto Ortiz	New	04/03/2025 01:34PM	Alberto Ortiz	04/03/2025 01:34PM	Miguel Chavarria
Status History	Status Date/Time	Activity Owner	Status Update Date/Time	Status Updated By															
Ended	04/29/2025 09:55AM	Alberto Ortiz	04/29/2025 09:55AM	Alberto Ortiz															
New	04/03/2025 01:34PM	Alberto Ortiz	04/03/2025 01:34PM	Miguel Chavarria															
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Result Qty	Result	Is Primary	Result Date	Result By															
1	Report	Yes	04/29/2025 09:55AM	Alberto Ortiz															

Case Memo(s)

Memo #	Reference	Reference #	Memo Type Memo Subtype	Created Date/Time	Created By	Updated Date/Time	Updated By	Review Date/Time
8437674	Case		Field Report	04/03/2025 02:41PM	CoboJ	04/03/2025 02:41PM	CoboJ	
<p>4/3/25 A follow up was conducted at 7161 Granite to check how many canines Mr. Macias owns. A brown/white labrador mix was owner surrender by Mr. Macias, who signed owner surrender document. Karen Washington took 6 small one month old puppies possible Labrador mixes. Mr. Macias stated they own about 25 canines that can go in out of the property through the back. A follow up will also be conducted on 4/4/25 to pick up more of the canines. (JCB109)</p>								
8436432	Case		Field Report Officer	04/02/2025 10:42PM	DominguezBX	04/04/2025 12:24AM	DominguezBX	
<p>04/02/2025 @ 2038 hrs. Arrived to 7161 Granite and made contact with pet owner Mr. Emilio Macias who advised that the small canine who was dead on his backyard. Dog was bit by other canines on the abdominal area and died by the attacks. Dog was a brown two month old terrier mix who was bagged by the owner and placed on the trash bin. SAPO Rivera was advised and concurred to document the incident by the other dogs. Owner Macias advised that he did not know what dog killed the small canine as he has too many.</p> <p>Macias mentioned that he has no help from anyone and only the next door neighbor is the only one who helps him with the dog food. Owner does not have any vaccine, microchip, or registration on any of the dogs as he has no money. It was mentioned that only the original father was neutered to keep the dogs from reproducing but by the time they had already multiplied with other females that he had on the property. Overall canines have access to the house 24/7 were water and food are provided to them. PD officer 2F182 was at the location to were situation of the dog was documented only (Case# 25-092228) as there was no animal cruelty case.</p> <p>Mr. Macias was advised that he had to look for help in the shelter through the owner surrender specialist who will guide him through and possibly provide with some help to keep the dogs. The focus of the call was to help out Mr. Macias as he was an elder and had limited resources beginning with the lack of vehicle which keeps him from transporting animals. Owner was advised as best as possible. BD136</p>								
8438990	Case		Field Report	04/04/2025 01:20PM	CoboJ	04/04/2025 01:20PM	CoboJ	

4/4/25 Supervisor A. Ortiz, officer pompa, and myself officer Cobo removed a total of 28 canines that Karen Washington took 19 canines to their rescue group. Officer Pompa took 9 canines as owner surrender to the shelter. Mr. Macias signed nine owner surrender impoundment forms and a copy was issued. Mr. Macias kept four canines a white Great Pyrenees mix "Bella", Labrador mix brown "Rudy", Jack Russell mix male "Casper, and Miniature Pinscher mix black/brown female "Sula. On the four canines that Mr. Macias kept was issued citations for having vaccination/registration/microchip.(JCB109)

8439112	Case		Field Report	04/04/2025 02:04PM	PompaJM	04/04/2025 02:04PM	PompaJM
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4-4-25 2:04pm
 Arrived at 7161 Granite in reference to an assist per supervisor A. Ortiz, upon arrival made contact with APO J. Cobo and supervisor A. Ortiz already on scene with them stating there is a total of about 26 canines that need to be impounded. Canines were captured and placed in unit 16001 and some in unit 17038. Karen Washington was on scene and was able to take 19 canines that were transferred from unit 17038 to her vehicles where canines were placed in wire kennels for transportation.
 Arrived at the shelter where all canines taken by Ms. Washington were chipped and vaccinated before Ms. Washington took canines to new location to foster out. Two canines were impounded and 8 canines were euthanized on site. No further action taken. JM224

8441491	Case		Field Report Supervisor	04/07/2025 09:45AM	OrtizAX	04/07/2025 09:45AM	OrtizAX
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04/03/2025 @1200hrs Arrived to listed address and assisted APO Cobo, contact was made with Mr. Macias whom was advised of my visit; he stated that he and his wife have had approx. 25+ canines for about 10 years. When questioned about why and who the canines came about to killing one of the dogs and possibly eating it, he answered that he was unaware; Mr. Macias seemed to as if it wasn't the first time that the dogs attack or possibly kill each other. Visual of approx. 20-25 dogs (various ages/ majority Min-Pin mix) was made in the backyard, when approaching the side of the backyard from the sidewalk (CR Croom) all dogs began to bark with some even charging the fence line; 3x brown min-pin mixes showed extreme signs of aggression against all other dogs. Canine appear to be of good general health with minor external injuries (old scars to the muzzle, front and back legs, neck and body), none have life threaten injuries, all canines are extremely active. Canines are able to enter and exit the house through the backdoor way which is wedged (stuck) open; Mr. Macias stated that they are going through financial hardship and would like some help with the dogs. He was advised that the removal of the canines would take place until the following day (04/04). Permission was granted into the backyard but unable to make entry due to not getting permission to go through the house, Mr. Macias stated that his wife is elderly and handicapped and does not want anyone to see her; he was explained that access onto the entry premises will allow us to better help him. Mr. Macias stated that they would like to keep 4x dogs ("Bella" 4 y/o female white great pyrenees, "Zula" 9 y/o female black/ brown Min-Pin (partially blind), "Tachuelita" 8 mth old female black/ brown Min-Pin, and "Casper" 4 mth old male white Min-Pin mix), all dogs are sterilized except "Casper"; these dogs are kept in separate rooms from the rest of the dog population. Mr. Macias did state that they had 6x 6-7 week old puppies inside the house as well. Pawstive Rescue (Karen) did arrive on scene as per being notified by a 3rd party of the call and allegations, she did advise that she would be able to help with taking the small puppies. Mr. Macias was advised and agreed to release them to the rescue. 1x adult female dog was released to EPAS as per it being aggressive. Pending completion of a Writ of Entry and removal of dogs for Friday (4/04).
 04/04/2025 @0800hrs Completed Writ of Entry for the address in question was presented to Judge A. Dominguez at Muni Court, signature was obtained; contacted EPAS dispatch for the request of EPPD to execute the Writ of Entry.
 @0900hrs Arrived to the listed address and made contact with APO Cobo and APO Pompa whom both assisted, Mr. Macias; a hard copy of the Writ of Entry was presented and provided to Mr. Macias. EPPD (1S981/ Collen) arrived on scene to assist in securing and inspecting the house, entry was permitted into every room of the house; contact was made with Mrs. Liz Macias whom was in a bedroom on the right side of the house. Mrs. Macias has no mobility and uses a wheelchair, she does not appear to be in distress or any immediate danger; Mrs. Macias was advised of our visit to which she agreed. Mrs. Macias was very thankful for the assistance being given, she added that the situation with the canines had become overwhelming and did not know how to ask for help; she was advised that we would be available to help them with the sterilization of the Casper and any pending microchips that need to be done. Visual of all canines running in and out of the house through the backdoor was made, visual of approx. 3 gallons of water (2 separate bowls) was made inside the kitchen area; 3x large food bags (Ol' Roy) were located on the kitchen counter. Mr. Macias stated that the canines get fed early in the morning. Visual of 4x canines ("Storm" grey female DSH, "Tri-Pod" calico female DSH, "Venus" grey tabby female DSH, "Patches" calico female DSH) were seen inside a second bedroom, water and food was accessible to them; litter boxes had minimal feces but there was a foul odor of urine. Mr. Macias was advised clean up the whole room (empty the litter box and add new litter/ clean up the floors/ provide ventilation by means of opening a few windows. 28x canines 10x adults and 18x puppies (3-4 months old) were removed from the inside and outside of the house, all canines were loaded into unit #s 16001/ 12157; all canines were Owner Surrendered. Rescue partners (Pawstive Rescue/ Santa Teresa Animal Rescue) arrived on scene at 1100hrs; the 18 puppies were released to both rescue partners, arrangements to have the puppies microchipped and vaccinated at EPAS was made. APO Cobo proceeded to complete all owner surrender paperwork and citations. -AO148

8471416	Case		Field Report Supervisor	04/29/2025 09:56AM	OrtizAX	04/29/2025 09:56AM	OrtizAX
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04/29/2025 Unable to make contact with Mr. Macias in person at the listed address/ via p/s in regards in having "Casper" neutered through our department. No further action will be taken. -AO148

Intake | Outcome | Edit | Care | PPTN | Licensing | Finance | Case | Reports | Admin | Support

Case - Add/Edit

Case # Reference #	Case Category Case Date/Time	Case Type & Subtype	Case Officer	Case Jurisdiction Patrol Area	Case Address	Case Status
C0008991086	Investigation 04/02/2025 07:02PM	Bite / Scratch Animal to Animal	Jorge Cobo	CITY of El Paso 800 Lower Valley	7161 GRANITE RD. El Paso, 79915, TX, United States	Closed

Dispatcher View

Officer View

Case View Report

Search | Details | Animals | Persons | Activities | Conditions | Memos | Violations | Photos | Receipts | Related Cases | Files

File Details

File # File Display Name* Category File Type* File Subtype* Expiration Date

'NEW'

Choose File No file chosen

Download

Clear

Add

Created Date/Time By Last Updated Date/Time By

File #	File Name	Category	File Type	File Subtype	Uploaded Date/Time	Expiration Date/Time	Uploaded By	Delete
DOC0018556327	Writ of Entry	Case	Government	Court Documents	04/08/2025 01:55PM		Alberto Ortiz	Delete
DOC0018510812	impoundment form	Case	Government	Impoundment Form	04/04/2025 03:39PM		Jorge Cobo	Delete
DOC0018500996	impoundment form	Case	Government	Impoundment Form	04/04/2025 07:10AM		Jorge Cobo	Delete
DOC0018500685	Dead Puppy 2	Case	Animal Profile	Animal Profile	04/04/2025 12:45AM		Bryan Dominguez	Delete
DOC0018500684	Dead Puppy 1	Case	Animal Profile	Animal Profile	04/04/2025 12:45AM		Bryan Dominguez	Delete
DOC0018500683	Dead Puppy	Case	Animal Profile	Animal Profile	04/04/2025 12:44AM		Bryan Dominguez	Delete

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Record Count: 6

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EL PASO ANIMAL SERVICES

Field Operations
2025



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Animal Protection Officer Code of Conduct

An Animal Protection Officer acts as an official representative of the government with rights, powers, duties and authority conferred by statute and is obligated and trusted to abide by, work within, and enforce the laws of the state and their respective jurisdiction. The fundamental duties of an Animal Protection Officer include serving the community, providing protection for the public and animals, and enforcing laws in that regard.

An Animal Protection Officer shall perform all duties incumbent upon the position without fear or favor and with impartial consideration and respect for every individual's status, sex, race, religion, political belief or aspirations. Animal Protection Officers must conduct themselves in a manner above reproach that does not bring discredit to the Department or themselves. An Animal Protection Officer's character and conduct while off duty must always be exemplary, thus maintaining a position of respect in the community in which he or she lives and serves.

Animal Protection Officers will never allow personal feelings, animosities or friendships to influence official conduct. Laws will be enforced appropriately and courteously and in carrying out their responsibilities, Animal Protection Officers will strive to obtain maximum cooperation from the public. Animal Protection Officers will conduct themselves in appearance and deportment in such a manner as to inspire confidence and respect for the position of public trust they hold.

An Animal Protection Officer will use responsibly, the discretion vested in his or her position and exercise it within the law. The principle of reasonableness will guide the Animal Protection Officer's determinations. The Animal Protection Officer will consider all surrounding circumstances in determining whether any legal action shall be taken.

Animal Protection Officers must exercise a consistent and wise use of discretion, based on professional animal control competence, to preserve good relationships and retain the confidence of the public. When difficulty in choosing between conflicting courses of action arises, it is important to remember that education or advice, rather than enforcement action or arrest, (which may be correct in appropriate circumstances), can be a more effective means of achieving a desired outcome.

Animal Protection Officer will never contemplate unnecessary force or violence, the use of force is occasionally unavoidable. Every Animal Protection Officer will refrain from unnecessary infliction of pain or suffering and will never engage in cruel, degrading or inhumane treatment of any person or animal.

Animal Protection Officers may see, hear, or learn confidential information in the performance of their duties. The public has a reasonable right and expectation to privacy and confidentiality. Such information shall remain confidential, excepting where legal, ethical or performance of duty obligations require otherwise.

An Animal Protection Officer will not engage in acts of corruption or bribery, nor will an officer condone such acts by other Animal Protection Officers. The public demands that the integrity of all public servants be above reproach. Animal Protection Officers must avoid any conduct that might compromise integrity and weaken public confidence in the Department.

An Animal Protection Officer or agency may be one of many organizations that provide law enforcement services to a jurisdiction. It is imperative that an Animal Protection Officer assist colleagues fully and completely, with respect and consideration at all times.

Animal Protection Officers will be responsible for their own standard of professional performance and will take every reasonable opportunity to enhance and improve their level of knowledge and competence. Through study and experience, an Animal Protection Officer can acquire the high level of knowledge and competence that is essential for the efficient and effective performance of duty. The acquisition of knowledge is a never-ending process of personal and professional development that should be pursued constantly.

Basic Animal Control Officer Training

Basic Animal Control Officer Training Sec. 829.002. Texas Health and Safety Code A person may not perform the duties of an Animal Control Officer unless:

- The person completes a basic animal control course under this chapter no later than the first anniversary of the date the person assumes animal control duties.
- The person completes 30 hours of continuing education under this chapter during each three-year period following the date the person completes the basic animal control course.

Field Operations

Field Operations consists of Animal Protection Officers patrolling the City of El Paso and responding to dispatched calls to enforce City Ordinance, Title 7 of the City of El Paso's Municipal Code and pertinent Health and Safety Code State Statutes. Animal Protection Officers work under general supervision, canvass assigned areas to locate animals in violation of animal regulation laws/ordinances, capture and impound animals, investigate citizen complaints and educate the community.

Animal Protection Officer's General Tasks

While on patrol, Animal Protection Officers (APO) will investigate citizen complaints, to include animal bites, scratches, possible rabies exposures and cruelty cases. The APO may issue violations and warnings for non-compliance to City Ordinance, Texas State Statutes, and rural municipality ordinances. Officers perform job duties such as euthanasia, following disposal and testing protocol. APOs will have knowledge on use of the radio and computer dispatch system to receive incoming calls and record actions, and the use of Animal Services (software to inquire, update and input animal information. APOs will represent the city in both Municipal and County and Federal Court.

APOs will be issued an officer badge with their pertaining officer ID# and a city issued Kronos badge to be worn for identification purposes at all times. Uniforms will be worn in accordance with the City of El Paso Professional Appearance Standards.

APOs will be issued equipment that they will be accountable and responsible for. Proper care and maintenance of their assigned equipment, along with replenishing their supply of necessary forms before the start of each shift is expected. APOs have 30 minutes to prepare their work equipment, and vehicle before heading out to the field responding to calls. If more time is needed, the employee must notify a Field Supervisor or Senior Officer on duty with reason.

Lost or damaged equipment shall be reported immediately to a Field Supervisor on duty or On Call Supervisor via phone followed up with a lost/property damage report. The Supervisor is responsible for forwarding the report and requesting the replacement or repair of equipment through the Division Manager or Director.

Electronics may not be stored in vehicles (either City-owned or personal) to prevent damage from heat or theft. No employee is authorized to make copies of department keys without approval of the Director.

Animal Welfare

Animal Protection Officers are empowered to enforce all regulations in the City of El Paso pertaining to dogs running at large with or without rabies tag, and potentially dangerous and dangerous dogs. Animal Protection Officers respond to medical emergencies involving domestic and stray animals as well as wildlife. Animal Protection Officers are available to respond to animal-related issues 7 days a week around the clock and non-emergency calls after hours.

Animal Protection Officers will respond to animal welfare and alleged cruelty issues. This can include telephone calls to 311 or non-emergency calls from residents complaining about animal related problems. The call taker should note time and date of the call, the caller's name, address and telephone numbers, the location and an accurate description of the animal problem, including a notation if the situation is an emergency. A description of the animal(s), as thorough as possible, should be obtained. Anonymous complaints will be responded to; however, the caller should be informed that the inability to follow up with the complainant might hinder the progress of the investigation. Confidentiality is always maintained respecting a complaint in animal abuse cases.

Animal Services Field Safety

The safety policies and procedures for Animal Services Field Operations are provided by the Animal Services Safety Specialist and Management to encourage on-the-job safety for all employees, which reduces injuries and accidents while delivering the highest level of service to the public. All employees are responsible for knowing and observing all safety policies and procedures of the Department of Animal Services and the City of Paso.

Daily Log Sheet

Officers must check their assigned vehicle daily before and after driving to ensure proper working order and complete a Vehicle Inspection/Daily log sheet. Officers will check levels of fuel, radiator, engine oils, belts, hoses, lights, signals, horn, windshield wipers, brakes, instrument gauges, and switches. Officer will make sure that vehicle has a mounted lockbox that secures properly, first aid kit, sharps container, fire extinguisher and that the air conditioner is working properly in both cab and unit cages. All tires must be in good, working condition and indicated on log sheet.

Log sheets will be filled out in their entirety to indicate Officer's name, unit used for that shift, area being covered, beginning and ending mileage with total.

Log sheets will contain Officers arrival/ departure time, case number, address, who was contacted, animal number/type, disposition of call, and cage number where animal was placed

at the shelter. Daily Activity Totals will be filled in to include number of violations issued, notices left, number of dogs / cats impounded, wildlife picked up and animals returned to owners.

Officer will need to sign sheet at the end of shift before turning it in.

Log sheets are to be turned in on a daily basis at the end of every shift.

If there are any discrepancies or occurrences involving the assigned unit during the shift, it should be noted in the space provided at the bottom of sheet and a supervisor must be notified and made aware of issue. Safe Pick-Up of Animals on Streets and Major Thoroughfares

Animal Protection Officers will arrive and assess the situation. If the animal in question is still in traffic and traffic control is needed, the APO will notify Animal Services dispatcher to immediately request El Paso Police Department for assistance on major thoroughfares prior to the APO attempting to capture and handle the call so that the situation is safe when picking up an animal traffic. APO should maintain visual of the animal from a safe distance to prevent startling the animal. This will keep the animal from getting scared and running into traffic, causing an accident. Once EPPD arrives and has the scene secure, they may then give the APO authority to proceed in apprehending the animal. Before exiting the unit, APO will have proper reflective safety vest along with all Proper Protective Equipment (PPE). At no time will the APO proceed if their safety or the public's safety is in jeopardy. APO will proceed with caution at all times. All unit emergency lights and flashers must be used. If the animal is injured or not mobile, position the vehicle to block the lane of travel where the animal is located so that the officer has a protective barrier from traffic. The vehicle should be moved away as soon as possible. Special Collections or TXDOT must be contacted regarding any dead animals.

When in pursuit of an animal within heavy traffic flow, the unit emergency lights and flashers should be used to alert traffic of the danger of the animal darting out into traffic. The emergency lights should not be used when the vehicle is in motion, except on a main road following an animal. Turn signals will be utilized to alert traffic as to your intended direction of travel and all city and state traffic laws shall be obeyed

Overnight Drop-Off

Officers that work the 2:30 to 11 pm and On Call shifts will unload animals at the shelter without the assistance of an Animal Care Attendant. All Officers are to unload animals into the designated area, unless otherwise instructed by a supervisor. The Officers coming in will assign the animals to the proper kennels and cages.

The "STAGE"- overnight drop off will remain the same. The sub location will remain pending until you arrive at the shelter.

- Upon arrival at the shelter, once all animals are unloaded and placed in kennels go back into the computer through the "Edit Animal" menu and change the Animal search criteria to "Location".
- The site will be "Main Shelter" and the Location needs to be changed to your "designated area (Sally Port, garage, DT, etc.)". On Sub Location, change to "Select" Click on Find and a list of designated area will open. You will then go into the individual animal number and update from "Pending" to the corresponding Kennel.
- APO will have to do this process for each animal that has been impounded.

- APOs are to place animals in their proper location based on their condition such as healthy, injured/sick, or Quarantines.
- All animals dropped off by an APO will be given age-appropriate vaccines and Bordetella to the best of their ability. If at any time the safety of the officer or animal is at risk, the APO will create a "Pop-Up" for shelter staff to carry out the vaccine process. If an animal is sick or injured, the Officer shall call the on-call Vet Tech. for further direction.

On- Call drop off by APO's with pop-up alerts:

- APOs who pick up any sick/injured animal shall call the on-call vet tech for further assessment and direction on placement.
- **No** animals are to /be placed in the Green Room at any time unless otherwise directed by the on-call vet tech.
- Any injured or sick animal, Officer must call the on-call Veterinarian Technician for further assessment and further instructions.

APO's Responsibilities unloading at the shelter

- APO's shall ensure any animals they impound have clean cages and water.
- APO's shall ensure that all doors or gates in cages, runs, and corrals that are occupied with animals impounded by APOs should be closed and secured especially while unloading and transferring animals. Test door or gate by tugging on it to confirm it is secured. All entrances to the animal holding areas leading out to the street or offices must remain closed at all times for the safety of the animals, staff, and the public.
- APO's shall ensure the felines impounded under quarantine are to be placed:
 - One feline per cage.
 - Felines with kittens must be placed together in the same cage during the quarantine period.
 - The feline and the litter will be placed in the cattery or feline isolation area away from loud noises, or other designated area.
 - One litter box per litter must be placed in the cage with ¾ inch of cat litter.
 - Kittens that are walking but still nursing will need soft food and water accessible to their height.
- Depending on species of animal (wildlife and exotic), each animal must have fresh water placed in a non-spill bowl appropriate to their size. Depending on species of a livestock animal, if possible, each animal should have fresh water provided in a non-spill bowl, tub or hayrack.
- Employees must not attempt to enter the stall alone. In the event that an employee must enter the stall, another employee with experience handling livestock must be called to assist in case there is an emergency.
- Animals impounded under court order from the same household shall be placed in the same holding area unless:
 - A female is in season.

- One or more of the animals are aggressive.
- An animal must be assigned to another stall, run or cage due to illness or injury.
- The animal is too small for a run and requires a cage.

Use of Bite sticks by Animal Protection Officers

This policy establishes guidelines for the proper use of bite sticks by Animal Protection Officers (APOs) to ensure they are used solely to deter immediate danger or prevent an attack while on duty. This policy applies to all Animal Protection Officers by El Paso Animal Services who are issued a bite stick as part of their standard equipment. This policy provides clear guidelines for the use of bite sticks, emphasizing safety, responsibility, and accountability in their use.

Bite sticks are issued to Animal Protection Officers as a defensive tool to deter an imminent threat or prevent an attack by an aggressive animal. The use of bite sticks must be conducted responsibly and ethically, ensuring the safety of both the officer and the animal involved.

Authorized Use

- Bite sticks may only be used in situations where an officer perceives an immediate danger or imminent attack by an animal that cannot be controlled by other means.
- The use of the bite stick is an invasive method when a non-invasive method (such as voice commands, retreat, or using other control tools) have failed or are deemed insufficient to prevent harm.
- Bite sticks must be used in a manner that minimizes injury to the animal. Officers should aim to deter the threat without causing unnecessary harm.

Prohibited Use

- Bite sticks may not be used for routine animal handling, discipline, or any purpose other than the deterrence of an immediate threat or attack.
- APOs are strictly prohibited from using bite sticks off-duty.
- Bite sticks should never be used in a manner that could be construed as cruel, abusive, or excessive.

Training

- All APOs must complete a state approved bite stick certified training program on the appropriate use of bite sticks before being issued the tool.
- Ongoing training will be provided to ensure officers remain proficient in the proper use of bite sticks and understand the latest best practices in animal control and welfare.

Reporting and Accountability

- Any use of a bite stick must be reported immediately to a supervisor and documented in a statement, detailing the circumstances, the justification for use, and the outcome.
- Misuse of a bite stick may result in disciplinary action, up to and including termination of employment, depending on the severity of the incident.

Maintenance and Inspection

- Bite sticks must be inspected regularly to ensure they are in proper working condition. Any damage, defective, lost or stolen bite stick must be reported immediately to a Field Supervisor and the tool must be replaced if necessary.
- APOs are responsible for the safekeeping and proper storage of their assigned bite sticks while on duty.

Body Armor

Ensure the safety and protection of Animal Protection offices Officers out in the field to assist in the performance of employee's duty. Officers issued protective vests by the Department will wear the vests in accordance with this policy.

Body armor vests must be worn at all times by Department personnel in uniform while engaged in any of the following:

- A. Regular field duty.
- B. Departmental overtime assignments.
- C. The pre-planned service of any arrest or search warrant where the assistance of Animal Services will be provided.

Responsibility for Equipment:

Employees will report damage or loss of Department property to a field supervisor. Lost or stolen property will require the generation of a Complaint Report and Lost/Property Damage Report. Request for repair or replacement will be at the discretion of the Division Manager or Director who will make the request through the appropriate channels. Employees will not store any Department owned equipment or credentials in any vehicle except under the following conditions:

If the vehicle is parked at the following locations:

Secured Department Owned Parking Lot. Defined as a parking lot owned by Animal Services or City
Secured parking lots that restricts access only to city employees.

2. Secured Employee-owned garage. Defined as a covered garage that will be locked so that only the employee has access to it. If a personally owned vehicle contains department owned property, the employee will remove said property prior to allowing others to operate the vehicle. Carports or open driveways inside a lockable gate do not meet this definition.

The department will replace vests every 5 years which is the shelf life of the equipment or sooner if deemed by the department.

Database Documentation

All employees are required to properly document all pertinent information in the PetPoint database system. All interactions with the animal, other employees and the public must be documented.

When making notations under the 'Memo' section, employees are required to notate their initials, date, time and reason for the comment.

If you are notifying a pet owner that their animal is at Animal Services, you must use warning notices provided, completing all required information on the notice, to include the Animal Number (A#)

Request the owner's current information, to include name, phone number, address and any form of government issued identification and update it in the database if contact is made.

When animals leave your custody (return to owner in the field, died, euthanized, transferred, etc.), create a comment in the record including the date, time, contact information and disposition of animal and outcome accordingly. If the animal was euthanized, but is required to be sent to the lab, you must follow the lab specimen handling procedures.

Documentation Uploaded in Proper Destination of Reported Case

All documents obtained by the handling officer(s) shall be responsible for uploading any and all documentation. DO NOT upload important bite documents, nor violations onto the "Photos" tab of the Case Report.

- Files tab should be for pictures of the animals (SOC/BITE/NUISANCE...etc.) that are used as visual proof in investigation we are working. ANIMAL- Vaccination, Microchip and registration documentation
- PERSON- Violation only
- WARNING NOTICES Case Files tab

Uploading of Documents onto cases you investigated (Bites, SOC, Cruelty, Nuisance...etc.).

Bite Cases-All of the following documents must be uploaded onto the Case Files Tab (Case-Files Tab):

- Medical
- No bite medical form
- Bite Incident Body Diagram

- Quarantine Order
- Quarantine Slips (when necessary/available)
- Impoundment form (when necessary/available) for both Quarantines or Owner Surrenders (non-bite related)
- Pictures of canine(s) or bite victims' wounds (when necessary/available), evidence...etc.
- Vaccination, Microchip, and Registration (VMR) documentation
- Warning Notices (when necessary/available)
- Statements
- Any and all court documentation

All Cases-Citation Document (PERSON-Files Tab) only:

Upload to the Person you are issuing the citation to >> Edit >> Person >> Files Tab

Return-To-Owner (RTO) Policy

One of our department's primary services is reuniting lost pets with their owners. Since Animal Services operates the only municipal shelter in the county, we encourage the public to visit the shelter to search for their lost animals, as it is likely they may be brought here.

Animals frequently arrive at the shelter, either brought in by the public or recovered by Animal Protection Officers in the field. All impounded animals will be scanned for a microchip and checked for identification tags. If an owner is identified through a microchip or tag, all available methods of contact will be utilized to notify them. If no identification is found, the animal will be impounded and transported to the shelter.

Owners have a designated period to reclaim their pets:

- **Unidentified animals (no microchip or tag):** 3-day holding period from the date of impoundment.
- **Identified animals (microchip or tag present):** 6-day holding period from the date of impoundment.

After the holding period, if the animal is deemed healthy by the Veterinarian and exhibits an acceptable temperament as assessed by the Animal Training and Enrichment Coordinator, they will be placed for adoption.

To ensure accuracy, all animals must be rescanned for a microchip upon arrival at the shelter in case the initial scan in the field was missed or undetected.

Removing Animals from Private Property

Prior to removing the animal, the APOs will determine if resident is at home to discuss the issues with them. If an extraction is deemed necessary, the APO will contact a Senior Officer, Manager, or Supervisor for notification and guidance. The APO will request EPPD to be present before making any entry. A Police Officer needs to be on the scene for your protection and as to serve as a witness in the event problems arise. Some reasons for extraction are the following:

- Immediate danger to an animal or citizen's health and/or safety, such as a prior bite record or the animal has been deemed dangerous/vicious.
- The animal ran into an enclosed structure such as a fenced back yard where they do not reside or belong
- If an enclosure is not sound and will not keep the animal properly confined.

Once the animal is in custody and if the owner is not at home, the APO will leave a warning notice regarding the situation that explains the reason for removal. Pictures must be taken of the issue, escape route and/or the fence condition to justify the animal's removal. If possible, photograph the unconfined animal. Document all information and actions taken by participating parties, to include the public, APO, and law enforcement.

Sick and Injured Animal Handling

APOs will respond to injured/sick animal calls as a high priority call. Care must be taken in handling injured animals so as not to inflict further injury or pain. Assess the situation and formulate a plan of action.

- Wear protective-type gloves.
- If possible, muzzle the animal with a leash, rope, or cloth. This will minimize any snapping and injuries. If assistance is required, APO will notify dispatch so another officer can be deployed in providing assistance for the impoundment of the animal.
- Place the animal in the truck safely by using a towel, cover, transfer cage etc. At no time is an APO to drag, choke or mistreat an animal.
- Remove the muzzle as soon as possible so the discomfort of the animal is kept to a minimum.
- Check for tags, identification or microchip and promptly notify the owner by phone or in person if located. All reasonable efforts shall be made to return the animal to its owner before bringing it to the shelter.
- If an owner is not found or if the animal is a stray, the APO will immediately contact a Field Supervisor, shelter staff during shelter hours and on-call Veterinarian Technician for evening and after-hours prior to transport of the animal to the shelter as soon as possible.

- If the animal is severely injured due to immobility, bone exposure, gunshot wounds, etc., the animal may be euthanized upon return to the shelter with authorization from a Veterinarian.
- Take pictures and document details in the PetPoint medical pop-up memo and comment section under the case memo and animal memo to support the animal's condition. If the animal appears to have a contagious disease, it should be isolated, if possible, in the designated area.

All sick or injured animals delivered to the Shelter must be brought to the attention of a Animal Care Attendant. The Animal Care Attendant will notify a veterinarian or Veterinarian Technician for immediate treatment or proper disposition of the animal. For evening shift and after hour drop-offs, the APO should phone and notify the on-call Veterinarian Technician.

Removing Animals from Live Traps -Canine

- Approach trap and assess animal's temperament. Look for injuries, tags, etc.
- If the animal is too large, injured or fractious to remove by yourself, notify dispatch for assistance.
- Make sure the truck is as close as possible to the trap and open truck cage to make it ready for the transfer.
- Stand trap on its end with door facing up.
- Open trap door and secure dog with the control stick by lassoing its neck and one of the front legs, if possible.
- Slowly let trap down to its normal resting position and gently pull animal out.
- If animal is manageable, scan the animal for microchip. If microchip is found, follow policy on microchipped animals.
- If animal is injured or sick, handle as stated in Sick and Injured Animal Handling section.
- When handling resistant and/or aggressive animals, be sure they do not escape or strangle themselves.
- Walk the animal to the truck and load it into the cage using proper lifting techniques. If animal is refusing to walk, muzzle and attempt to carry in arms, with a blanket/towel. If the animal is not cooperating in walking, notify dispatch for assistance if needed, but at no time is it acceptable to drag an animal.
- Close and secure door.

Feline

- Approach trap and assess the animal's temperament. Look for injuries, tags, etc.
- If the animal is too large, injured or fractious to remove by yourself, notify dispatch for assistance.
- Make sure the truck is as close as possible to the trap, if necessary, pick-up trap and get it next to the truck.
- Make sure that before transporting trap and removing animal you are wearing protective gloves.

- Open truck cage to make it ready for the transfer.
- Stand trap on its end with door facing up.
- Open trap door making sure you are blocking door to prevent cat from darting against door and forcing itself out. Make sure the lasso of the control stick is wrapped around the upper body of the cat, underneath the front arms. Under no circumstances are you to grab a cat by its neck or strangle a cat.
Slowly let trap down to its normal resting position and gently pull animal out and place in cage.
If your unit is equipped with small cages/carriers, then you will utilize the cages to transfer the cat from trap to cage/carrier. You will place the opening of the carrier right in front of the trap door. Slowly lift the trap door letting the cat make its way into the carrier, and then quickly securing the cage/carrier door.
- Close and secure door.
- If animal is gentle or manageable, scan the animal for microchip. If microchip is found, follow policy on microchipped animals.
- If animal is injured or sick, handle as stated in Sick and Injured Animal Handling section.
- When handling resistant and/or aggressive animals, be sure they do not escape or strangle themselves. Utilize an EZ-Nabber and/or a towel, if available.

Wildlife

- Approach the trap carefully and assume the animal is aggressive. Look for injuries, odd behavior, etc.
- If the animal is too large, injured or fractious to remove by yourself, notify dispatch for assistance.
- Make sure truck is as close as possible to the trap, if necessary, pick-up trap and get it next to the truck.
- Protective rabies gloves must be worn before transporting trap and removing animal.
- Open truck cage to make it ready for the transfer.
- Stand trap on its end with door facing up.
- Open trap door making sure you are blocking door to prevent animal from darting against door and forcing itself out. Secure the animal with the control stick by lassoing its torso and one of the front legs, if possible. Tighten noose firmly but do not injure animal.
- Slowly let trap down to its normal resting position and gently pull animal out and place in cage.
- Close and secure door.
- If animal is injured or sick, handle as stated in the Sick and Injured Animal Handling section.
- When handling resistant and/or aggressive animals, be sure they do not escape or strangle themselves.

Verify with complainant/caller if there was any type of exposure to humans or pets. Follow Rabies Exposure Quarantine Procedures, if necessary.

All bats and any wildlife with exposures are sent to the lab, following lab specimen handling procedures.

Contact a supervisor or Zoonosis Control Veterinarian before releasing wildlife. The APO will be advised if samples are needed.

Skunks

Follow the same instructions for wildlife above except:

- Prepare your syringe pole with the appropriate amount of euthanasia solution (1cc/10lbs)
- Approach cage slowly using a shield such as a plastic bag or cardboard so as not to be sprayed if needed.
Inject skunk intraperitoneal (I.P.) with the euthanasia solution.
Once the skunk is unconscious, remove from trap using wearing personal protection equipment.
- Before placing body in a plastic bag and in an empty unit cage, you need to perform verification of death
- Death shall be verified using multiple methods by trained staff before the animal's body is placed in bags for disposal even if the animal is not euthanized but presumed to be dead when found. After the animal loses consciousness, the absence of the following shall be confirmed:

- Papillary reflex
- Corneal reflex
- Toe withdrawal
- Pulse
- Respiration
- Heartbeat read with a stethoscope
 - Failure to use multiple methods may result in a failure to recognize a coma-like state that animals may emerge from several hours after having been presumed dead and therefore causing a major compromise in animal welfare
 - Once finished, ensure used euthanasia solution is documented in euthanasia usage logbook, in the case report under the memo tab and under the intake process. Properly dispose of all used needles in a sharp's container.
 - Nuisance fur-bearing animals may be captured and relocated if there are no exposures to humans or pets and that appear of good health/ non injured.

Disposition of Domestic Animals Exposed to Wildlife with Rabies

Not currently vaccinated domestic animals that have been bitten by, directly exposed by physical contact with a rabid animal or directly exposed to the fresh tissues of a rabid animal may be:

- (1) Euthanatized; or
- (2) Immediately vaccinated against rabies, placed in confinement for 90 days, and given booster vaccinations during the third and eighth weeks of confinement. For young animals, additional vaccinations may be necessary to ensure that the animal receives at least two vaccinations at or after the age prescribed by the United States Department of Agriculture (USDA) for the vaccine administered.

Currently vaccinated domestic animals that have been bitten by a rabid animal, directly exposed by physical contact with a rabid animal or directly exposed to the fresh tissues of a rabid animal shall be:

- (1) Euthanatized; or
- (2) Immediately given a booster rabies vaccination and placed in confinement for 45 days.

These provisions apply only to domestic animals for which a USDA-licensed rabies vaccine is available.

In situations where none of the requirements of this section is applicable, the recommendations contained in the latest edition of the publication titled Compendium of Animal Rabies Prevention and Control, published by the National Association of State Public Health Veterinarians, should be followed. The administration of a rabies vaccine in a species for which no licensed vaccine is available is at the discretion of the Veterinarian; however, an animal receiving a rabies vaccine under these conditions will not be considered to be vaccinated against rabies virus in potential rabies exposure situations.

Animal Handling During Hot and Cold weather

High Temperature- Hot Weather

If a dog is apprehended after being chased and is overheated, ask a citizen to use their water supply and apply cool water to their body, especially the head, neck, chest and abdomen and give the animal water to drink. If the homeowner is not home to request use of their water supply, go to the nearest Fire Station or City facility, or immediately return to the Shelter. Always make sure to contact a Field Supervisor immediately.

Heat exhaustion or stroke can happen in the field or inside unit cages. Without immediate assistance, the animal becomes susceptible to brain damage and euthanasia would be required.

Brachycephalic or short-muzzled dogs are extremely sensitive to heat. Make sure they are quickly cooled and/or transported to the shelter.

Animal transport vehicles may be left running in order to keep the animal compartment section air-conditioned. APOs must check their animals and animal cages before leaving every call they respond to and ensure the air conditioner is still working properly and cool air is still being carried throughout the unit and cages.

APOs must have a water jug/container filled with clean water with them and bowls at all times while working out in the field.

Low Temperature- Cold Weather

APOs shall have air conditioner for the animal compartment set to heat in their units during cold weather. APOs must check their animals and animal cages before leaving every call they respond to and ensure the heater is still working properly and hot air is still being carried throughout the unit and cages.

Use available towels to wrap younger or older animals. Monitor the animals that may be wet in cold weather so they do not suffer from hypothermia. If signs of hypothermia appear, request clearance and transport the animal to the shelter as soon as possible. Signs of hypothermia include shivering, weakness, and lack of mental alertness, muscle stiffness, shallow slow breathing or difficulty breathing.

Apprehending Stray Canines

All employees will handle animals in a humane manner to avoid injuring themselves or the animals. Employees will not mistreat, injure or abuse any animals.

Apprehending stray dogs presents problems because dogs are able to evade capture by darting between houses and escaping into fields where vehicles cannot travel. While attempting to capture stray dogs, APOs should:

- Find a safe place to park that allows easy access to the cages for loading; APO is to follow all state traffic laws.
- A cage door should be opened in advance, but never left open while operating the vehicle

- Keep the animal out of traffic. If the animal is in a high traffic area, call Police or other appropriate law enforcement to assist with traffic control, and make sure APO is wearing their department-issued reflective traffic vest.
- Try to contain the dog in an enclosed area.
- If a resident is home, request permission to enter the property (front or backyard) so the animal can be contained.
-
- Use protective gloves anytime when animal is handled.
- Place the control stick or leash over its head/shoulder before walking to the truck.
Use caution while handling the animal.
- A control stick is to be properly attached to the animal's neck/shoulder if possible. Muzzle the dog if necessary and remove once animal is in the vehicle.
- When placing a dog into the truck, support the animal's weight from underneath with your other hand or use a towel if fractious and lift onto the truck. Never strangle an animal in any way by lifting the animal by the neck.
- If placement cannot be done alone, call for another Officer to assist.
- Once animal is placed safely in the cage, remove the control stick or leash.
- Lock the truck cage door to protect the dog and the public.
- Ensure cage compartments are cooling during warm weather and warming during cold weather

All canines, no matter how friendly they appear, should be restrained in some type of manner. The change in the canine's surroundings may cause the canine to become scared, bite or cause some type of injury to the APO or itself. Newborn puppies can be moved by hand while using proper gloves. If moving more than two puppies, they should be placed in a ventilated container so as not to drop them or ask for assistance.

All domestic dogs should be handled with a lead rope or leash placed over their heads, encircling their neck. No dog shall be lifted by a lead rope or leash.

If the APO is in doubt about the animal's tolerance of handling, a muzzle should be used. The lead ropes or leashes excess length can be used as a muzzle or a commercial muzzle may be used.

- The rope is wrapped around the dogs' muzzle twice and secured behind the ears. If using a commercial muzzle, use according to manufacturer's specifications.
- Never leave a muzzled dog unattended.
- Do not attempt to place a muzzle on a canine while the canine is in a carrier or cage.

If a large canine is aggressive, the APO should request assistance. For aggressive canines, a control stick may be used to safely lead or move the canine.

- APO will slide the pole along the ground towards the canine, as this will appear less threatening.
- Place the retractable noose over the canine's head and tighten the noose securely.

- Canine must not be lifted by the neck using only the control stick. If the canine is to be lifted with the use of a control stick, the APO will place the retractable noose over the canine's head and torso, cross-body style. Do not over-tighten or strangle the canine.

It is difficult to judge the tightness of the noose on a dog. Therefore, caution must be used when using a control stick on canines. APO should always secure the noose with hand pressure to prevent the canine from coming free.

Various restraint techniques that can be use by the APO:

- If the canine is lassoed with a rope, the control stick can still be used. If canine is lassoed around the neck, the APO shall place the lasso's loose end of the rope through the noose of the control stick, slide it down around the neck, and secure it.
- If the canine is lassoed around any other part of the body, the APO must secure the canine in a safe manner. Once secured, the APO will follow proper procedures to restrain the canine. If the canine is unable to walk or is injured, a board, carrier, towel, wagon, wheelbarrow or blanket may be used or assistance from another APO.
- If canine is large or heavy, a second employee should assist in restraining and moving the canine. When using a thick blanket or towel, be sure not to smother or entangle the canine or canine's nails.
- If the canine is hand-carried, the APO must support the animal's weight evenly by wrapping his or her arms around the canine's legs at the level of the chest and thighs, effectively scooping up the canine in their arms.
- If canine can walk but needs some assistance, the APO may wrap his or her lead rope or towel under the canine's stomach and lift slightly.

All impounded animals must be scanned in the field by the APO. The APO will scan the animal and attempt to return it to its owner. Upon arrival at the EPAS shelter, the Animal Care Attendant will re-scan the impounded animal. If at any time, the APO is unsure how to handle the animal, contact a Senior Officer, Shift Supervisor or Manager for guidance. Feral canines, wolves, coyotes, hybrid canines and other canines will be handled in accordance with the Animal Handling Wildlife Policy and Procedure.

Apprehending and Handling Felines

All APOs will treat animals humanely and avoid injury to the animal and themselves. APOs will not mistreat, injure or abuse any felines. APOs will follow procedures when handling felines.

All felines, no matter how friendly they appear, shall be restrained and contained in some manner. The change in the feline's surroundings may cause the feline to become scared; they may jump, bite, scratch or cause injury to the APO or itself. Newborn kittens can be moved by hand but with proper gloves. If moving more than two newborn kittens, they should be placed in

a ventilated container so as not to drop them, or ask for assistance. Kittens with teeth should be treated as an adult feline.

- The APO must use protective gloves at all times.
- Felines may be contained in secured and ventilated boxes or carriers.
- When using a thick blanket or towel, be sure not to smother or entangle the feline's claws.

If feline is hand-carried, the APO should always hold the feline gently but firmly by the scruff of the neck. With the opposite hand, secure the back legs between his or her fingers and gently stretch the animal so the front claws cannot scratch your hand holding the back feet. At no time should a cat be carried only by the scruff or without support on its hind end.

For aggressive felines, the APO shall always secure the noose with hand pressure so as not to allow the feline to come free.

- The APO shall always follow proper techniques.
- A net may be used. The net shall be placed over the feline so that the feline is completely enclosed by the netting material.
- EZ Napper may also be used to secure and transport the feline, APO will need to make sure that none of the animal's limbs or head is caught on the frame of the tool. EZ Napper needs to be secured by the use of the Velcro strap on the handles.
- Ferrets are a restraint challenge, but handled similarly to felines.
 - The APO must wear proper protective gloves.
 - Ferrets may be "stretched", in a similar manner to felines, or they may be grasped with both hands around the forequarters, using one hand on the scruff of the neck and the other holding the forelegs down.

All impounded animals must scan in the field by the APO. Upon arrival at the EPAS shelter, the Animal Care Attendant will re-scan the impounded animal. If at any time the APO is unsure how to handle the animal, contact a Senior Officer, Shift Supervisor or Manager for guidance.

Feral felines, bobcats, ringtail cats, cougars, hybrids, ocelots and other large felines should be handled in accordance with the Animal Handling Wildlife Policy and Procedure.

Community Cats / TNR

- Department/officer return of Community Cats/TNRs: Department staff **SHALL** return CC/TNR cats back to the exact location they were trapped, or no more than a one block radius of the same street where the cat was trapped if instructed to. Anything other than mentioned is considered cruelty -abandonment, there is no such thing as allowing the "relocation of CC/TNRs

Livestock and Domestic Animals Roaming City Streets or Highways

Livestock roaming City streets or highways can present serious safety hazards to its self-traffic, the responding APO and general public. Livestock should be removed from roadways immediately. Assistance is to be requested from EPPD if the large animal is still in a high-volume traffic area; assistance from another APO or Supervisor is to be made if needed to capture the livestock.

If it is apparent where the livestock/animals came from, try to make contact with the owner or a responsible party in effort to return them to their enclosure or pasture. The owner or responsible party will be responsible to repair or mend the fencing of the premises; the APO can

assist in mending the fencing if needed. If a recurring problem persists, legal action may be taken.

If an APO cannot find where the livestock/animals came from, then livestock should be herded to an area where they will not interfere with traffic. If possible, attempt to temporarily repair openings in fencing so livestock/animals can be secured until owner is contacted.

Livestock involved in bites need to be quarantined for thirty (30) days and most of the time this can be done on the owner's land/pasture.

Deceased livestock are the owner's responsibility to remove from their property.

Multiple APOs may be needed to safely restrain livestock. All livestock, no matter how friendly they appear, shall be restrained and contained in some type of manner.

Livestock is considered, but not limited, to all species of cattle, bulls, rabbits, swine, goats, sheep and horses. Proper gloves should be worn at all times.

APOs will follow procedures when handling livestock:

APO shall not mistreat, injure or abuse any type of livestock.

- All animals shall be humanely handled and restrained at all times.
- The APO shall try to calm the animal, if possible, by reducing the surrounding noise, traffic or movement in the immediate area and gently talking to it. The tone of the APO's voice is very important. A soft, soothing tone, along with correct body movements, can actually reduce the animal's flight/attack space and stress.
- Avoid gestures the animal may see as threatening, such as a loud voice, flailing arms and sudden movements.
- All possible attempts should be made to try to locate the animal's owner.

There are three () 4 basic ways to handle livestock:

- Carrying
- Herding
- Hands-on physical restraint
- Chemical restraint

Carrying: Small piglets, rabbits, and other such animals may be carried. These animals can be moved by hand but with proper gloves, held firmly but gently by the scruff of the neck. With the opposite hand and forearm, secure the front legs between your fingers and support the animal's weight with your forearm by cradling it up with the arm that is holding the front legs. If moving more than one animal, they shall be placed in a ventilated container as so not to drop them.

Different species shall not be placed in the same container. NEVER carry a rabbit by its ears.

Herding animals can be done when trying to restrain an animal. No contact is made with the animal, which reduces the risk of injury to the animal or APO. If the animal's corral, pen or the owner's property is available, the APOs should attempt to herd the animal back into its familiar surroundings. If the animal is not near its property or moving the animal safely to its property is not an option, an alternative restraining area should be prepared. With a larger animal, the

APO shall assess the animal's temperament. Never startle the animal. The APO should always make his or her presence known to the animals. If the animal is calm and approachable, the APO may lead the animal back to its pen or to the restraining area, unless assistance is required. The safety of the animal and the APO is of utmost importance.

Once a safe restraining area is ready, the animal can be properly herded to this area or trailer. This is done by one APO slowly approaching the animal and placing him or herself on the opposite side in which the animal is to move.

- The APO should use the animal's flight reaction distance (this is the closest the APO can get to that animal before causing an aggressive reaction) to his or her advantage.
- Slowly, other APOs will assist the lead APO by moving in and causing the animal to move into the safe area or trailer.
- If herding the animal does not work, call for assistance. Experienced personnel who work with livestock are a great resource.

A "Hands-On" approach of physically restraining can be used to move animals back to a safe area as long as the animal is approachable.

Once the APO determines the animal is approachable, a lasso can be safely placed around the animal's neck. The noose shall be tightened and secure to ensure the animal is physically restrained.

- In some cases, the animal may be lead back with a slight tug on the lasso. If the animal does not move and the animal is safe to work with, a second APO may be needed to try to push or herd the animal into the direction of the safe area or trailer.
- If a bridle can be used, attach a rope to it and gently pull the animal.
- In some instances, placing a loose material over the animal's eyes may reduce some stress of the animal and may make the animal easier to move.
- Any time an animal is restrained within a corral, pen or trailer, the animal is also considered physically restrained.

If at any time the APO is unsure how to handle the animal, contact the Shift Supervisor or Operations Supervisor for guidance.

If apprehension of the livestock endangers the APO or the animal, the supervisor must be advised immediately. The supervisor or his designee will request assistance from approved outside organizations.

Chemical restraint may have to be used if all other options are unsuccessful. The shelter Veterinarian must be called for assistance.

The APO must always be alert to animals having rabies. If the livestock is acting sick or displaying neurological symptoms, the animal should be treated as a rabies suspect and the Local Rabies Control Authority consulted.

Handling and Apprehending Wildlife

All APOs will treat animals humanely and avoid injury to the animals and themselves.

- Wildlife is considered any non-domesticated animals that include, but are not limited to; wolves, feral canines, feral felines, mountain lions, tigers, lions, badgers, raccoons, all deer species, ringtail cats, porcupines, bats, snakes, skunks, foxes, squirrels, monkeys, oryx, big horn sheep and other animals not covered in previous policies.

If at any time the APO is unsure how to handle the animal, the Senior Officer or Shift Supervisor can be consulted for guidance. If apprehension of the wildlife endangers the APO or animal, the Shift Supervisor must be advised immediately. The Shift Supervisor will request assistance from approved outside organizations (Texas Game Warden).

In some cases, the shelter veterinarian or the State Zoonosis Control Veterinarian may be called out to chemically restrain the animal. Law enforcement may be required for public safety.

All bats, dead or alive, must be handled with the proper safety gloves.

- Dead bats should be placed into a labeled and sealed plastic bag.
- Live bats must be placed into a ventilated container. Air holes should be the proper size as not to allow the bat to escape or be stuck in the hole.
- Skunks should never be handled by hand.
Safety glasses or goggles must be used when apprehending skunks.
- All skunks are to be humanly euthanized following the euthanasia policy, The spotted skunk is exempt from being euthanized as per it being listed as an Endangered/Threatened species
- When APOs are dispatched to a skunk call, they can carry euthanasia solution with them and euthanize the skunk in the field using a syringe pole.
- When skunks are euthanized, the APO will log in the pertinent information on the euthanasia log.
- APOs performing the euthanasia will impound the animal into the shelter's PetPoint database. The record will include date, time, amount of euthanasia solution used, if there are exposures or any special circumstances.
- APOs will properly place the euthanized skunk(s) into department issued disposal trash bags and secure the specimen in their unit. Unit cage is to be locked immediately afterwards.

Handling and Apprehending Birds

All APOs will treat animals humanely and avoid injury to the animal and themselves. APOs will follow these procedures when handling birds:

- The APO should try to calm the animal, if possible, by reducing the surrounding noise, traffic or movement in the immediate area.
- Avoid gestures the animal may see as threatening, such as a loud voice and flailing arms.
- The tone of the APO's voice is very important. A soft, soothing tone along with approaching sideways or crouching down from a safe distance while avoiding eye contact can actually reduce the animal's stress.
- Every effort should be made to try to locate the animal's owner.

action. This option may alleviate cruelty without lengthy, costly, and complicated legal proceedings.

Prosecution

This is the last option when dealing with passive cruelty cases. This route is taken when the owner is uncooperative, and the abuse is unresolved through education efforts. Prosecution is the first option, however, when dealing with active cruelty, as the intentional abuse is often severe and reoccurring. Strong action is necessary to provide a deterrent against future abuses.

Surrendering an Animal

If the owner no longer wants the animal or is unable to provide proper care, the APO should obtain a signed surrender by the owner to resolve the complaint without seizure or further action. Make sure all appropriate owner surrender forms are signed and charged correctly if this step is taken by the APO.

Never threaten or forcefully pressure an owner to surrender an animal.

Confiscation of Animal

If possible, always confiscate the animal if it is a victim of active cruelty. Abide by the law authorizing seizure (Texas Health and Safety Code, Chapter 821, Treatment and Disposition of Animals) and clearly document the case in both written and photographic or video format to be used at trial later and obtain a police case number.

Always have law enforcement on the scene and consult the shelter veterinarian before and after the seizure to inform on the condition of the animal(s) and to serve as a potential expert witness at a trial.

Other Legal Alternatives

Other legal options at your disposal when investigating animal cruelty complaints are:

- On-site impoundment, if no other holding facility exists
- An injunction prohibiting the keeping of the animal
- A civil custody hearing (Chapter 821, Subchapter B, Health and Safety Code)
- Utilization of zoning and health code violations as a way to start an investigation

Basic Investigation Techniques

Animal cruelty investigations are very difficult for one person (or even one department) to do on their own. Most cases are successfully prosecuted when the investigation involves partners from animal welfare, law enforcement, and the veterinary medical community. By sharing duties, a successful prosecution of the violator is much more likely. Productive results are best obtained if an APO does the initial investigation and then refers the case to law enforcement. Law enforcement would then pursue the criminal violations. Planning is vital to a successful outcome.

It is most important that provisions for holding seized animals be made before attempting the seizure, especially when livestock or large numbers of animals are involved. Cruelty investigators should work to develop mutual aid and cooperation agreements with neighboring communities and organizations for this very reason.

Interview all suspects, witnesses, and informants; the common elements of an investigation are:

- Answer who, what, where, when, and how (the why isn't needed for prosecution)
- Gather photo or video evidence
- Obtain sworn notarized affidavits from any witnesses
- Establish the person responsible for the cruelty
- Document the evidence and your findings with:
 - Field notes- which should be completed while on the scene
 - Formal reports- which are the forms or reports to go in the official file
 - Forms, photography, digital/film, and videotaping
 - Obtain a medical assessment, if possible, on all animal involved
 - Consider the disposition of the animals and always aim for a positive outcome without jeopardizing or compromising the animal(s) safety, care and quality of life and prevent it from any further suffering
 - Determine the appropriate action
 - Conduct a follow-up investigation or re-inspection.

Note that all documents, photographs, drawings, videos, etc. may be subpoenaed by the court as evidence. It is strongly advised that you not write or make comments on reports or in videotapes that you would not like to hear repeated in court or by the press.

Evidence and Documentation

The type of evidence collected during an investigation varies and can make or break your case in court depending on what types you have, such as the following:

- Direct - first-hand knowledge
- Real - connected to the crime and can be physically produced in court
- Demonstrative - drawings, photographs, videotape, x-rays, etc.
- Circumstantial - all evidence other than direct evidence, provided that it logically relates to the crime
- Opinion - expert witnesses
- Prima facie - a fact presumed to be true unless disproved by evidence to the contrary

A case based only on circumstantial evidence is much harder to prove than one that also produces direct or real evidence in court.

The Chain of Custody

Chain of custody is the documentation of everyone who has handled the evidence once it is collected. If the chain is not maintained, the evidence may be inadmissible in a court of law. It is important to capture the condition of an animal as it is presented at the start of a case. This is done with photographs. It is important to document the original condition of animals at the time of seizure with photographs and with veterinary medical reports.

Owner Voluntary Release

The first option when a report of animal abuse is received should be to extricate the animal(s) from the abusive environment. This can be done either by convincing the owner to voluntarily release the animal(s) or, failing that, through legal proceedings to force the owner to release the animal(s) to the custody of Animal Services Civil Proceedings.

Seizure of Animals

There are both criminal and civil laws addressing animal cruelty in Texas:

- Texas Penal Code, Sections 42.09 and 42.092, Cruelty to Livestock Animals and Cruelty to Non-Livestock Animals, and 42.10, Dog Fighting.
- Texas Health and Safety Code, Chapter 821, Subchapter B, Disposition of Cruelly Treated Animals.

It is imperative that Animal Services and Police Officers thoroughly familiarize themselves with these laws before attempting to prosecute a case of animal cruelty.

It is important to note that animals seized, as evidence under the Penal Code may have to be held for a very long period while the arrested violator's criminal trial makes its way through the justice system.

Often it is preferable to seize abused animals under the Texas Health and Safety Code, as they carry less of a burden of proof and allow the disposition of the animals within a ten-day period.

An APO can enforce Chapter 821 (civil law); an arrest is not necessary to have a civil hearing or seize the animal and determine its disposition. There would still be an option for law enforcement to have the violator arrested and taken to criminal trial under the Penal Code.

There are several considerations when making a decision whether or not to seize animals that are allegedly being treated cruelly:

- Is the animal actually being treated cruelly as defined in the Texas Penal Code or the Texas Health and Safety Code?
- Is the cruelty active or passive?
- If passive, can the problem be resolved in a reasonable amount of time through education or minor help with resources?
- If active, does the investigator have the resources to hold the animal(s) humanely if seized?
- Is there a veterinarian available who is willing to help and later testify?

Usually, the first legal action to be taken in an animal abuse case is a civil action to obtain custody of the animal(s) being abused or cruelly treated. Civil actions are much quicker than

criminal actions and should be initiated promptly in order to extricate the animal(s) from the abusive environment.

The chronological steps of a civil proceeding to require an abusive owner to release custody of the animal(s) are as follows:

Investigation and Documentation

When animal abuse is suspected, an investigation should be made by the EPAS Animal Protection Officer or Cruelty Investigator to determine the nature and extent of the abuse. If abuse is found, it must be documented through a written report of the Investigator's findings; statements from witnesses; photographs; or other evidence establishing the nature of the abuse and the identity of the abuser, (See Section 821.021 for a definition of animal abuse for purposes of civil actions).

Application for a Seizure Warrant

Based on the evidence collected, the APO should, with the authorization of his superiors, apply for a warrant to seize the animal(s) and remove it (them) from the owner's custody. This is done by having the APO complete and file an Application for Warrant. The Application for Warrant should be filed with a Justice of the Peace Court in the precinct or jurisdiction in which the owner lives or in which the animal(s) is/are located. If the animal(s) is/are located within the City limit, the Application for Warrant may instead be filed with a Municipal Judge.

Issuance of Seizure Warrant

When the Application for Warrant is filed, it should be presented immediately to the Justice of the Peace or Municipal Judge, as the case maybe (herein called "judge") and, at that time, the APO filing the Application for Warrant should ask the Judge to sign a warrant ordering the seizure of the animal(s). (See Section 821.022(h)) The warrant will order (and thereby authorize) the APO to seize and remove the animal(s) from the owner's custody and will also set a time and place for a hearing to determine whether the animal(s) has/have been abused and to determine the future custody or disposition of the animal(s). (See Section 821.022(c)) When the APO goes before the Judge, the APO should ask the Judge to authorize Animal Services to keep and care for the animal pending the custody hearing.

Service of Warrant

As soon as the Judge signs the warrant, the APO who applied for the warrant or any other law enforcement officer can serve the warrant on the owner and take the animal(s). The warrant will only be valid for 72 hours starting immediately after it has been signed. When the warrant is served on the owner, the animal(s) should be taken from the owner immediately and kept by EPAS until the custody hearing. Ensure that law enforcement is present when serving the warrant and extricating the animal(s).

APOs will then follow up in obtaining a Return Order signed by a Judge no later than 72 hours from when the warrant was served and animal(s) safely removed. The second portion is called a return and is an inventory of all animals, items and evidence seized.

Ensure the owner or custodian of the animal in question is served with a copy of the warrant, which states the date, time and location of the hearing.

Custody and Care for the Animal

When the animal(s) is/are seized, it/they should be taken immediately to a veterinarian for examination to determine its/their physical condition. This is important, not only for the wellbeing of the animal(s), but also because the veterinarian's testimony will be important in proving the cruelty charges at the custody hearing. After examination, the animal(s) should be given the care recommended by the veterinarian. Legal holds will be placed on all the animals' individual profiles that were picked up.

Custody Hearing

As stated above, the warrant will set a date and time for a hearing to determine if there was abuse as charged and whether or not the owner regains custody of the animal(s). (See Section 821.

023) The following information and instructions apply to that hearing:

The hearing must be held within ten (10) days of the date of issuance of the warrant. As stated above, the warrant will set forth the date, time and place for the hearing. Technically, at the hearing, the plaintiff is the State of Texas vs. the owner and the State's case will normally be presented by the City Attorney's Office, District or County Attorney's office.

The EPAS cruelty investigators should do everything possible to assist the attorney presenting the State's case by way of gathering evidence, scheduling witnesses etc. and make arrangements with a nonprofit organization willing to take custody of the animal.

- It is important that a strong, well-prepared case be presented at the hearing in order to assure the best results.
- At the hearing, evidence will be presented by the State and, if he so chooses, by the owner. Based on that evidence, the Judge will then decide whether or not the animal has been "cruelly treated" (as defined in Section 821.021) and, if so, the Judge will determine the future disposition of the animal.
- As part of its presentation, the State should request the Judge to include in the grant of custody of the animal any offspring so if the animal is pregnant, the Judge's order will also cover the animal's offspring.
- If the Judge finds in favor of the State and divests the owner of his/her ownership in the animal, the owner has ten (10) days to file an appeal to the Municipal Court or County Court. In this instance, EPAS should attempt to get the owner to waive that appeal so that the animal can be transferred to start its recovery immediately. Failing that, Animal Services should wait until the time for filing an appeal has expired before transferring the animal and in the event an appeal is filed, EPAS should hold the animal pending the outcome of the appeal.
- If the owner files an appeal, they must post a bond to cover the costs awarded by the Judge plus the estimated costs as determined by the Judge to keep and care for the animals during the appeal.
- The decision of the Municipal Court or County Court hearing the appeal is final and non - appealable.
- From the time of the initial investigation through the conclusion of the custody hearing, the APO, and the Cruelty Investigator should be assisting the law enforcement officers and attorneys. Oftentimes, law enforcement officers and attorneys have never handled

an animal abuse case and may not know exactly what to do. In addition, animal abuse cases often have a low priority with law enforcement officers and attorneys and they need to be encouraged to act promptly.

- All APOs must be familiar in the utilization of Nestle Purina Body Condition Charts and use this tool in their reports and case preparation. The charts are available from their Supervisors and all APOs must have copies in their work vehicles.

Criminal Prosecution

If the situation warrants, EPAS should seek criminal prosecution of the perpetrator. In such cases, you should present all of the facts and evidence to the Police, Sheriff, District or County Attorney's office and file a criminal complaint charging the perpetrator with cruelty to animals in violation of either Section 42.09, 42.092, 42.10 and 42.105 of the Texas Penal Code. Cruelty to animals is a criminal offense. You should ask supervisory personnel to ask the law enforcement agency, the District Attorney's office or County Attorney's office to prosecute the perpetrator to the fullest extent of the law.

Certain more aggravated acts of animal cruelty are punishable as a state jail felony while other less aggravated acts are punishable as a Class A misdemeanor, which may include a fine up to \$4,000, jail time up to a year, or both. If the conviction is a third offense involving these actions, the state may punish the defendant with a state jail felony. Under Texas law, a state jail felony may include jail time ranging from 180 days to 2 years and a fine up to \$10,000. Third degree felony sentence, which translates to imprisonment ranging from 2 to 10 years and a possible fine of up to \$10,000.

Safety During Raids

Under no circumstances should APOs investigate or raid illegal animal fighters without a very strong police presence. APOs will assist once the scene and suspects have been secured and carefully document the animals being seized.

Dog fighting is illegal in all fifty states and, along with cockfighting, is a state jail felony in Texas. Watching a dogfight is a Class 'A' Misdemeanor.

Illegal animal fighting often involves a very dangerous criminal element, including drug traffickers and criminal gang members.

The investigation and prosecution of these crimes may be extremely dangerous. Whenever investigating animal fighters, law enforcement must be involved without exception. Raids on animal fighters often involve SWAT-type entry teams and other police resources, as many of these criminals are armed and have a large financial stake in their activity.

Other Types of Raids

Under no circumstances should APOs assist law enforcement in executing search or arrest warrants without a strong police presence. APOs will assist once the scene and suspects have been secured and carefully document the animals, if any, being seized.

You must communicate to the owner that the animals will only be held for a maximum of six working days unless legal document dictates otherwise. Copies of all forms must be obtained for EPAS records and uploaded to the case.

You should bring the animals to the Animal Services Shelter only when all other avenues are exhausted. Ensure that if you are bringing in the animals, you have a signed law enforcement property receipt form and ALL pertinent owner information.

Nuisances Title 7.08.010 – 7.08.090

Feces Complaint

APO responds to the call and makes observations as to the condition of yard.

- If the yard is filled with animal waste, the APO will take pictures and may issue a violation on feces and any other violations present.
- APO will issue a warning notice (corrective notice) for owner to correct the matter in twenty-four hours.
- If after twenty-four hours the matter is not corrected, a second violation will be issued and pictures must be taken.
- APO issuing the violation should follow-up to ensure corrective action has been made.
- In the instance where contact is never made with the owner, the APO must file against the owner with the City prosecutor. Watch for animal neglect, which can lead to cruelty charges.

Smell Complaint

- If the yard is dirty with animal waste, follow up as above.
- If smell is present as alleged, relay to code enforcement.

Public Places

Any owner or person having control of an animal that allows it to defecate in public property or the property of another is illegal, unless it is immediately removed.

- Owners of dogs who are walking their animals must carry a bag or implement to pick up their animal(s) feces.
- APO may issue a citation or get witnesses for a citation if officer did not observe animal in the act and owner did not remove the waste.
- When off their property, animals must be on a leash or physical direct control of a competent person.

Barking

When a complaint is received on solely barking and no other concerns, the Field operations will send out a barking packet to the residence the case was made against (Owner barking packet) and to the reporting party (reporting barking packet) if information is available and not left as anonymous. Packets sent out will be documented on PetPoint case and closed out.

If a barking complaint is made in conjunction with Standard of care concern, Respond with an initial investigation and information to the owner.

- Check on 'Standards of Care', microchips and licensing.
- Issue violation as appropriate for any present violations.
- If APO determines animal is indeed a noise nuisance, may issue violation and order correction to be made and either hand deliver a barking packet or request one to be mailed out by Field Admin or Field Supervisors
- If APO does not observe violation, he/she may issue Barking Packet for owner and victim(s)/reporter(s) to complete.
- It shall be the sole responsibility of the victim/Reporter for sending in a completed barking packet to City Prosecutor to schedule a hearing.
 - APO must document all findings in his/her report.

Permit Application

Permit applications can be picked up at the Animal Services front desk or downloaded from our website at <https://www.elpasotexas.gov/animal-services> under the *Fees and Forms* tab.

Completed applications can be submitted in person at the front desk or faxed to (915)212-0624. Applications will be assigned in Accela to the Field Supervisor of zoning review by shelter customer services representatives once they have reviewed the application and it is filled out correctly along with all appropriate required documents. The Supervisor must ensure the zone is correct and verify there are no zoning restrictions. If the zone is not listed on the application, the Supervisor will enter the correct zone and approve for inspection.

Denied applications must be documented in PetPoint along with the denial reason. A call from the Field Supervisor to the applicant explaining the results will be placed, and the application will be closed.

If zoning is adequate, application is then assigned to the Field Supervisor in charge of issuing permits. The supervisor will review application and assign it to the officer who will be conducting the inspection.

Officers will schedule an inspection of the applicant's location ensuring that contact information is accurate.

Officer will conduct site inspection ensuring that location meets the animal standards of care and are in compliance with Title 7 guidelines. Officer will complete guide sheet in PetPoint and Accela, and PASS inspection. If inspection fails, Officer must inform applicant and issue a citation or warning on violations found and request corrective action.

Once Officer passes inspection, the permit is then assigned to the Customer Relations Clerks, who will contact the applicant via phone to inform the applicant the application was passed and payment must be made to complete the process. Forms of payment are as follows:

- In person with check, cash, credit/debit card, or money order (at 5001 Fred Wilson).
- Mail-in with a check or money order payable to City of Paso.
- By phone with credit card.
- Permits will be issued once payment has been received. Permits can be picked up in person, request to be mailed, faxed or e-mailed.

5. Radio Standards

- Keep it simple: use proper issued codes when communicating.
- Always provide dispatch with your location.
- Always use proper channel: for example, use channel two when on scene with fellow officer communicating.
- Use proper alphabetical announcement.

EMPLOYEE RESPONSIBILITIES: While assigned a radio and call sign, employees have the following responsibilities:

Response. When called, units will respond with their full unit number and location.

- **Unit Availability.** At the beginning of the shift, units will advise Dispatch when they are in the field and available.
- **Calls for Service.** Units will proceed immediately to the call for service given to them by Dispatch.
- **Unit Status.** Units will advise Dispatch when they are en route, on the scene, changing locations, or back in service. This must be done using the voice communications.

Hand-Held Radio Procedures

All personnel that use two-way radio for communications are to use proper phonetic alphabet, 10 Codes, and be courteous to other users on the radio. All radio communication is subject to the rules and regulations set forth by the FCC. Any employee who violates the FCC regulations will be subject to disciplinary action that may include termination. It is the employee's responsibility to report problems with radios to a supervisor.

Calling and Communication Techniques:

In order to work quickly and efficiently, employees must use standard procedures.

In general, there are five steps to Calling/Communications. The more serious or complex the situation, the more important these procedures become.

How to Contact Dispatch:

Step 1: State your call sign first when calling dispatch. This alerts dispatch that they are being called and that they should listen to determine who is calling. Dispatch will respond, "Go ahead".

Step 2: Repeat your call sign and state your transmission. (Note: Only use the unit call signal and not personnel's names. We are licensed for radio-to-radio, not person-to-person communications).

When you give your message, speak clearly. Do not speak too quickly, especially if the message needs to be written down. Pause after logical phrases. Do not use the word "break" when you pause. It is confusing and fills the channel with unnecessary chatter. To pause, un-key the radio.

Step 3: When the communication loop is complete, dispatch will voice "clear or 10-4 copy" and provide a time stamp.

How Dispatch Contacts a Unit:

Step 1: Dispatch will state their name and the unit call sign.

Step 2: The unit responds with their call signal and current location. Dispatch must attain the current location.

Step 3: Dispatch will repeat the unit call signal and state your transmission.

Step 4: Unit repeats the transmission back to dispatch to ensure clarity.

Step 5: If the unit received the correct information, dispatch states "dispatch clear or 10-4 copy" and provides a time stamp.

Radio Communication Rules:

1. Listen before you start to transmit to prevent interrupting.
2. Know what you are going to say before you push the mic button.
3. Hold the transmit button down for at least a second before beginning your message to ensure that the first part of your message is not cut off.
4. TALK ACROSS THE FACE OF YOUR MICROPHONE. This technique makes the communications more understandable. In other words, hold the face of the microphone almost at a right angle to your face.
5. Speak slowly, distinctly, clearly, and do not let your voice trail off at the end of words or sentences.
6. Never acknowledge calls or instructions unless you understand the call or instructions perfectly. If you do not understand, ask the sender to repeat.
7. Always acknowledge calls and instructions. Nothing is more disruptive to the smooth flow of communications than dead silence in response to a message. If you cannot copy or respond to the call immediately, then tell the caller to "repeat" or "stand by." Otherwise, acknowledge each call immediately.
8. Under stress, many people have a tendency to talk too fast. ACCURACY FIRST, SPEED SECOND.
9. At times, radio conditions are poor and words must be overly exaggerated to be understandable. In general, speak slowly and distinctly to carry through static and weak signals.
10. If you are relaying a message for another person, be sure you repeat the message exactly, word for word, as it was given to you. If you do not understand the message, get an explanation before you put it on the air.

11. Use TEN CODES or "plain English" only.
12. Do not act as a relay station unless Dispatch, or another radio station, asks for a relay – and you can fulfill the requirement with your station.
13. When transmitting numbers (house numbers, street & telephone numbers, etc.), always transmit number sequences as a series of individual numbers. Never say numbers in combinations.
14. If a proper name needs to be transmitted, try to spell it out using the recognized radio phonetic alphabet. Do not use self-invented phonetics. Avoid using the phrase "common spelling" to reduce confusion.
15. ONLY TRANSMIT FACTS. If your message is a question, deduction, educated guess, or hearsay, identify it as such.
16. Always know your location. If you are mobile and moving around, always keep a sharp lookout for landmarks. If called upon, you must be able to accurately identify your location at any time. This is particularly important if you are with a search team or other mobile units.

Animal Services Codes

- (401/501) Strays (no information on an owner). The number four represents a dog and the number five represent a cat.
- (403 PR/503 PR), Owner surrenders (403 PR/503 PR) PR represents "Property Release"
- (403/503) Tagged / ID / Microchipped / Tattoo / Possible Owner
- (406/506), Bite Quarantines – The number four represents a dog and the number five represent a cat.
- (DOA) Dead on Arrival
- 10-17 an animal is being restrained (sample, 501 10-17 is a stray cat being restrained, e.g. by cage, box, room etc.)
- 10-19 loose animal (sample, 401 10-19 is a loose stray dog, e.g. loose in the street, lobby, parking lot etc...).

Phonetic Alphabet

The phonetic alphabet will be used when spelling similar sounding, confusing or unusual words, vehicle license plates and any series of letters.

A = ADAM	N = NORA
B = BOY	O = OCEAN
C = CHARLES	P = PAUL
D = DAVID	Q = QUEEN
E = EDWARD	R = ROBERT
F = FRANK	S = SAM
G = GEORGE	T = TOM
H = HENRY	U = UNION

I = IDA	V = VICTOR
J = JOHN	W = WILLIAM
K = KING	X = X-RAY
L = LINCOLN	Y = YOUNG
M = MARY	Z = ZEBRA

Ten Codes

To minimize radio traffic the department uses TEN CODES.

- 10-1 Receiving radio transmission poorly
- 10-2 Receiving radio transmission clearly
- 10-4 Message received, OK, acknowledgment
- 10-5 Relay message
- 10-6 Busy - unless urgent
- 10-7 Out of service, lunch
- 10-8 In service, available
- 10-9 Repeat message, say again
- 10-10 Coffee or beverage break - subject to call
- 10-11 Transmitting too fast
- 10-13 Advise on weather conditions
- 10-14 Convoy or escort
- 10-15 Prisoner in custody, arrest
- 10-16 Prisoner transportation
- 10-17 Pick-up papers at _____, mail run
- 10-20 Location, what is your location?
- 10-22 Cancel last assignment
- 10-24 Trouble at the command center
- 10-27 Subject/vehicle is wanted, are you clear for further information?
- 10-28 Check vehicle registration information
- 10-29 Check for wanted or stolen
- 10-30 Does not conform to rules
- 10-36 Correct time
- 10-37 Operator on duty (ID number only)
- 10-50 No traffic
- 10-51 Do not transmit information, subjects near by
- 10-65 Dead body
- 10-66 Cancellation

- 10-67 All units and stations copy
- 10-97 On scene
- 10-98 Wanted subject (misdemeanor warrants)
- 10-99 Wanted subject (criminal warrants)

Employee Responsibilities

While assigned a radio and call sign, employees have the following responsibilities:

- A. **Response.** When called, units will respond with their full unit number and location.
- B. **Unit Availability.** At the beginning of the shift, units will advise Dispatch when they are in the field and available.
- C. **Calls for Service.** Units will proceed immediately to the call for service given to them by Dispatch.
- D. **Unit Status.** Units will advise Dispatch when they are in route, on the scene, changing locations, or back in service. This must be done using the voice communications.

Code 199

A "Code 199" is the Officer's silent request for emergency assistance. The code is initiated when an Officer presses the emergency button on the hand-held radio, the car radio, or the MCT. An alarm is transmitted to Communications and assistance is sent based on the Officer's last known location. When the radio's emergency button is pressed, the radio will no longer receive transmissions. This is a safety feature designed to allow assistance to be sent without alerting possible subjects causing the problem.

Code 199 Reaction: When a Code 199 alarm is received, Dispatch will clear the air for emergency traffic and start one backup Animal unit and one El Paso Police to the Officer's last known location. A Field Supervisor will be advised over the air.

Canceling Emergency Traffic: Emergency traffic may only be canceled by a Field Supervisor. The Officer who makes the Code 199 call will be physically checked for safety by a Field Supervisor or designee.

Animal Services Dispatch

Dispatchers are responsible for reviewing incoming complaints, assigning them to the appropriate Officers, ensuring Officer safety and responding to radio communications within and between departments.

Use of Radio Channels and Radios

All radio communication is subject to the rules and regulations set forth by the Federal Communications Commission (FCC). Dispatchers should be familiar with the following:

- Military time,
- Animal Services vocabulary (406, 501, "ANI," et cetera),
- Police 10 Codes as well as other general police codes,
- Phonetic Alphabet used by El Paso Police,
- Call Priority Definitions as set forth by Animal Services Field Operations, and El Paso Police Service Districts, Fort Bliss and County jurisdictions.

Daily Field Roster

The morning supervisor on duty will generate the Daily Field Roster. The roster will be generated by 0700 hours daily and updated as changes need to be made throughout the day. The Daily Field Roster will include the following;

- Officers on duty for the day
- Shift Field Supervisors
- On-Call Supervisors
- Dispatchers
- Area of town (5 areas) each Officer will cover
- Unit number assigned to Officer that they will be utilizing that day

In the event an Officer calls in for the day, the Daily Roster will be updated and reflect a newly assigned Officer to the designated area of town.

In the event a unit breaks down during shift, the unit will be towed for maintenance and the Officer will be assigned another unit. The Daily Roster will be revised and emailed out.

In the event there are not any Supervisors on duty the following day(s), the Daily Roster will be emailed out Friday evening by 1700 hours the day prior.

Daily Rosters or revised Daily Roster will be sent out by morning supervisor. The email will include the following recipients;

- All Field Supervisors
- Animal Services Dispatchers (ani-dispatch@elpasotexas.gov)
- 911Communication Supervisors/Managers (911-CommPDSupervisors@elpasotexas.gov and 911CommShiftManagers@elpasotexas.gov)
- 311 Supervisors (AASR-311@elpasotexas.gov)

Radio/Dispatch Procedures

The Animal Services radios have been programmed to contain the "ANCTRL 1", "ANCTRL 2," and interoperability talk groups. The interoperability talk groups include EPCALL, which is programmed into all Police and Fire radios. All employees that use two-way radio for communications are to use proper phonetic alphabet, 10 Codes, and be courteous to other

users on the radio. Traffic should be short and concise; any additional traffic can be transmitted on "ANCTRL 2." Animal Services no longer has access to the Police talk groups.

Employee responsibilities when assigned a radio and call sign will include the following:

- At the beginning of their shift, APO will provide dispatch their call sign, badge# and unit# they are utilizing for the day. APO will also notify dispatch if they have scheduled court for the day to include location and time of court.
- APO units will advise Dispatch when they are in the field and available for service.
- APO will proceed immediately to the call for service provided by Dispatch.
- When called, units APO will respond with their full unit number and location.
- APO will advise Dispatch of a status change using MPS. This is when they are in route, on the scene, changing locations and when they are going in and out of service. Use voice communication if the MCT is down.

Between the hours of 2300 and 0700, procedures concerning the dispatch of Animal Service Units will change slightly. Channel One personnel will monitor the Animal Services talk groups on "ANCTRL 1" and "ANCTRL 2" for emergency button activation and to update the ANI unit's status in ICAD. Channel One personnel will also dispatch Animal Services units to assist Police or Fire, when requested. All other incidents will be self-dispatched by Animal Services units. If Police or Fire request assistance from an Animal Services unit through their regional dispatcher, the dispatcher will acknowledge and relay this information to Channel 1. The Channel 1 dispatcher will dispatch the Animal Services unit on the Animal Services talk group. All pertinent information will be relayed and the Animal Services unit will be attached to the event. If an Animal Protection Officer requests assistance from Police or Fire, Channel 1 personnel will immediately relay all pertinent information to include ICAD event number to the corresponding regional dispatcher. All operations between the hours of 0700 and 2300 will continue to be handled by the Animal Services Dispatcher.

The below listed procedure will be adhered to in regards to the monitoring and dispatching of Animal Services units:-

- Channel 1 personnel will monitor the Animal Services talk groups on "ANCTRL1" and "ANCTRL2" for emergency button activations and to update the ANI unit's status in CAD.
- Channel 1 personnel will also dispatch Animal Services units to assist Police or Fire, when requested. All other incidents will be self-dispatched by Animal Services units.
- Animal Services units have MPS installed on their MCT's in order for them to be able to update their own status.
- If an officer requests assistance from an Animal Services unit through their regional dispatcher, the dispatcher will acknowledge and relay this

information to Channel 1. The Channel 1 dispatcher will dispatch the Animal Services unit on the Animal Services talk group. All pertinent information will be relayed and the Animal Service unit will be attached to the incident.

- If Animal Services officer requests assistance from Police or Fire, Channel 1 personnel will immediately relay all pertinent information, to include ICAD event number to the corresponding regional dispatcher.
- All operations between the hours of 0700-2300 will continue to be handled by the Animal Services Dispatcher.

Code 199

A Code 199 is an officer's silent request for emergency assistance. The code is initiated when an officer presses the emergency button on their hand-held radio, the car radio or the MCT (Mobile Computer Terminal). An alarm is transmitted to Communications and assistance is sent based on the officer's last known location. This is a safety feature designed to allow assistance to be sent without alerting possible subjects causing the problem. When a Code 199 alarm is received, Dispatch will clear the air for emergency traffic and start one backup Animal unit and one El Paso Police to the officer's last known location. A Field Supervisor will be advised over the air.

Emergency traffic may only be canceled by a Field Supervisor. The officer who makes the Code 199 call will be physically checked by a Field Supervisor or designee.

Intergraph Computer Aided Dispatch (ICAD)

Dispatchers must be proficient in the use of ICAD. Use of this software will include, but is not limited to:

- Creating, dispatching, cloning, editing and closing events;
- Keeping track of animal protection units' location, status and safety; Communicating to other dispatchers and officers through messages; and
- Search and relay information to officers.

Dispatchers must also be proficient in the use of PetPoint, the database used at Animal Services. This includes using PetPoint to create complaints using the Call Priority Definitions, cloning records, as well as assigning complaints to the appropriate APO in the corresponding area. PetPoint will also be employed to search for and update information in order to relay it to the appropriate authority. Assigning the correct disposition to records in PetPoint is important, as well as documenting the details of actions taken. PetPoint may be used in many ways, and is not limited to the examples stated. Dispatchers should also utilize Chameleon and Accela search databases.

AS Communication/Logs

Dispatchers are responsible for communication between AS employees, 911 communication employees, 311 call takers and other law enforcement entities using email, phone and ICAD messaging.

Every dispatcher must fill out the daily dispatch log, which records all of the officers' arrival time, lunchtime and departure times from the shelter, as well as the number of impounds and the supervisor/senior officer that cleared each officer. This log also documents any issues that might occur during the shift. At the end of each shift, the dispatcher must email a copy of the completed log to all Field Supervisors.

Call Priority Definitions

AS uses different categories to prioritize the order in which calls are dispatched and handled. The following categories are used:

- High Priority
- Normal Priority
- Low Priority

High Priority Calls

A High Priority Call is generally made when a person or persons are in danger or have imminent risk concerning their health/safety. An animal actively engaged in injuring and/or threatening a human will be considered a High Priority Call. These calls in particular endanger public health and safety risks created by dangerously wild and/or exotic animals like raccoons, coyotes, bobcats, foxes, skunks and bats. These animals are considered a High-Risk Rabies Animal and therefore must be given precedence over other calls. All domesticated animals suspected of having rabies will be given priority, as the risk of exposure is serious and possibly life threatening. Along those lines, a venomous snake actively endangering the public will be given High Priority as well. Domesticated animals that are actively threatening the public will receive High Priority, especially if the animal has already bitten or scratched someone, regardless if the animal is contained or at large.

High Priority Calls may also include calls that are made for severely injured animals, animals trapped inside vehicles, active acts of cruelty upon animals and severe cases of cruelty and neglect. These cases are extremely time sensitive and can mean the difference between life and death for the animal.

Normal Priority Calls

Calls of Normal Priority include calls concerning loose dogs, calls concerning animals in traps, animals being held by citizens and Standard of Care issues (no food, water, shelter, etc.). Calls concerning special assignments that make their way to AS through the City website will also be considered a Normal Priority call.

Low Priority

Calls such as a nuisance barking complaint, feces, foul odor, confinement issues for nonaggressive animals and calls regarding permits and inspections.

Next-Day Follow Up

In order to ensure that Priority Calls needing follow-up are taken care of, employees should not close these cases. Calls related to holdings, bite cases, cruelty/neglect as well as anything assigned by a supervisor should not be closed out in PetPoint. Employees will create a new activity for the case to be followed up on. These cases should be open and made available for reassignment. If a call has been handled, make sure all information has been included in PetPoint and has an appropriate disposition. It is the investigating officer's responsibility to notify the supervisor on duty by email if any calls require immediate follow up.

Safety Checks

To ensure the ongoing safety of our officers in the field, I want to remind everyone of the importance of conducting and documenting safety checks every 30 minutes. Please follow these steps to maintain compliance with our safety protocols:

1. **Conduct Safety Checks:** Ensure all officers are checked on at 30-minute intervals while actively engaged in the field.
2. **Document in CAD:** All checks, including the outcomes, must be documented within the CAD system. Ensure the entry is tied to the current case/event the officer is working on. This helps maintain an accurate record of officer welfare throughout the call duration.

These measures are critical to ensuring officer safety and maintaining clear records of field activity.



EL PASO ANIMAL SERVICES

Administration

2025



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Introduction

El Paso Animal Services is part of an active and progressive city government. As such, we set the example for our fellow citizens and co-workers. We continuously work to make El Paso a more enjoyable and beautiful place to live. Your personal efforts are required to make our city government functional and efficient for citizens and employees of El Paso. Our primary function is to provide outstanding services for our citizens. You are a very important part of an elite group of individuals striving for excellence.

Together we will help to create and participate in a well-run, efficient city government. Employees of the Animal Services are expected to be knowledgeable about our Department and the City so that we can assist the community efficiently. It is imperative that your interactions with the public and co-workers are professional, fair and courteous. Treat all inquiries as if you needed the information or assistance yourself. Remember to document as much information as possible in all aspects of service, particularly when dealing with the public. Employees of El Paso Animal Services are expected to consistently maintain a proper standard of professionalism, courtesy and fairness.

You are expected to carry out your responsibilities in accordance with all City Charter provisions, Civil Service Commission Rules, City policies, and departmental policies as they relate to you and your position.

Intent

These policies and procedures will not provide a solution to every question or problem that may arise; however, they will be sufficiently comprehensive to cover, either in a specific or general way, the responsibilities, obligations, and duties of the employees of the Department. These procedures are not intended to limit any employee in the exercise of their sound judgment or initiative. By necessity, much is left to the loyalty, integrity, and discretion of the employees.

Assignment of the Standard Operating Procedure (SOP)

- All personnel assigned to El Paso Animal Services will be provided access to an electronic copy of the SOPs.
- Contents of the manual will not be disclosed to unauthorized personnel without direct permission from the El Paso Animal Services Director.
- Revisions will be made annually.

General Order

Definition

A general order is defined as a directive from the El Paso Animal Services Director that regulates or determines the policies, operations or activities of the department, its divisions and employees. All such orders will be labeled as General Orders (GO). Additionally, directives received from the Mayor, Office of the City Manager, City Human Resources Department and the Civil Service Commission will be considered General Orders. All other information published should be considered miscellaneous information. All General Orders and Memorandums will be numbered within a calendar year (i.e., 22-001, 22-002). Sequential numbers for Memorandums and General Orders within Animal Services will be issued and posted by the Director or designee. As these documents are generated, they will be stored on the Department of Animal Services drive, in the Animal Services Folder, under Memos and GOs.

Distribution

Employees will be notified of any new General Orders and/or Memorandums by City email. Supervisors will explain the General Orders and/or Memorandums to employees during shift meetings or as needed.

External Agency

Any operational change within an agency that El Paso Animal Services assists, that might affect operations within Animal Services, should be brought to the attention of the Director or his/her designee in writing. This will allow an internal GO or Memo to be issued for all El Paso Animal Services personnel to review and implement. No external agency shall alter the operations of the Animal Services without prior approval from the Director or his/her designee.

Annual Revision

Annually, all Animal Services General Orders will be reviewed and added to the SOP as appropriate. General Orders published within any given year will be added to the SOP's at the end of each year.

Publication

A complete and updated set of El Paso Animal Services SOP's will be published annually by the Director. An electronic PDF version will be made available to all Animal Services employees on the Animal Services drive by February 14 of each year.



Mission Statement

Deliver exceptional services to support a high quality of life and place for our community. Vision Statement

El Paso will have safe and beautiful neighborhoods, a vibrant regional economy, and exceptional recreational, cultural and educational opportunities.

Values

Integrity, Respect, Excellence, Accountability, People



Mission Statement

Deliver excEptional services to support a high quality of life for our pets, ensuring their five freedoms.

Vision Statement

El Paso will be the leader in animal welfare.

Values (PAWS)

Professionalism

Accountability

Willingness

Service

Five Freedoms

Freedom from hunger and thirst.

Freedom from discomfort.

Freedom from pain, injury or disease.

Freedom to express normal behavior.

Freedom from fear and distress.

El Paso Animal Services – Branding & Messaging Guidelines

Use of Organizational Name

When written in full, our name should appear as: **El Paso Animal Services**

When abbreviated, our name should be written as: **EPAS**

The word “the” is not part of our name. When it appears before our name, it should be written as “the,” and only used when needed for grammatical correctness. Our title should **not** be used in alternated order such as ‘Animal Services of El Paso’.

Important Terminology

Instead of...	Use...
Animal Control	Animal Care or Animal Protection
Dog pound	Shelter
Homeless (when referring to a person)	Person/people/neighbor facing homelessness or houseless community member/person
Animal Control Officer(s) / Dog Catcher	Animal Protection Officer(s)
Rescue	Shelter
Animal	Pet (when possible)
Stray Cat	Community Cat
Stray Dog	Lost Pet/Dog

Key Messages

- El Paso Animal Services is the only open-admission shelter for the entire El Paso County, serving over 800,000 people, 4 Animal Welfare Agencies, caring for almost 20,000 pets a year.
- In 2016, El Paso began a lifesaving journey to reach ‘No-Kill’ status, working to save every healthy, treatable and habitable animal that comes into the shelter.
- Every pet that comes into El Paso Animal Services is treated as an individual with every effort made to provide the care that pets need to find a lifesaving outcome.
- On top of caring for the tens-of-thousands of pets that enter the shelter, EPAS also serves an additional 10,000+ number of owned and community pets through trap-neuter-return/community cat programs, Resource Rover, animal protection services, free and low-cost pet wellness services.

- All programs and efforts are done to align with the department's six strategic goals, and the City of El Paso's strategic goal 8, Nurture and Promote a Healthy, Sustainable Community, and subgoal 8.3, Sustain the Live-Release Rate.

Visual Representation

Any visual material representing the department must ensure it is following the EPAS Brand and Visual Style Guide, which can be found on the department's Animal Services Sharepoint under the folder *LOGOS*.

All representation of the department's identity or logo use must be approved by the Marketing and Public Engagement Manager prior to distribution or printing. This includes, but is not limited to; partner event graphics utilizing the department's logo, program or department merchandise, signage, flyers, etc.

General Code of Conduct

Purpose and Intent

The purpose of the Code of Conduct is to promote an attitude of goodwill, cooperation and professionalism among colleagues and the public, along with expectations of the employee that will result in a more efficient performance by the employee, thereby increasing the effectiveness of the Department.

Basic Duties

Employees are responsible for the safe, proper, and efficient performance and completion of assigned responsibilities and duties. Employees will remain in compliance with all policies, procedures and general orders of the Department and City.

Conduct and Behavior

Employees, whether on or off-duty, are governed by the everyday practical rules of good conduct and behavior of a law-abiding citizen. They should not exhibit any behavior that may bring reproach or discredit upon himself/herself or the Department. City employees will conduct themselves with integrity and in a manner that reflects favorably upon the City of El Paso.

Creating Dissension

Any attempt to create or support dissension in the Department is prohibited. Employees will not behave in any manner or make statements, oral or written, directed at their colleagues that

have or could have a negative effect of the order of the Department. City employees are prohibited from practicing or participating in initiation activities within the Department.

Chain of Command

The chain of command should be followed and adhered to at all times. The only exception to this would be a situation in which the direct supervisor is directly involved, requiring the next level supervisor/manager to intercede

Sexual Harassment

Policy

The City of El Paso and El Paso Animal Services is committed to providing a workplace that is free from sexual harassment. Sexual harassment in the workplace is against the law and will not be tolerated. When the Department determines that an allegation of sexual harassment is credible, it will take prompt and appropriate corrective action.

What is Sexual Harassment?

Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constitutes sexual harassment when:

1. An employment decision affecting that individual is made because the individual submitted to or rejected the unwelcome conduct; or
2. The unwelcome conduct interferes with an individual's work performance or creates an intimidating, hostile or abusive work environment.

The following unwelcome actions are inappropriate, and depending on the circumstances may meet the definition of sexual harassment or contribute to a hostile work environment:

- Sexual pranks or repeated sexual teasing, jokes or innuendo.
- Verbal abuse of a sexual nature.
- Touching or grabbing of a sexual nature.
- Repeatedly standing too close to or brushing up against a person.
- Repeatedly asking a person to socialize during off-duty hours when the person has said no or has indicated he or she is not interested. Supervisors in particular should be careful not to pressure their employees to socialize.
- Giving gifts or objects that are sexually suggestive.
- Repeatedly making sexually suggestive gestures.
- Making or posting sexually demeaning or offensive pictures, cartoons or other materials in the workplace.
- Off-duty, unwelcome conduct of a sexual nature that affects the work environment.

A victim of sexual harassment can be a man or a woman. The victim can be of the same sex as the harasser. The harasser can be a supervisor, co-worker, other Department

employee or a non-employee who has a business relationship with the Department.

Employee's Responsibilities

An employee who believes that he or she is the victim of sexual harassment should promptly report the offending behavior. It is not necessary for the employee to take all of these steps listed below; if an employee feels that any of the following steps would not be desirable because of the circumstances surrounding the sexual harassment, the employee may at any time, report the behavior directly to the Human Resources Director.

Any employee who believes he or she has been the target of sexual harassment is encouraged to inform the offending person verbally or in writing that such conduct is unwelcome, offensive and must stop. If the employee does not wish to communicate directly with the offending person, or if such communication has been ineffective, the employee has multiple avenues for reporting allegations of sexual harassment and/or pursuing a resolution.

Employees are encouraged to report the unwelcome conduct as soon as possible to a supervisor.

If the employee is not comfortable in reporting to the immediate supervisor, he/she may report the behavior to a supervisor higher in the Chain of Command, or he/she may go directly to the Director.

If the employee is not comfortable in reporting the behavior within the department, he/she may report the behavior to the Human Resources Director. The employee must, either verbally or in writing, state the specific details of the sexually harassing behavior.

If an employee is unsure whether behavior constitutes sexual harassment, he/she should confer with the Human Resources Director.

If an employee observes a violation of this policy, to include third parties, such as vendors or customers, a report must be made as described above.

The Department's Responsibilities

If the Department receives an allegation of sexual harassment, or has reason to believe sexual harassment is occurring, the Department will take the necessary steps to ensure that the matter is promptly investigated and addressed. If the allegation is determined to be credible, the Department will take immediate and effective measures to end the unwelcome behavior. The Department is committed to take action if it learns of possible sexual harassment, even if the individual does not wish to file a formal complaint.

Department managers and supervisors who observe, are informed of, or reasonably suspect incidents of possible sexual harassment must immediately report such incidents to the Department Director or Human Resources Director, which will initiate a prompt investigation. Failure to report such incidents to the Department Director or Human Resources Director will be considered a violation of this policy and may result in disciplinary action. The Department Director or Human

Resources Director will provide guidance as needed on

investigating and handling the potential harassment. Managers and supervisors should take effective measures to ensure no further apparent or alleged harassment occurs pending completion of an investigation.

Manager/Supervisor Procedures

It is the responsibility of all managers/supervisors to ensure that their employees are adequately informed of the City's Sexual Harassment Policy, and that their employees are able to work in an environment free of sexual harassment.

When a complaint of sexual harassment is received, it should be given immediate attention and reported to the Human Resources Director and the Department Director.

Managers/supervisors must conduct a preliminary investigation into all complaints of sexual harassment. Should any assistance be needed in the investigation, assistance should be requested from the Human Resources Director.

Managers/supervisors should ensure that, at their level, complaints of sexual harassment and the investigation into the allegations remain confidential. No information concerning a complaint of sexual harassment should be released to a third party or to any unauthorized staff within the City. If any sort of request for release of information concerning a complaint or investigation of sexual harassment is received, the City Attorney's Office should be notified immediately.

Confidentiality must be maintained throughout the investigation. Failure to maintain the confidential nature of an investigation may result in disciplinary action.

Retaliation

The Department will take necessary steps to protect those employees who, in good faith, report incidents of potential sexual harassment from retaliation. It is a violation of both federal law and this policy to retaliate against someone who has reported possible sexual harassment. Violators may be subject to discipline.

Obedience of Rules

Violations

Violation of any rules, procedures or general orders of the department, failure to comply with any order of a manager/supervisor or failure to perform assigned duties properly will be considered sufficient cause for disciplinary action. Failure to report a violation is also a violation. The Department utilizes the City of El Paso's Disciplinary Matrix that may include reprimand, suspension, demotion or dismissal from the Department.

Insubordination

The deliberate refusal from an employee to promptly obey a lawful and reasonable assignment given by a manager/supervisor can be deemed insubordination.

Clarification of Orders

Employees who are in doubt as to the nature or detail of their assignment should seek information from their immediate supervisor.

Reporting Unlawful Orders

Employees who believe they have been given unlawful, unjust or an improper order should report in writing the full facts of the incident together with their own action to the Director through their Chain of Command.

Appeals from Unlawful Orders

Employees may appeal for relief from orders or instructions that are unlawful. Such appeals must be made in writing to the Director.

Reporting Violations

All employees are responsible for immediately reporting violations of rules, procedures or general orders to their immediate supervisor. In cases where the immediate supervisor is the violator, the next supervisor in the Chain of Command should be contacted. Severe violations should be interpreted as those violations that would tend to adversely affect the safe, proper and efficient operation of the Department, or may serve to damage the reputation of the Department.

Reporting Responsibility

Employee's Responsibilities

Employees are responsible for reporting to their immediate supervisor any and all matters which may affect the operation or interest of the Department. Employees should consult with their immediate supervisor to determine reporting requirements.

Arrest, Warrant(s) or Conviction

Any employee who has been arrested, indicted, convicted, has received deferred adjudication because of an offense, or has outstanding warrant(s) must notify their immediate supervisor and the Director, in writing, within 24 hours. With the exception of routine traffic tickets, law enforcement citations for misconduct (e.g. public intoxication, disorderly conduct, petty theft,

etc.) must also be reported. Failure to comply with these requirements may result in disciplinary action.

Employee Orientation Training

All City employees are required to attend the New Employee Orientation (NEO) conducted by numerous departments within the City. The NEO training covers subjects such as benefits, safety and customer service.

In addition to NEO, all Animal Services employees are required to take an additional safety training that covers safe animal handling practices and the Department Orientation that provides a brief overview of Animal Services.

Customer Service Guidelines

These guidelines will clarify the standards of customer service excellence for El Paso Animal Services.

Kindly acknowledge any customers in your vicinity.

Be courteous, keep eye contact, and smile if possible when speaking to them.

Ex: When in the vicinity of customer, say "Hello! Have you been helped?" Proceed to assist, or if currently busy, reassure them that we will help them shortly.

- Communicate with fellow staff members, alerting them of the customer's needs.
- Wear City ID badge and make sure your name is visible.
- Dress appropriately and according to the department's dress code.
- Introduce yourself by name and title.
- Be mindful of your tone. Treat each customer as if they are the most important guest you will help all day.
- Ask how the customer can be helped or if they need further guidance. Answer any questions to the best of your ability. If you do not have a concrete answer for them, let them know you will work on getting them one and/or lead them to the right person/area.
- Repeat the customer's name in conversation. If applicable, offer your business card.

If you are able to assist the customer yourself (i.e. show a dog/cat for adoption), do so kindly. If not, let the customer know that you are going to find them someone to help. Try to follow up with the customer when you are free to ensure they got or will soon get assistance. End every customer interaction by thanking them for visiting, adopting, fostering, etc.

- Show respect and empathy for the customers. Some come in and are very frustrated or emotionally distraught. Again, treat each customer as if they are the most important guest you will help all day.
- Present a positive image at all times. This includes, language, tone, and appearance.
- No use of profanity or eating in public spaces. Be mindful of conversation topics; what maybe a minor issue/item to you, can be heartbreaking for others. No "shelter_humor." Practice good personal hygiene and grooming.

Escalation Policy – When dealing with difficult situations or complaints that are unable to be addressed at the initial level, the issue will be escalated to the appropriate program manager for follow up.

- Community Programs – Joe Cortez
- Administration/Customer Service – Carmen Melgosa
- Field Enforcement – Gina Ramirez
- Shelter Operations – Janette Martinez or Sally Singleton
- Marketing & Public Engagement – Michele Anderson
- Community & Pet Support – Kristen Gurrola
- Animal Services Shelter Manager – Adan Parra

W – Work with customer

O – Offer utmost respect

O – Offer assistance

F – Follow up

B – Be courteous

A – Assist the customer

R – Refer customer appropriately

K – Kindness will save a life

1. Field In-Person Standards

Introduce yourself: Good Morning/Afternoon/Evening, sir/ma'am. I am Officer _____ with the Department of Animal Services. How are you doing?

Acknowledge yourself: The reason for my presence is because _____. Be mindful of body language. Our intention is to be a friend and not an adversary.

Protect confidential information: Do not release any personal information to anyone.

- **Promote services:** Take the time to promote services the department offers. For example, low-cost clinic, spay/neuter clinic, volunteer services.
- **Conclude yourself:** Thank individual regardless of the situation. Ask, do you have any questions? Acknowledge you have business cards and provide one. We want to leave each encounter on a positive note; the customer should welcome your presence if you are to see them again.

- Equipment/uniform: wear City-issued ID badges where it can be seen. Dress appropriately, adhering to the Department's dress code. Practice good personal hygiene and grooming.
- Respect differences in values, cultures, beliefs and ages. A good practice is to treat them as if they were family, meaning you would help them no matter what the situation may be.
- Maintain a clean and safe environment at all times.

Escalation Policy – When dealing with difficult situations or complaints that are unable to be addressed at the initial level, the issue will be escalated to the appropriate program manager for follow up. Do not get aggressive or rude when situations need to be escalated.

Let customer know that in order to best serve them, you will be asking for assistance.

- Community Programs – Joe Cortez
- Administration/Customer Service – Carmen Melgosa
- Field Enforcement – Gina Ramirez
- Operations – Janette Martinez
- Marketing & Public Engagement - Michele Anderson
- Community & Pet Support – Kristen Gurrola
- Animal Services Operations Manager – Adan Parra

2. Telephone Standards

- Telephone calls will be answered promptly within 3 rings if possible. In order to do so, phone audio levels need to be set at the highest level. It is not acceptable to lower audio on phones, and staff will be addressed as appropriate if being found to do so.
- All calls will be answered courteously and will include a greeting, our facility name, your name, and an offer to assist. Example: Good morning, Animal Services. This is _____ . How may I help you?
- Voicemail messages will be checked and responded to on an hourly basis in each department. Program managers/supervisors need to ensure this occurs and are responsible for calls that are not returned.

Before transferring a call, staff will understand the nature of the call to ensure that it is transferred to the correct department. Prior to transferring, advise the caller of the department, phone number, and, if applicable, the name of the person you are transferring to. Staff will advise callers if they reach voicemail, they will get a call back today. If the needed staff member is out of the office that day, it is the responsibility of the supervisor to respond to the caller. In

order for this to happen, the original call taker should follow up with an email to staff member and the staff member's program manager/supervisor following the transfer of the call.

Escalation Policy – When dealing with difficult situations or complaints that are unable to be addressed at the initial level, the issue will be escalated to the appropriate program manager for follow up. Do not get aggressive or rude when situations need to be escalated. Let customer know that in order to best serve them, you will be asking for assistance.

- Community Programs – Joe Cortez
- Administration/Customer Service – Carmen Melgosa
- Field Enforcement – Gina Ramirez, Task Force and Department Leadership
- Operations Supervisor – Janett Martinez
- Marketing & Public Engagement - Michele Anderson
- Community & Pet Support – Kristen Gurrola

3. Written Standards

- Be grammatically correct
- Always be positive
- Put yourself in customer's shoes
- Write professionally, but naturally as well
- Show genuine interest in what the customer is saying
- Never make customer feel inferior
- Use customer's name, make it personal
- Address every issue customer has, have an answer
- Be honest if we do not know something; can ask someone that will know to give customer correct answer.
- All correspondence should be fact-based, without personal feelings.
- Proofread all documents and emails before pressing 'send'. All messaging should be consistent, yet personalized.

Escalation Policy – When dealing with difficult situations or complaints that are unable to be addressed at the initial level, the issue will be escalated to the appropriate program manager for follow up. Do not get aggressive or rude when situations need to be escalated.

Let customer know that in order to best serve them, you will be asking for assistance.

- Community Programs – Joe Cortez
- Administration/Customer Service – Carmen Melgosa
- Field Enforcement – Gina Ramirez
- Shelter Operations Supervisor – Janette Martinez

- Marketing & Public Engagement - Michele Anderson
- Community & Pet Support – Kristen Gurrola
- Animal Services Operations Manager – Adan Parra

6. Social Media Standards

PURPOSE: Social media is a powerful communication tool that has a significant impact on the organization’s reputation. The following policy has been created to clarify how best to enhance and protect the department’s reputation when participating in social media on behalf of the department’s officials.

SCOPE: All employees, volunteers, partners

DEFINITIONS

- **Social Media** – Media designed to be disseminated through social interaction, created using highly accessible and scalable publishing techniques. Examples to include, but are not limited to: Facebook, Twitter, Instagram, YouTube websites and blogs.
- **Comments** – Messages, images, emoticons/stickers left by followers and page visitors that can be publicly viewed. Comments can be made on videos, photos or posts made by the social media manager.
- **Direct Messages (DM)** – Messages sent to a social media page that are only viewable to the social media manager and the individual that sent it.
- **Follower** – An individual that follows, interacts, engages with a social media page.

PROCEDURE -

Responding – Respond to questions and concerns within a day, but try to reply within an hour during business hours. If a comment or direct message is positive (thank you, complimentary, etc.), a response can include the following:

- “Thank you for your support, Susan!”
- “We think he’s adorable, too!”
- Comment, “Like” or “Reaction”

Responsiveness, even to a positive comment, shows organization-engagement and increases the likelihood of followers to engage more often. Responsiveness also shows followers that the organization will answer questions and concerns instead of ignoring them.

Complaints – Conversational tone, include the customer’s name in the response, let the customer know how the issue is being fixed or at the very least, addressed, and acknowledge situation in response. If the complaint is regarding a negative experience, apologize first, take ownership of the mistake or negative experience and address the situation accordingly.

- For example: “Hello John, thank you for reaching out to us and letting us know. We apologize for your experience and are forwarding it to our administration to address and ensure this does not happen again.”
- If the complaint is made on a Comment, address the situation and apologize by responding to the comment, and then follow up with a Direct Message with additional details or information.
- Sometimes, a complaint cannot be fully addressed through Direct Messages and Comments, and will need to be addressed through the Escalation Policy.

Escalation Policy – When dealing with difficult situations or complaints that are unable to be addressed at the initial level, the issue will be escalated to the appropriate program manager for follow up. Do not get aggressive or rude when situations need to be escalated. Let customer know that in order to best serve them, you will be asking for assistance.

- Community Programs – Joe Cortez
- Administration/Customer Service – Carmen Melgosa
- Field Enforcement – Gina Ramirez
- Operations – Janette Martinez or Sally Singleton
- Marketing & Public Engagement - Michele Anderson
- Community & Pet Support – Renee Rojas
- Animal Services Shelter Manager – Adan Parra

Questions – Provide a solution. For example, if a customer is requesting whether a certain dog is still available for adoption, but has already been adopted, provide the link to the website for currently adoptable pets and invite customer to visit us in person.

“Hi Jessica. Sorry, but Pepino has already been adopted. However, we often do get miniature poodles at the shelter. We definitely encourage you to visit our website at www.elpasoanimalservices.org or visit us at the shelter if you’re looking to adopt. Thank you!”

Deleting Comments and Messages – It is against City of El Paso policy to delete any post. The City of El Paso Animal Services Facebook page has a filter that automatically hides any posts containing profanity.

Employee Recognition Program

The Employee Recognition Program was developed to formalize the nomination, selection and recognition of employees who demonstrate and deliver superior customer service.

Levels of Recognition

- Quarterly PURR Award – Positivity Understanding Responsibility Respect.
- Customer Service Employee of the Year Award.

Quarterly PURR Award Process Nomination

- Any full-time, permanent or contract employee can submit a nomination form.
- Employees may not self-nominate.

- Current members of the Customer Service Committee (CSC) are precluded from being nominated, but may submit nominations.
- Employees can be nominated more than once, and receive more than one award in a calendar year.
- Automatic nomination for mentions by City Council, Mystery Shopper, and/or the general public.
- The nomination form is available on the Department of Animal Services drive; completed forms can be sent to any CSC member, who will review for completeness before forwarding to entire CSC for review and consideration.

Criteria

- City of El Paso Core Values – Integrity, Respect, Excellence, Accountability, and People.
- Recognizing employee excellence in the area of customer service Employee must be employed for the entire month they are nominated in. † No discipline pending against employee.

Voting

- After consideration and discussion on all nomination forms submitted for the quarter, the CSC will choose the quarterly awardee by a nomination that must be seconded, and followed by a majority vote. The CSC Chair will notify the Director of the outcome.
- Members of the CSC and the Director will keep nominations and voting in the strictest confidence.

Recognition

- Designated parking spot for “Employee of the Quarter” at the shelter.
- Award copy will be sent to City HR for inclusion in the employee’s personnel file.
- Employee of the Quarter nomination summary will be displayed along with a photo, at both the shelter and the field office for the duration of the first quarter, until the next Employee of the Quarter is awarded.
- Presentation of the “quarterly” award to the awardee will take place at their workplace during a staff meeting, or a special meeting to recognize the employee amongst their peers. The employee’s direct supervisor will present the award along with the Director.
- The employee will receive a PURR award certificate and a PURR lanyard.
- PURR Award Certificate Process
- Recipient is selected by the CSC.
- Employee name, 1st quarter of award and the nomination summary is forwarded to the Public Affairs Specialist for preparation of the certificate. This information will be held in the strictest confidence.
- The certificate is forwarded to the Director for signature.

- The signed certificate is forwarded to the
- CSC Chair for coordination of time, date and location to present the certificate to the recipient.
- **Employee of the Year Award**
- Nomination, criteria, voting and recognition of employees for the Employee of the Year Award will follow the same general guidelines as above, with the following additions and/or changes:
- Nomination
- Nominations and awardee announcement will be made in December of each year.
- All PURR Employee of the Quarter Award recipients during the calendar year are automatically nominated for Employee of the Year.
- The CSC will review and consider all quarterly awardees in the calendar year. The winning awardee will be chosen by a nomination that must be seconded and followed by a majority vote. The CSC Chair will notify the Director of the outcome.

Criteria

- Employee must have been employed by the Department for the entire year in which they are nominated.
- Employee must be a previously awarded PURR Employee of the Quarter to be considered for Employee of the Year.
- No discipline pending against employee.

Voting

- Voting pool will consist of all Employee of the Quarter awardees in the calendar year.
- Employee of the Year will be chosen by a nomination and a second, with the majority vote deciding the awardee.

Recognition

- The awardee will be recognized with a personal keepsake plaque, and their name will be added to the Employee of the Year plaque located in the shelter lobby for public recognition.
- **Term Limits for Customer Service Committee (CSC) Members** CSC members will serve on the committee for a term of one year. New members will be selected on an annual basis, in January.

Department Property

Personal Responsibility

Employees are personally responsible for maintaining assigned property or equipment in the proper condition. The damage to, loss of, or deterioration of any property or equipment assigned to your responsibility due to gross negligence, carelessness or indifference may result in disciplinary action

Department Identification Cards

The City of El Paso requires all employees to carry their identification cards while on duty. Original ID cards are provided at no charge to the employee and produced while on duty. Uniformed employees are photographed in the work uniform of their current assignment. It is the responsibility of the employee to ensure that their ID card is current and accurate. Inaccurate cards, worn or damaged cards, and cards that do not work will be replaced at no cost to the employee. ID cards are the property of the Department. Lost or stolen ID cards must be reported immediately so that a replacement card may be issued and the lost card can be deactivated. There is a non-refundable fee for lost or stolen cards.

Property Damage or Loss

Employees must immediately report damage or loss of any Department-owned property, regardless if equipment is personally assigned or assigned to your workstation. Reporting will be completed through the employee's chain-of-command.

Letter to the Director

When property is damaged or lost, the involved employee(s) will be required to write a letter to the Director, fully explaining the circumstances and factors surrounding the situation and preventative measures that may be taken to prevent reoccurrence.

Property Damage Report

A Property Damage Report must be completed.

Statement of Prosecution

It is the City of El Paso's policy that employees sign a statement of prosecution when City property under the employees' control is marred by graffiti and the Police Department locates the suspected perpetrators.

Terminating from Service

When an employee of the department resigns or is discharged, the employee must return all City property to the appropriate supervisor.

Departmentally-Owned Property

Departmentally-owned property should be turned in to the appropriate supervisor

Department ID

The identification card issued by the Department should be turned in to Payroll or Human Resources.

Donated Items

All items purchased by or donated to the Department become City property. The Director or his/her designee can transfer donated items to other City departments. Staff should notify Animal Services management of any items that are not used or broken so that the items can be properly disposed of through the City's Capital Asset Management Division.

Outside Employment

Employees involved in outside employment must be in good standing with the department, no longer on initial probationary status, and not on leave due to illness, injury or temporary disability. Employees participating in outside employment are subject to call-out in the event of an emergency. If called upon, employee will be required to leave their outside employment assignment. Employees applying for or working outside employment will adhere to the following procedures:

- Work hours may not conflict with the employee's performance of duty. (Refer to HR Policy)
- Outside employment applications must be completed. All information included must be as specific as possible, particularly the employee's current work schedule and that of the outside employment.
- Employees will adhere to all policies and procedures of the Department while participating in outside employment.
- Outside employment is limited to 25 hours per week.
- Total scheduled hours worked, to include both regular and outside employment, cannot exceed 65 hours in one week.
- Employees participating in outside employment of any kind must obtain authorization from the Director every two years. To continue outside employment without interruption, renewal must be approved prior to the expiration date.

- Permission for participation in outside employment may be revoked if it is determined that the employment is not in the best interest of the Department.

Equal Employment Opportunity Policy (Ordinance 15410)

In accordance with the City of El Paso Personnel

Policies and Procedures, it is the policy of El Paso Animal Services to afford an equal employment opportunity for advancement in employment and for continuation of employment to all individuals, regardless of their race, color, religion, sex, national origin, age or disability status, except where specific age, sex, or physical requirements constitute a bona fide occupational qualification necessary to the proper and efficient operations of the division. City Ordinance indicates it is illegal to use City services for personal use or have contractors perform personal favors or to accept personal favors from contractors or suppliers.

Employees will follow the guidelines as set forth in the City's Ethics Ordinance. A complete copy of the City Ethics Ordinance can be found on the City website or requested from the

City's Administrative Office, (Title 2, Chapter 2.92, Ordinance 015293 - 2002, and

Ordinance 017112

– 2009).

[http://www.elpasotexas.gov/~media/files/coep/city attorney/ethics ordinance 292.ashx?la=en](http://www.elpasotexas.gov/~media/files/coep/city%20attorney/ethics%20ordinance%20292.ashx?la=en)The

City of El Paso has established an Ethics Hotline that can be used by employees to report any unethical or illegal acts. The Ethics Hotline number is (866) 614-9688. Employees will not accept any gift or gratuity from businesses that the department does business with or from members of the public.

Drug Free Workplace Policy

The City of El Paso has a vital interest in maintaining safe, healthful and efficient working conditions for its employees. Being under the influence of alcohol, or the presence of certain drugs in the body, may pose serious safety and health risks not only to the user but also to all those in contact with the user. The purpose of this policy is to provide for a safer environment for all employees and the public. It is intended that this policy will be interpreted and implemented in a manner consistent with all state and federal employment laws and mandates regarding substance abuse in the workplace. The City has a zero-tolerance policy for testing positive for drugs or alcohol and for refusing to test.

Records Retention

State law requires certain documents to be retained for different periods of time according to the State of Texas record retention requirements. Records retention and storage is under the direction of the Information Technology Department-Records Management Section. El Paso Animal Services staff will maintain and dispose of all records according to the Information Technology Department and the State of Texas record retention and disposal schedules.

Confidential Information

No one should reveal personal or other sensitive information to any unauthorized person.

Searches of City Property

Municipal facilities, offices and vehicles are provided for the sole purpose of facilitating the work of the City, and as such, work places and workspaces (offices, desks, file cabinets, lockers, and City-owned vehicles) are subject to random investigator searches for evidence of suspected work-related employee wrongdoing or misconduct. Entry and inspection without notice can be made, even if you have placed a personally owned lock on City property. Your personal items, such as handbags or briefcases, cannot be inspected. You will be required to sign an acknowledgment form to be placed in your personnel file indicating you have reviewed this policy.

Accident Investigation

The Shift or Operation Supervisor will respond to incidents that involve:

- All motor vehicle accidents involving El Paso Animal Services vehicles
- Fires
- Robberies
- Assaults
- Shooting incidents
- Hostage or kidnapping situations
- Attempted assaults
- Injuries
- Animal attacks
- Directive from higher authority

Guidelines for Injury to an Employee or Third Party

In the event of an incident involving injury to an employee or third party, call 911 immediately and follow the procedures outlined below:

- Try to keep the injured person lying down.
- If the person is in shock, cover with a blanket, towel or jacket and keep them still.
- Do not give fluids to unconscious or semi-conscious persons.
- Keep others from crowding around and give encouragement to the injured.
- If a citizen or any third party is injured by one of our employees, our equipment or our pets, always call 911 so that the injured person receives medical attention. The employee or the injured individual will not decide as to whether the injured person needs medical attention or not.

Animal Bites and Reporting Requirements

A person who knows of an animal bite or scratch to an individual must report the incident as soon as possible but not later than twenty-four hours from the time of the incident.

Report Severe Bites to Supervisor

When investigating a bite case and you find that it is a severe injury, the incident must be reported to the immediate supervisor or the supervisor on duty. Severe bites include but are not limited to:

- Multiple bites
- Severe lacerations requiring reconstructive surgery or multiple stitches
- Broken bones
- Hospitalization
- Death
- Bites from the shoulder and above

Bite/Exposure Paper Documentation

Bite Case paperwork must be filled out on ALL bite and exposure cases. This is to ensure that all pertinent information is documented during a bite investigation and provide better tracking of bites by supervisors.

- When working a bite, a 'Bite Incident Worksheet' must be completed and entered in Petpoint.
- The employee first responding to a bite case or knows about a bite incident must generate a bite case record and contact victim, third party reporter and possible owner of biting animal.
- Employee that receives bite report must conduct and complete the investigation as efficiently as possible.
- Any pending bite cases must be relayed to area officer and supervisor.
- Complete a quarantine order, quarantine slips, medical or UATA forms.

[Staple all collected forms and place them in the completed bite case folder.

If it is not completed, put the paperwork in the incomplete bite case folder.]

- Whoever completes the case should ensure all pertinent documentation and forms are stapled together and placed in the completion folder.

Reporting Injuries

All injuries must be reported in accordance with Ordinance 8064 Section 4.4, Accident with Pay (AWP). Employees are responsible for following all provisions of the AWP ordinance available for review by asking their supervisor. The following should be considered as specific instructions for employees and are in addition to the provisions of the AWP ordinance:

- Any employee, who is injured in any way, including minor injuries, must report such injury to their immediate supervisor or on-duty supervisor immediately. Injury Reports must be completed even in the event that medical treatment is not required or no claim for medical care is filed.
- Failure to make an immediate report may be cause to deny AWP.
- Supervisors, upon notification, must investigate the incident and complete the required Supervisor's Investigation Report Form within 24 hours. The completed form should be filed with Human Resources and the Director within one (1) day after the injury is reported.

Reports

- Reports are to be legible, accurate and contain all necessary information.
- Employees are responsible for completion of all forms.

Hour of Operations

The hours of operation are designed to ensure that all animals in the shelter are properly and humanely cared for and that the public has ample opportunity to conduct business at El Paso Animal Services. Special events requiring hours other than those listed below must be approved by the Director.

Between the hours of 11:00 am – 6:00 pm, every day, the shelter is open to the public for all animal-related service.

Operations during City Holidays

During City-designated holidays, the cleaning and feeding schedule will be the same as the normal schedule. All animals are to be provided with adequate food and fresh water throughout the day. El Paso Animal Services staff will observe animals for abnormal intake / output, symptoms of illness or injury and any unusual behavior. Any abnormalities must be reported to a Veterinarian Technician or Veterinarian and noted in the database as a "Medical to Do". Disciplinary actions will be taken if procedures are not followed.

Attendance and Punctuality

It is important that every member of our team adheres to a high standard of punctuality and attendance. The efficiency of our operations depends on individuals fulfilling their scheduled responsibilities promptly and consistently. Absenteeism and tardiness not only affect personal performance but also pose challenges for co-workers who consistently uphold their commitment to regular and punctual work attendance. In this regard, please take a moment to familiarize yourself with the following policy, which will contribute to a more efficient work environment.

- Attendance and punctuality are core conditions of employment. Unsatisfactory attendance and tardiness will result in disciplinary action up to and including termination of employment.

- Personnel may clock in/out five (5) minutes before or after their schedule time. For example, an employee who is schedule to start their day at 9:30AM may clock in anytime between 9:25 and 9:35. Clocking in or out outside the ten (10) minute window will be considered an early clock in or tardy, both of which may lead to disciplinary action. Excessive violations, defined as three or more instances of being too early or tardy in a calendar month, will result in progressive disciplinary action.
- Employees who are tardy fifteen (15) or more minutes without the authority of their supervisor or acceptable authority shall be deemed absent without leave (AWOL) for the amount of time missed.
- All employees are required to be present at their designated workstations at the start of their regular shifts.
- Employees must promptly inform their immediate supervisor or follow the established chain-of-command at least thirty (30) minutes before their scheduled workday when an employee foresees being late or absent from work. If you are unable to contact a supervisor in your immediate chain-of-command, you must contact a supervisor from any other program who will, in turn, notify the affected supervisor. Acceptable forms of notification include direct phone communication. Messages via voicemail, email, text, or third parties are not permitted unless extenuating circumstances prevent direct contact. A supervisor may excuse an employee from being tardy for extenuating circumstances. The supervisor must submit an email to EPAS-Payroll with the reason(s) for excusing the tardy employee if they are tardy more than 15 minutes.
- Notification of being late or absent must be made by phone, ensuring that you successfully reach and communicate with a supervisor.

Off the Clock Work and Remote Access Device

El Paso Animal Services prohibits non-exempt employees who are paid on an hourly basis from performing work for the City without being paid for their work, commonly known as working "off the-clock". The law requires the City to compensate non-exempt employees for any work that they perform for the benefit of the City and the City is committed to honoring its legal obligations to do so.

It is a violation of this policy for any City employee with supervisory authority to explicitly or implicitly instruct any non-exempt employee to perform any work off-the-clock. Supervisors are prohibited from suggesting to non-exempt employees that performing work for the City without compensation is acceptable, or to adjust any non-exempt employee's time records to

deny them compensation for time worked. In addition, it is also a violation of this policy for nonexempt employees to voluntarily work off-the-clock for whatever reason, including lunch breaks. Occasional overtime may be required; however, all overtime requires prior approval by a supervisor. It is never acceptable for a non-exempt employee to work off the clock in order to avoid working overtime. It is the duty of anyone in a supervisor or HR capacity who is aware that "off-the-clock" is taking place, to make the employee aware they must either clock in or stop performing work-related tasks. The incident must then be reported to the employee's immediate supervisor to avoid future re-occurrences. Additionally, non-exempt employees generally should not use remote access devices for work-related reasons outside of their regularly scheduled hours. Occasionally, in certain approved circumstances, the use of such devices for work conducted outside of regularly scheduled hours will be permitted. However, non-exempt employees must be paid for all of the time they spend performing work-related tasks, including work performed outside of their regularly scheduled hours.

The term "remote access device" as used in this policy includes cell phones, smart phones, tablets, computers, lap top computers, home computers or any other devices with which an employee can use to work remotely. "Work" includes, but is not limited to, remotely accessing emails, conducting research, and preparing reports for official City business.

General Provisions

Non-exempt employees who wish to use a remote access device for any work-related reason must obtain the authorization of the Director or their designee prior to using the device. In addition, supervisors or managers who want any non-exempt employee that they supervise to use a remote access device for work-related reasons must obtain authorization from the Director or their designee prior to asking any non-exempt employee to use such a device. Failure of the employee or supervisor to obtain the required authorization may result in disciplinary action.

Approved non-exempt employees who use remote access devices for work-related reasons must limit their usage of such devices to work that either cannot be performed during their regularly schedule hours or that cannot be performed while they are on City premises.

This policy applies to all work that is related in any way to City business performed by a nonexempt employee while using a remote access device, regardless of whether or not the device was issued by the City.

Tracing and Recording Time

Authorized non-exempt employees who use remote access devices outside of their regularly scheduled hours for work-related reasons are responsible for accounting for their time and

recording it on the appropriate payroll form so that it can be recorded in Kronos by close of business the day after the work is performed, or as soon as it is feasible in situations where entering time the next day is impossible. Exceptions to entering time in Kronos before close of business the next day should be rare.

Non-exempt employees who conduct work remotely without obtaining prior authorization may be subject to discipline up to, and including termination.

Complaint Procedure for Off-the-Clock Work Violation

The City's complaint procedure provides for an immediate, thorough and objective investigation of any claim of conduct in violation of this policy. If any employee believes they have been required to work off-the-clock, they should provide a written or verbal complaint to their immediate supervisor, Director or the Human Resources Department as soon as possible. Once a complaint is received, the supervisor or Director must promptly notify the Human Resources Department. The complaint should be as detailed as possible, including the names of the individuals involved, the names of any witnesses and any documentary evidence. Information contained in the employee's complaint will remain confidential as much as reasonably possible.

Applicable laws prohibit retaliation against any employee by another employee or by the City for using this complaint procedure or for filing, testifying, assisting or participating in any manner in any investigation, proceeding or hearing conducted by a governmental enforcement agency.

Additionally, the City will not knowingly permit any retaliation against any employee who complains of conduct prohibited by this policy or who participates in an investigation.

All incidents of conduct prohibited by this policy that are reported will be investigated. The investigation will be completed and a determination regarding the reported conduct will be made. If the City determines that the conduct in violation of this policy has occurred; it will take effective remedial action. Appropriate action will also be taken to deter any future misconduct.

Consequences of Policy Violation

Supervisors must approve overtime in advance. Working unauthorized overtime hours including working on remote access devices outside of regularly scheduled hours, or failing to report overtime worked, will result in disciplinary action up to and including termination of employment.

Any employee, whether a supervisor, manager or non-exempt employee who is found to have engaged in conduct prohibited by this policy is subject to disciplinary action, up to and including immediate discharge from employment.

Overtime

In order to accurately and consistently record and report overtime expenditures, the following definitions will apply when an employee is being compensated for time exceeding his/her normal work hours.

Report Writing

All investigations to include, but not limited to bite investigations, cruelty investigations, accident, supplemental, or information reports that need to be completed by employees before the end of their shift, which carries them past their normal scheduled shift.

Routine Investigation

Investigations that are initiated by officers on the scene during their normal shift, which carries them past their normal scheduled shift.

Late Calls

Any type of call for service that officers receive at least one-half (1/2) hour before they are scheduled to complete their shift and carries them past their normal scheduled shift. This does not include officers who have returned to the station half (1/2) an hour before the end of their normal shift of duty to complete reports.

Investigative Call Out

Any type of call when an officer is called back to duty to conduct an investigation for. This applies if the employee is already off for the day or is on scheduled days off and is called in for an investigative purpose.

Personnel Shortage

Will apply only where there is a need to call in officers to duty or hold employees past the end of their regular shift because of a lack of on-duty resources and coverage. An example would be having a number of officers/employees calling in sick and officers are called in from their regular days off.

Overtime Slip

When overtime is worked, an overtime slip must be completed and signed by the employee's direct supervisor. Employees may not adjust their work schedules by covering any missed regular time with overtime worked.

Mandatory Lunch

Employees must be completely relieved of work duties while on a lunch break. Lunch breaks are mandatory. Generally, eating meals at your workstation is not acceptable. Nonexempt (hourly) employees who bring their lunch to work or order-in may eat in any break room or authorized area. Keeping these areas neat and orderly is a responsibility shared by each of us. Your cooperation in cleaning up after yourself is expected. Employees who work outside of City facilities are required to take their scheduled meal break unless otherwise authorized in advance. Non-exempt employees may not work through or while on their meal breaks unless authorized in advance by their supervisor.

Pay Administration

Pay Review

Employees may review their pay information in PeopleSoft beginning the Wednesday prior to pay day.

Questions Concerning Pay

Any questions concerning your pay and/or leave balances should be made to the departmental Payroll Clerk.

Perfect Attendance Program

Civilian employees may apply for the perfect attendance incentive, you may convert one day of SLP to SPD and receive a \$50.00 monetary award if you wish to do so. Employees can

participate in either one or both of the Perfect Attendance options. If you choose to receive both incentives, you must check off both boxes on the form. In order to be eligible, employees must have been employed and 'benefits eligible' (Regular Classified or Unclassified employees who accumulate sick and personal leave) on the first day of the time period (September 1 and/or March 1).

Perfect attendance is defined as having:

- No sick leave usage
- No absences for work-related injuries/Workers Compensation time
- No leave of absence time (voluntary or involuntary) (defined as, a period of time that one is away from his or her job with the City of El Paso, while maintaining the status of employee)
- No unexcused or unauthorized absence of any kind
- No absence for any disciplinary action (SUS)
- No unpaid excused absences
- No leave without pay (LWO) timecard postings of 0.50 or more. The following approved absences will not affect perfect attendance:
 - Paid vacation
 - Paid personal leave (SPD)
 - City holidays
 - Absences for attendance at authorized City-related business (e.g., conferences, training, etc.)
 - Funeral leave taken in accordance with Ord. 8065, Rule 6
 - Civil leave taken in accordance with Ord. 8064, Section 4.6
 - Military leave (up to 15 days)

Military Duty Activation

Employees called to active duty must notify the Director of their activation through the chain-of-command. Activated employees should contact the pension fund office to discuss available pension fund options.

Overpayment Recovery and Wage Reduction Policy

The City of El Paso takes all reasonable steps to ensure that employees receive the correct amount of pay in each paycheck and that employees are paid promptly on the scheduled paydays. In the unlikely event that there is an error in the amount of pay, actions will be taken in accordance with the City's Compensation and Benefits Policy.

On-Call Pay

On-call pay is established to provide payment for employees who are scheduled to respond after regular work hours or weekends and holidays to perform emergency or needed tasks. Subject to available funding, the Director may utilize on-call duty and pay when operationally necessary.

Employees designated as on-call are eligible for additional compensation as described below:

- One (1) hour of pay for each weekday (24-hour period) at employee's current hourly rate of pay.
- Two (2) hours of pay for each weekend day (24-hour period) and designated City holidays at employee's current hourly rate of pay.

The Director or their designee will determine individual(s) assigned on-call duty. An employee who is on-call must be available to receive and respond to a phone call or message and be able to report to work or a designated job site within the prescribed period, as set forth by the Director. On-call duty assignments are subject to the availability of funding and operational necessity. A current list of on-call employees will be provided to dispatch.

Exempt employees are not eligible for on-call pay unless authorized in advance by the Human Resources Director, the Department Head, or his designee.

Non-exempt employees will be paid for actual work performed pursuant to City pay rules, FLSA and all applicable Federal and State laws affecting non-exempt employees.

Swiping Out at the End of Shift

The Department recognizes the importance of an accurate, efficient and uniform time keeping system. With the implementation of KRONOS, employees are responsible for swiping in at the beginning of their shift and swiping out at the end of their shift. If employees are unable to swipe in or out due to court, training, or any reason other than it will be the employee's responsibility to send an email to EPAS-Payroll@elpasotexas.gov, copying their direct

supervisor, and providing the swipe in time/swipe out time and reason for not being able to swipe.

Tobacco-Free Workplace Policy

Smoking is strictly prohibited in all City buildings and vehicles. Employees may smoke on their own time and in designated smoking areas. While directly working with the public, employees will not use any tobacco products.

The City of El Paso is committed to providing an environment that does not encourage or facilitate initiation or continued use of tobacco. Tobacco use damages personal health and has the potential for decreasing productivity and professional appearance. Smoking and the use of all tobacco products is strictly prohibited on or in City property with the exception of designated tobacco areas away from entrances. City property means, but is not limited to, any buildings, facilities, structures or grounds owned, leased or controlled by the City of El Paso, including but not limited to, municipal service centers, landfills, buildings, and recreation facilities.

Safety

General Safety Rules The following is a general list of safety rules that must be followed. The list is not comprehensive and is meant to provide a guideline for employees.

- Fighting, horseplay, or distracting other employees is strictly prohibited.
- Clean your work area after work is completed, or when necessary.
- Every injury, regardless of its nature or extent, must be reported to the supervisor.
- Know what emergency procedures have been established for your job site (location of emergency phone, first-aid kit, evacuation plans, etc.).
- Observe the "No Smoking" rule around gasoline and other flammable materials, especially when refueling the vehicle.
- Supervisors must advise their employees as to what Personal Protective Equipment must be worn for their specific job duties. In turn, employees must wear their required Personal Protective Equipment when conducting their job duties.

Lifting

Always wear department issued PPE. Face the load squarely, place feet firmly for proper balance. Always bend knees to get a good grip on the load. Keep your back straight. Try to create a slight arch in the lower back by pushing your buttocks out and keeping shoulders back. Lift with your legs and keep the load close to your body. Arms and elbows should be tucked into the side of your body. Do not twist your body to change direction, change direction by shifting your feet. Be sure fingers and toes are in the clear before setting down materials and equipment. Use your full palm to grip, as fingers alone have little power. Do not lift or carry anything over 60 pounds without assistance.

Tools, Equipment, and Materials

All employees will be trained by their supervisor on the proper use of tools and materials for the job, and assuring that defective tools are replaced. The supervisor will also instruct the employee on how to carry or transport tools/equipment in a secure, safe manner and how to return them to their proper place after use. Materials will be examined for sharp edges, points and signs of weakness, etc. These must be rendered harmless before proceeding with the operation. Drivers are required to take care of their equipment, to include cleanliness and storing articles in authorized areas only.

Housekeeping work areas and walkways will be kept clean. All tools/equipment will be kept in order, sorted and organized. Unsafe equipment should be reported immediately and corrective action initiated. Always remove electrical plugs by pulling on the plug and not the cord. Clean up soil, sand, oil, or hydraulic fluid immediately. Know the location of the fire extinguishers and the procedure for using equipment to fight fires. Defects, as well as broken seals, on fire extinguishers must be reported to the supervisor. Keep heat, flame and sparks away from combustible materials. Turn off all motors, cell phones and radio communication devices while refueling. Store fuels only in approved containers. Use extreme caution around fuels. Only approved solvents should be used.

The safety policies and procedures for El Paso Animal Services encourages on-the-job safety for all employees in order to reduce injuries, accidents and to deliver the highest level of service to the public. All employees are responsible for knowing and observing all safety policies and procedures of the Department and the City of El Paso. Failure to do so may result in disciplinary action, up to and including counseling, suspension, and/or termination.

Personal Protective Equipment (PPE)

Employees who are required to wear Personal Protective Equipment (PPE) for their job duties will be trained by their supervisors as how to properly wear the PPE.

Supervisors will issue the proper PPE to their employees; if PPE is damaged or lost, the supervisor will issue replacement PPE.

Personal Protective Equipment may include:

Safety glasses/goggles-prescription eyewear also available

Ear plugs/ear muffins

Face shield

Coveralls

Leather gloves

Medical gloves

Nitrile/latex gloves

Scrubs

Aprons

Face masks

Respirators

Safety uniforms

Safety footwear/boots/rubber boots

Bullitt proof vest

Other PPE necessary for an employee's job duties

Rabies Vaccination of Employees

All El Paso Animal Services employees required to handle animals must be properly vaccinated with the pre-exposure rabies vaccine series. The following steps are to be taken to ensure that employees who will be handling animals are vaccinated against rabies before handling occurs:

- The Shelter Veterinarian or designated designee for the City of El Paso will call the rabies vaccine manufacturer and order rabies vaccine.
- Any employee with animal handling job duties will receive the vaccine in a two part series to be administered by an authorized agent.
- The first inoculation will be given once the vaccine is available and the rest will be issued following the guidelines set forth by the vaccine manufacturer.
- All employees that have received a Rabies vaccine will be given a Rabies Booster every five years, unless a Titer test reveals that their Titer is above the required level of >1:50.

Leave

General

Employees must utilize Kronos for all leave requests.

Balances

Balances of leave accruals are available on PeopleSoft. These are hourly balances and are up-to-date at the end of the latest pay period. They can easily be converted to days by dividing by eight hours or ten hours, as the case might be. All employees are responsible for monitoring their balances to prevent the loss of time that exceeds allowable limits in accordance with the Civil Service Commission Rules and Regulations.

Definition of Leave Codes

ACC/ACP/AWP - Accident with Pay - Leave granted for on duty injuries.

ADM - Administrative Leave - To be used by Payroll and as authorized by the department head or his/her designee.

AHT - Accrued Holiday Taken - Leave deducted from Accrued Holiday balances.

AWO - Absent Without Pay - Unauthorized leave without pay.

BHL - Birthday Holiday - To be used when birthday is taken during pay period that is being paid.

CVL - Civil Leave with Pay - To be used when summoned for Jury Duty or to court on matters related to the department.

CWP - Conference Leave with Pay

LWO - Leave Without Pay - To be used only by Payroll. Employees must request LWO by submitting a letter to the department head.

MIL - Military Leave - Military Orders with corresponding dates must be submitted.

SEL - Emergency Leave - Refer to Civil Service Rules and Regulations.

SLD - Dependent Leave - To be used for leave regarding the immediate family (sick son, daughter, spouse, mother, father/medical appointments). Normally, no more than two days per pay period may be authorized to permit necessary arrangements for care.

SLF - Funeral Leave - To be used for funeral leave in accordance with the Civil Service Rules and Regulations.

SLM - Maternity Leave - Supporting documentation must be submitted when requesting maternity leave.

SLP - Sick Leave - Leave deducted from Sick Leave balances.

SPD - Personal Day - Is limited to 32 hours per fiscal year.

SUS - Suspended Without Pay - To be used by Payroll only.

VAC - Vacation Leave - Leave deducted from Vacation Leave balances.

FML - Family Medical Leave - A Family Medical Leave form must be submitted with supporting documentation.

Vacation Leave

It is the policy of the City of El Paso to provide vacation leave for its employees. The approval of vacation is at the discretion of the Director or their designee.

Procedure:

- A. **Eligibility:** Employees are eligible for paid vacation time as established by Civil Service Rules and Regulations.
- B. **Request for Vacation:** Employees must obtain prior approval from their supervisor in order to use their vacation leave. Under certain circumstances, such as business necessity, it may be appropriate for a supervisor to deny an employee's request for vacation leave. For this reason, employees and supervisors are encouraged to plan vacation with as much advance notice as possible. At a minimum, an employee must request vacation in advance equal to the amount of vacation time requested, i.e., one full working day in advance for every one day of vacation requested.
- C. **Using Vacation Leave:** Employees must report and record vacation leave as required by their department
- D. **Accrual:** Vacation leave will be accrued at a rate established by Civil Service Rules and Regulations

Eligibility for vacation leave is dependent upon employee status, as described earlier under EMPLOYMENT POLICIES. The City encourages you to make regular use of vacation time since the annual vacation benefit is designed to provide you with an opportunity to rest and enjoy a departure from the normal work routine. Vacations are scheduled each year at the convenience of the City and the employee. Every effort will be made by the City to allow you to take vacation according to the schedule that is most convenient to you. The entire vacation period need not be taken at once. With your immediate supervisor's approval, it may be separated into more than one period to be taken during the year.

Accrual

All regular employees accrue vacation credit per pay period. For each pay period completed by the employee in the City Service, vacation is earned and calculated, per employee's date of employment according to the schedule below: For 0-5 years of service (96 hours):

40 hour per week employees – 3.70 hours per biweekly pay period for >5 to 15 years of service (136 hours):

40 hour per week employees – 5.24 hours per biweekly pay period for >15 or more years of service (160 hours):

40 hour per week employees – 6.16 hours per biweekly pay period

The maximum accrual for vacation leave is 400 hours.

Employees who are in an unpaid leave of absence status will not accrue vacation until they return to work on a regular basis.

The City does not advance vacation time. Vacation time charged by an employee who has insufficient vacation hours available will be treated as leave without pay.

Limitations: Every effort will be made to grant your requests to take vacation when requested; however, vacation requests are subject to the needs of the business, which includes having an adequate staff at all times.

Following termination of employment, employees who have completed one year of City employment will be paid at their current rate for unused earned vacation leave remaining at termination. However, all or a portion of the unused leave may be used prior to payout to offset or repay the City for any outstanding loans or any other indebtedness owed by the employee to the City of El Paso, as permitted by applicable laws and City policy.

FMLA

General

An employee may apply for Family Medical Leave in accordance with Civil Service Rules, Rule 6, Section 2h.

Eligibility

Eligible employees include:

- Employees with one or more years of City service who have worked at least 1,250 hours in the past "rolling" 12 months.
- Employee with a serious medical condition, including Worker's Compensation.
- For birth, adoption, or foster care.
- For spouse, parent, or minor child (17 and under) with a serious medical condition.
 - For military leave.

Not Eligible

The following are not covered under FMLA:

- Grandchildren
- Children over 18 years are not covered (unless they meet the definition of Disabled in accordance with ADA).
- Grandparents, cousins, and siblings are not covered.
- Ex-spouses are not covered
 - Girl/boyfriends

Employee Responsibility

The employee is responsible for the following:

- Notify the department through the chain of command, at least 30 days prior, if foreseeable.
- Complete the City's "Request for Family or Medical Leave" form. Forms may be obtained from Human Resources. The form must be turned in to Payroll as soon as possible.
 - Provide the supporting medical documentation (DOL Certification Form, Birth Certificate, Adoption, etc.).

Supervisor Responsibility

The supervisor is responsible for the following:

- When an employee is absent for more than three (3) consecutive days, it is the supervisor's responsibility to ask the employee if the absence is FMLA related.
- If the employee fails to submit an FMLA request or asks for FMLA and the supervisor has physical knowledge that the absence is FMLA related, the supervisor has the responsibility of submitting the FMLA request on behalf of the employee.
- Keep the department FMLA point of contact aware of the status of the employee and any applicable FMLA.
- Sign and submit "requests" as quickly as possible in order to prevent any unnecessary delays.

Funeral Leave

Employees are eligible for funeral leave with the

death of mother, father, child, grandparent, grandchild, brother or sister, or spouse or designated household member,

or their child, or parent. A maximum of five (5) days of sick leave may be granted for this purpose per event. Employees must provide written documentation of the funeral or death. (Amended 8/25/09,

1/20/15)

Death of other relatives or other person with whom the employee has a significant familial relationship. Leave with pay in such cases may be for not more than one (1) day to permit attendance at the funeral.

Illness of the employee's immediate family. "Immediate family" is defined as the spouse, designated household member, children, siblings, the grandparents, or parents of the employee or of the employee's spouse or designated household member. No more than two days per pay period may be authorized to permit necessary arrangements for care unless the employee takes leave under the Family and Medical Leave Act for employees not covered by the Collective Bargaining Agreement, Application for Sick Leave or Emergency Leave Application for Sick

Leave or Emergency Leave will be made to the employee's Director. When an application for such leave is denied by the Director, the applicant may appeal to the City Manager, who will investigate and uphold or reverse the denial, consistent with provisions of this Rule.

Holidays

City of El Paso observes twelve (12) holidays each year. Eligibility for holiday pay is dependent upon employee status, as described earlier under EMPLOYMENT POLICIES. If one or more of the legal holidays fall on either Saturday or Sunday, City management may declare the preceding Friday or the following Monday as an alternate day off. Uniform Police and Fire personnel should refer to their respective collective bargaining agreements for holiday information and guidelines. Holidays other than those listed will not be recognized as paid holidays. Upon prior approval, employees may observe other holidays by charging the time off against appropriate leave balances. The following are City observed holidays:

- New Year's Day
- Martin Luther King Holiday
- Cesar Chavez Day
- Memorial Day
- Independence Day
- Labor Day
- Juneteenth
- Thanksgiving Day
- Day After Thanksgiving
- Christmas Day
- Employee's Birthday
- Veteran's Day

You will not be charged a day of vacation for any holiday falling within a period of paid vacation. Straight time will be paid for all non-worked holidays. Employees qualify for holiday pay only if they are in a pay status on the workday immediately before and after a holiday. During a holiday workweek, overtime is figured after 40 hours of worked time for non-exempt employees (non-worked holiday hours do not count as work time).

Holiday operating hours

Holiday operating hours for the following holidays will be as follows:

The Shelter will be open to the public from 11:00am – 2:00pm. Wac and Socorro will be open to the public from 12-2pm. Staff will work the schedule established by management for any particular holiday.

- New Year's Eve
- Easter Sunday
- Memorial Day – last Monday in May
- Juneteenth
- July 4th
- Labor Day – first Monday in September
- Veterans' Day – eleventh day in November
- Thanksgiving Eve – fourth Wednesday in November
- Christmas Eve
- El Paso Animal Services is closed to the public on Thanksgiving Day, Christmas Day and New Year's Day.

Personal Day (SPD)

Employees are entitled to use up to 32 hours of their sick leave balance per fiscal year (September 1st – August 31st) for personal business (SPD). This may be taken in hourly, half-day, or full-day increments, provided the employee has sufficient sick leave balances to cover the requested SPD.

Key Guidelines for SPD Usage:

- **Advance Approval Required:** Employees must secure approval from their supervisors in advance before taking SPD time. It should never be assumed that SPD can be taken without prior authorization. Supervisors will approve or deny SPD based on their discretion and operational necessity.

Request Time Frame: Employees should submit SPD requests at a minimum, in advance equal to the amount of time requested (e.g., a full-day request should be submitted at least one day in advance).

- **Emergency SPD Requests:** Supervisors may grant emergency SPD requests on a case-by-case basis for emergencies or unforeseen events at their discretion.
- The reason for the emergency request must be specified by the employee when making the request.

Personal Day (SPD) leave is not a substitute for sick leave. When an employee is off due to an illness or injury, they will be placed on sick leave (SLP).

It should be noted that it is the employee's responsibility to enter all leave requests in KRONOS for final approval by a supervisor.

Uniform Issuance Policy

1. **Uniforms:** Every year from last issued date, each regular AS employee will receive a uniform voucher and a safety footwear voucher to obtain the designated uniforms and safety footwear at the selected vendor location(s). Each year, employee may select the specific items they would like to purchase; however, the employee must maintain adherence to this policy at all times. All uniforms for all divisions will be similar in nature, indicative of one team.

- Standard uniform items for Shelter Operations, Community Programs, Population Manager, Offsite Adoption Specialist and Training and Enrichment:**

- Five (5) polo shirts, long sleeve, short sleeve, or any combination
- Five (5) black cargo/tactical pants
- One (1) black AS jacket or vest (every three (3) years)
- One (1) pair of safety footwear per specs for each section
- One (1) pair of safety rubber boots per specs
- Two (2) black caps with AS logo

Administration uniform items for Administration and Marketing and Public Engagement:

- ☒ Three (3) black polo shirts (every two (2) years)
- ☒ One (1) black AS jacket (every three (3) years)

Medical Operations uniform items for Veterinary Technicians and Veterinarians:

- ☒ Five (5) scrub tops
- ☒ Five (5) scrub pants
- ☒ One (1) AS jacket or vest (every three (3) years)
- ☒ One (1) polo shirt (every two (2) years)
- ☒ One (1) pair of safety footwear per specs
- ☒ One (1) pair of safety rubber boots per specs

- ☐ Field Operations “Daily” uniform items (Shift Supervisors, Senior Animal Protection Officers, and Animal Protection Officers):

Animal Protection Officers

- ☒ Five (5) polo shirts, long sleeve, short sleeve, or any combination thereof
- ☒ Five (5) khaki tactical pants
- ☒ One (1) blue AS jacket or vest (every three (3) years)
- ☒ One (1) pair of safety footwear per specs for each section
- ☒

Animal Protection Officers Shift Supervisor

- ☒ Five (5) polo shirts, long sleeve, short
- ☒ sleeve, or any combination thereof

- ☒ Five (5) tactical pants
- ☒ One (1) AS jacket or vest (every three (3) years)
- ☒ One (1) pair of safety footwear per specs
- ☒

New Animal Care Attendant will initially receive a voucher for three (3) black polo shirts, three (3) cargo/tactical pants, , one (1) pair of safety footwear and one (1) pair of rubber boots. Once employee passes probation, he/she will receive an additional voucher for two (2) polo shirts, two (2) cargo/tactical pants and one (1) jacket or one (1) vest.

New Animal Protection Officer will initially receive a voucher for three (3) polo shirts, three (3) khaki tactical pants, one (1) black cap with AS logo, and one (1) pair of safety footwear. Once employee passes probation, he/she will receive an additional voucher for two (2)

Polo shirts, three (3) khaki tactical pants and one (1) jacket

2. Uniformed employees are required to wear designated Department issued uniforms and safety footwear when reporting for and while on duty. Caps are the sole optional uniform item, subject to the specifications identified in this policy. Alternate headgear (such as knit caps or wide-brim hats) is considered Personal Protective Equipment and must be approved by the employee's division manager.
3. Permanent AS employees will be issued (1) uniform voucher and one (1) safety footwear voucher per Section 1 of this policy. Voucher amounts will be proposed prior to the beginning of every new fiscal year by the Business & Finance Manager and approved by the Director.
4. Jackets or vests will be issued every three (3) years.
5. The Director approves any changes or revisions to uniform colors, items and materials.

6. Previously issued uniforms that were compliant with earlier versions of this policy may continue to be worn as long as they are in good condition.
7. All items issued will require a signature from the receiving employee. Employee will sign receipt and turn in to his/her supervisor. Personnel issuing vouchers will maintain inventory forms with signatures.
8. Vendor will provide samples for fitting so that employees may determine correct sizing. Uniforms may be altered to fit employee by the vendor only at the time items on a particular voucher are ordered from the vendor.
9. There will be no returns or exchanges of uniform items that have embroidery, or on which a patch is affixed. An employee will be responsible for notifying his/her supervisor of the need to replace uniforms that have been damaged, stained, or torn; however, the replacement may count towards the following year's uniform voucher if it occurs during the last three (3) months of the fiscal year. The cause of damage to the uniform does not affect the issuance of a voucher; however, it may result in further action by the Director following an incident review.
10. Stolen items require a Police report and authorization from an employee's division manager for replacement.
11. Prior to the last day of duty with AS, each employee must turn in all issued uniforms with logo to his/her supervisor. Failure to surrender AS-issued uniforms may result in the Department seeking recovery of uniform cost from employee.
12. Additional clothing items with AS logo that are issued to employees, when approved by the Director, may be worn.

Professional Appearance Standards Policy

El Paso Animal Services will adhere to the City's Professional Appearance Standards Policy with the following exceptions:

Section A. Professional Attire

Section B. Business Casual Attire

Shorts and/or Bermuda shorts, dresses, skirts and high heels are not permitted.

All other provisions of the Professional Appearance Policy are allowed as stated in the policy.

Animal Shelter Advisory Committee

The Health and Safety Code Chapter 823.005 requires a governing body of a county or municipality to appoint an advisory committee to assist in complying with Texas

Department of Health requirements regarding the care and handling of animals. The City of El Paso meets this requirement and has an advisory committee that meets monthly. The purpose of the Animal Shelter Advisory Committee is to assist the City in complying with the requirements of this chapter and Title 7.28.60.

Council Request Response

In an effort to streamline communication and avoid duplicate responses to the

City Manager's Office, the Office Manager will respond to all Council Requests (CRs) that are directed to El Paso Animal Services staff.

Each of the 8 districts and the Mayor's Office are assigned CR email addresses, making CR requests easily identifiable by the

'CR1', 'CR2', 'CR3' and so on in the email address line of the requests.

Should staff be copied on any requests, please do not respond directly. The Office Manager will contact you for information as appropriate and he/she will draft the response needed.

Appellant's Brief in response to Hearing Officer's Report and Recommendation

Brief for Appeal of 3-Day Suspension – Bryan Dominguez vs. The City of El Paso, Texas

To:

The Civil Service Commission

City of El Paso, Texas

From:

Bryan Dominguez

Animal Protection Officer

10/28/2025

Subject: Appeal of 3-Day Suspension for Bryan Dominguez

New Evidence Submission for Case 7161 Granite Rd.

I. Introduction

This brief serves as an appeal of the 3-day suspension imposed on Bryan Dominguez, an employee of the City of El Paso. The suspension was issued as a result of an alleged violation of city policies and regulations. The purpose of this appeal is to contest the hearing officers' recommendations and submit new evidence regarding the specific incident associated with the address 7161 Granite Rd. This new evidence is vital to understanding the full context of the situation, and believe it supports the argument for the suspension to be overturned.

II. Background of the Incident

On April 2, 2025, Bryan Dominguez was involved in an event related to the property at 7161 Granite Rd., which led to a formal disciplinary action against him. The City of El Paso cited neglect of duties and violation of the standard operating procedures. As a result, a 3-day suspension was imposed on Mr. Dominguez.

However, it is important to note that the circumstances surrounding the incident at 7161 Granite Rd. are not as clear-cut as initially assumed. There are several key facts and pieces of evidence that were not considered in the original determination, which we now present for reconsideration.

III. New Evidence

The new evidence that has come to light regarding the incident at 7161 Granite Rd. provides critical context that was not fully available at the time of the original disciplinary decision. This evidence includes:

- Documentation of Communication:

An email chain between Mr. Dominguez and management has been uncovered, which demonstrates that Mr. Dominguez was not provided with the tools and training necessary to reach the Standard Operating Procedures until the month of October 2025, when the e-mails were sent out. These emails indicate that Bryan could not have accessed SOP's if it had not been provided through the links sent out by management, which led to the misunderstanding. Another form also reflects the day where the adequate training was provided by management on October 16, 2025.

- Inspection Discrepancy

- Furthermore, documentation of other inspections conducted at 7161 Granite Rd. prior and after the incident of April 2, 2025 by Animal Protection Officers (APO) other than Mr. Dominguez, show a variance in decisions and outcomes on the same address with the same pet owner.
- Case reports show a long history of a repetitive animal accumulation and issues in the property
- Same A.P.O. who handled the 04/02/2025 investigations conducted one in September 2025 which show an inadequate documentation of animals with a greater number of animals declared by the pet owner.
- No image uploads to the original case of April 2, 2025, by APOs other than Mr. Dominguez
- Untimely report entry by a supervisor A. Ortiz on original case marked in highlighter.

- Photographic Evidence:

Photographs taken at the scene show that Mr. Dominguez was not at fault for the conditions that led to the alleged violation. The photographs provide evidence of external factors outside his control, which should have been considered in the initial assessment.

IV. Legal and Procedural Considerations

Given the new evidence provided, it is clear that the original decision did not fully account for critical information that could have led to a different outcome.

In this case, the suspension appears to be disproportionate to the alleged misconduct, especially in light of the new evidence that demonstrates Bryan Dominguez made all reasonable efforts to comply with all applicable rules.

V. Request for Action

In light of the new evidence, we respectfully request the following actions:

Overtake the 3-Day Suspension:

Based on the new evidence, we request that the Civil Service Commission overturn the 3-day suspension imposed on Bryan Dominguez.

Reevaluate the Incident with Full Consideration of the New Evidence:

We ask that the City of El Paso take into account the newly submitted documentation, photographic evidence, and expert opinion of inspectors who handled the similar situations on the same address of 7161 Granite Rd.

VI. Conclusion

The 3-day suspension of Bryan Dominguez was issued without full consideration of critical new evidence that directly impacts the facts of the case. We respectfully ask the Civil Service Commission to review this evidence and reconsider the suspension. Bryan Dominguez has served the City of El Paso with professionalism, and we believe that the suspension was unwarranted given the facts now available.

Thank you for your time and consideration in this matter. I trust that, upon review of the new evidence, the suspension will be lifted.

Sincerely,

Bryan Dominguez

Animal Protection Officer

██████████ / ██████████ / dominguezbx@elpasotexas.gov

10/28/2025



El Paso Animal Services

MAYOR
Renard U. Johnson

Employee Acknowledgment

CITY COUNCIL

District 1
Alejandra Chávez

District 2
Dr. Josh Acevedo

District 3
Deanna M. Rocha

District 4
Cynthia Boyar Trejo

District 5
Ivan Niño

District 6
Art Fierro

District 7
Lily Limón

District 8
Chris Canales

My signature below acknowledges that I have been granted access to and have received training on how to properly access and use the following systems and platforms:

- My city OneDrive B.D.
- Animal Services SharePoint B.D.
- Microsoft Teams B.D.
- Outlook Email B.D.
- Kronos B.D.
- My El Paso B.D.
- EP Support B.D.

Print: Bryan Dominguez

Signature: [Signature]

Kronos: [Redacted]

Date: 10/16/25

CITY MANAGER
Dionne Mack

Michael Wachsmann – Interim Director
El Paso Animal Services | 5001 Fred Wilson | El Paso, TX 79906
O: (915) 212-7297 | Email: EPAS@elpasotexas.gov



Case View Report



El Paso Animal Services
 5001 Fred Wilson Avenue
 El Paso, Texas 79906 USA
 EPAS@elpasotexas.gov
<https://elpasoanimalservices.org/>
 Tel.: 915-212-7297 / 915-751-1726
 Printed: 10/29/2025 12:38AM By: DominguezBX

Case Details

Case #: C0008991086
 Reference #:
 Status: Closed

Case Date/Time: 04/02/2025 07:02PM Reported:
 Jurisdiction: CITY of El Paso

Category: Investigation
 Type: Bite / Scratch
 Subtype: Animal to Animal
 Officer: Jorge Cobo
 Review Date:

7161 GRANITE RD., El Paso, 79915, Texas, United States
 Directions:
 Result: Completed By: Bryan Dominguez Date/Time: 04/02/2025 10:39PM
 Result Comments:

Created By: GalvanP

Animal Info: caller is advising there is a lot of dogs at this address, the dogs are fighting, they are small dogs. unsure of breed, the dog killed a smaller dog, and they were eating it. She is unsure if the owners are home, she wants us to check on the owners to see if they are okay.

Created: 04/02/2025 07:09PM
 Last Updated By: OrtizAX
 Updated: 04/29/2025 09:56AM

Person Info: Dennise Utajara 915-303-4114

Case Animals

Animal #: A0058236971 |

Animal ID: A0058236971 Name: 4.3 Types: Dog Gender: Male
 ARN: DOB: 12/26/2024 Breeds: Terrier/Mix Altered: N
 Chip #: Current Age: 0 Y 10 M 3d Colors: Brown/ Size: S
 Type: Age Group: Juvenile 8WK to 6Months Pattern: Weight: 0
 Declared: N Bitten: No Bite History Primary Role: Victim Secondary Role:
 Animal Memos: No Case Memos: No Conditions: No Violations: No

Ownership / Guardianship

Person #	Date From	Person Name	Phone	Address	City
P0027519706	4/4/2025	Emilio Macias	(915 [REDACTED])	7161 GRANITE	El Paso, CITY of El Paso TX 79915

Animal #: A0058242160 |

Animal ID: A0058242160 Name: Sula Types: Dog Gender: Female
 ARN: DOB: 4/3/2017 Breeds: Miniature Pinscher/Mix Altered: U
 Chip #: Current Age: 8 Y 6 M 26d Colors: Black/Brown Size: S
 Type: Age Group: Adult Pattern: Weight: 0
 Declared: N Bitten: No Bite History Primary Role: Suspect Secondary Role:
 Animal Memos: No Case Memos: No Conditions: No Violations: No

Ownership / Guardianship

Person #	Date From	Person Name	Phone	Address	City
P0027519706	4/4/2025	Emilio Macias	(915 [REDACTED])	7161 GRANITE	El Paso, CITY of El Paso TX 79915

Animal #: A0058242168 |

Animal ID: A0058242168 Name: Bella Types: Dog Gender: Female
 ARN: DOB: 4/3/2017 Breeds: Great Pyrenees/Mix Altered: U
 Chip #: Current Age: 8 Y 6 M 26d Colors: White/ Size: L
 Type: Age Group: Adult Pattern: Weight: 0
 Declared: N Bitten: No Bite History Primary Role: Suspect Secondary Role:
 Animal Memos: No Case Memos: No Conditions: No Violations: No

Ownership / Guardianship

Person #	Date From	Person Name	Phone	Address	City
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P0027519706	4/4/2025	Emilio Macias	(915) [REDACTED]	7161 GRANITE	El Paso, CITY of El Paso TX 79915
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Animal #: A0058242179 |

Animal ID: A0058242179 **Name:** Dodge **Types:** Dog **Gender:** Male
ARN: **DOB:** 4/3/2017 **Breeds:** Retriever, Labrador/Mix **Altered:** U
Chip #: **Current Age:** 8 Y 6 M 26d **Colors:** Brown/White **Size:** M
Type: **Age Group:** Adult **Pattern:** **Weight:** 0
Declared: N **Bitten:** No Bite History **Primary Role:** Suspect **Secondary Role:**
Animal Memos: No **Case Memos:** No **Conditions:** No **Violations:** No

Ownership / Guardianship

Person #	Date From	Person Name	Phone	Address	City
P0027519706	4/4/2025	Emilio Macias	(915) [REDACTED]	7161 GRANITE	El Paso, CITY of El Paso TX 79915

Animal #: A0058242190 |

Animal ID: A0058242190 **Name:** Tachuelita **Types:** Dog **Gender:** Female
ARN: **DOB:** 12/3/2024 **Breeds:** Miniature Pinscher/Mix **Altered:** U
Chip #: **Current Age:** 0 Y 10 M 26d **Colors:** Black/Brown **Size:** S
Type: **Age Group:** Adult **Pattern:** **Weight:** 0
Declared: N **Bitten:** No Bite History **Primary Role:** Suspect **Secondary Role:**
Animal Memos: No **Case Memos:** No **Conditions:** No **Violations:** No

Ownership / Guardianship

Person #	Date From	Person Name	Phone	Address	City
P0027519706	4/4/2025	Emilio Macias	(915) [REDACTED]	7161 GRANITE	El Paso, CITY of El Paso TX 79915

Animal #: A0058242202 |

Animal ID: A0058242202 **Name:** Peanut Butter **Types:** Dog **Gender:** Male
ARN: **DOB:** 4/3/2020 **Breeds:** Miniature Pinscher/Mix **Altered:** U
Chip #: **Current Age:** 5 Y 6 M 26d **Colors:** Black/Brown **Size:** S
Type: **Age Group:** Adult **Pattern:** **Weight:** 0
Declared: N **Bitten:** No Bite History **Primary Role:** Suspect **Secondary Role:**
Animal Memos: No **Case Memos:** No **Conditions:** No **Violations:** No

Ownership / Guardianship

Person #	Date From	Person Name	Phone	Address	City
P0027519706	4/4/2025	Emilio Macias	(915) [REDACTED]	7161 GRANITE	El Paso, CITY of El Paso TX 79915

Animal #: A0058242208 |

Animal ID: A0058242208 **Name:** Casper **Types:** Dog **Gender:** Male
ARN: **DOB:** 1/3/2025 **Breeds:** Miniature Pinscher/Mix **Altered:** U
Chip #: 933000321109137 **Current Age:** 0 Y 9 M 26d **Colors:** White/Brown **Size:** S
Type: MicrochipID Systems/Buddy ID **Age Group:** Adult **Pattern:** **Weight:** 0
Declared: N **Bitten:** No Bite History **Primary Role:** Suspect **Secondary Role:**
Animal Memos: No **Case Memos:** No **Conditions:** No **Violations:** No

Ownership / Guardianship

Person #	Date From	Person Name	Phone	Address	City
P0027519706	4/4/2025	Emilio Macias	(915) [REDACTED]	7161 GRANITE	El Paso, CITY of El Paso TX 79915

Animal #: A0058242221 | Green

Animal ID: A0058242221 **Name:** Tommy* **Types:** Dog **Gender:** Male
ARN: Green **DOB:** 11/23/2024 **Breeds:** Retriever, Labrador/Mix **Altered:** Y
Chip #: 941010003705860 **Current Age:** 0 Y 11 M 6d **Colors:** Brown/White **Size:** M
Type: 24PetWatch **Age Group:** Adult **Pattern:** **Weight:** 0
Declared: N **Bitten:** No Bite History **Primary Role:** Suspect **Secondary Role:**
Animal Memos: Yes **Case Memos:** No **Conditions:** No **Violations:** No

Ownership / Guardianship

Person #	Date From	Person Name	Phone	Address	City
P0047677224	5/23/2025	Alexander Parham	(410) [REDACTED]	Rattlesnake Spring Rd	El Paso, Fort Bliss, EL PASO TX 79906

Animal #: A0058242226 |

Animal ID: A0058242226 Name: Gino Types: Dog Gender: Male
 ARN: DOB: 10/5/2022 Breeds: Miniature Pinscher/Mix Altered: Y
 Chip #: 941010003703430 Current Age: 3 Y 0 M 24d Colors: Brown/White Size: M
 Type: 24PetWatch Age Group: Adult Pattern: Weight: 0
 Declawed: N Bitten: No Bite History Primary Role: Suspect Secondary Role:
 Animal Memos: Yes Case Memos: No Conditions: No Violations: No

Ownership / Guardianship

Person #	Date From	Person Name	Phone	Address	City
P0048002076	7/26/2025	Leonardo Coronado	(915) [REDACTED]	8066 Alameda 15	El Paso, EL PASO TX 79915

Animal #: A0058242231 |

Animal ID: A0058242231 Name: KW1 Types: Dog Gender: Unknown
 ARN: DOB: 2/6/2025 Breeds: Miniature Pinscher/Mix Altered: N
 Chip #: Current Age: 0 Y 8 M 23d Colors: Black/Brown Size: S
 Type: Age Group: Juvenile 8WK to 6Months Pattern: Tricolor Weight: 0
 Declawed: N Bitten: No Bite History Primary Role: Suspect Secondary Role:
 Animal Memos: No Case Memos: No Conditions: No Violations: No

Ownership / Guardianship

Person #	Date From	Person Name	Phone	Address	City
P0027519706	4/4/2025	Emilio Macias	(915) [REDACTED]	7161 GRANITE	El Paso, CITY of El Paso TX 79915

Animal #: A0058242235 |

Animal ID: A0058242235 Name: KW2 Types: Dog Gender: Unknown
 ARN: DOB: 2/6/2025 Breeds: Miniature Pinscher/Mix Altered: N
 Chip #: Current Age: 0 Y 8 M 23d Colors: Black/Brown Size: S
 Type: Age Group: Juvenile 8WK to 6Months Pattern: Tricolor Weight: 0
 Declawed: N Bitten: No Bite History Primary Role: Suspect Secondary Role:
 Animal Memos: No Case Memos: No Conditions: No Violations: No

Ownership / Guardianship

Person #	Date From	Person Name	Phone	Address	City
P0027519706	4/4/2025	Emilio Macias	(915) [REDACTED]	7161 GRANITE	El Paso, CITY of El Paso TX 79915

Animal #: A0058242239 |

Animal ID: A0058242239 Name: KW3 Types: Dog Gender: Unknown
 ARN: DOB: 2/6/2025 Breeds: Miniature Pinscher/Mix Altered: N
 Chip #: Current Age: 0 Y 8 M 23d Colors: Brown/Black Size: S
 Type: Age Group: Juvenile 8WK to 6Months Pattern: Tricolor Weight: 0
 Declawed: N Bitten: No Bite History Primary Role: Suspect Secondary Role:
 Animal Memos: No Case Memos: No Conditions: No Violations: No

Ownership / Guardianship

Person #	Date From	Person Name	Phone	Address	City
P0027519706	4/4/2025	Emilio Macias	(915) [REDACTED]	7161 GRANITE	El Paso, CITY of El Paso TX 79915

Animal #: A0058242250 |

Animal ID: A0058242250 **Name:** KW4 **Types:** Dog **Gender:** Unknown
ARN: **DOB:** 2/6/2025 **Breeds:** Miniature Pinscher/Mix **Altered:** N
Chip #: **Current Age:** 0 Y 8 M 23d **Colors:** Brown/Black **Size:** S
Type: **Age Group:** Juvenile 8WK to 6Months **Pattern:** Tricolor **Weight:** 0
Declawed: N **Bitten:** No Bite History **Primary Role:** Suspect **Secondary Role:**
Animal Memos: No **Case Memos:** No **Conditions:** No **Violations:** No

Ownership / Guardianship

Person #	Date From	Person Name	Phone	Address	City
P0027519706	4/4/2025	Emilio Macias	(915) [REDACTED]	7161 GRANITE	El Paso, CITY of El Paso TX 79915

Animal #: A0058242258 |

Animal ID: A0058242258 **Name:** KW5 **Types:** Dog **Gender:** Unknown
ARN: **DOB:** 2/6/2025 **Breeds:** Miniature Pinscher/Mix **Altered:** N
Chip #: **Current Age:** 0 Y 8 M 23d **Colors:** Brown/Black **Size:** S
Type: **Age Group:** Juvenile 8WK to 6Months **Pattern:** Tricolor **Weight:** 0
Declawed: N **Bitten:** No Bite History **Primary Role:** Suspect **Secondary Role:**
Animal Memos: No **Case Memos:** No **Conditions:** No **Violations:** No

Ownership / Guardianship

Person #	Date From	Person Name	Phone	Address	City
P0027519706	4/4/2025	Emilio Macias	(915) [REDACTED]	7161 GRANITE	El Paso, CITY of El Paso TX 79915

Animal #: A0058242271 |

Animal ID: A0058242271 **Name:** KW6 **Types:** Dog **Gender:** Unknown
ARN: **DOB:** 2/6/2025 **Breeds:** Miniature Pinscher/Mix **Altered:** N
Chip #: **Current Age:** 0 Y 8 M 23d **Colors:** Brown/Black **Size:** S
Type: **Age Group:** Juvenile 8WK to 6Months **Pattern:** Tricolor **Weight:** 0
Declawed: N **Bitten:** No Bite History **Primary Role:** Suspect **Secondary Role:**
Animal Memos: No **Case Memos:** No **Conditions:** No **Violations:** No

Ownership / Guardianship

Person #	Date From	Person Name	Phone	Address	City
P0027519706	4/4/2025	Emilio Macias	(915) [REDACTED]	7161 GRANITE	El Paso, CITY of El Paso TX 79915

Animal #: A0058245294 |

Animal ID: A0058245294 **Name:** P1 **Types:** Dog **Gender:** Female
ARN: **DOB:** 10/4/2024 **Breeds:** Terrier, Jack Russell/Mix **Altered:** N
Chip #: **Current Age:** 1 Y 0 M 25d **Colors:** Brown/ **Size:** S
Type: **Age Group:** Juvenile 8WK to 6Months **Pattern:** **Weight:** 0
Declawed: N **Bitten:** No Bite History **Primary Role:** Suspect **Secondary Role:**
Animal Memos: No **Case Memos:** No **Conditions:** No **Violations:** No

Ownership / Guardianship

Person #	Date From	Person Name	Phone	Address	City
P0027519706	4/4/2025	Emilio Macias	(915) [REDACTED]	7161 GRANITE	El Paso, CITY of El Paso TX 79915

Animal #: A0058245302 |

Animal ID: A0058245302 **Name:** P2 **Types:** Dog **Gender:** Male

ARN: **DOB:** 10/4/2024 **Breeds:** Retriever, Labrador/Mix **Altered:** N
Chip #: **Current Age:** 1 Y 0 M 25d **Colors:** Brown/ **Size:** S
Type: **Age Group:** Juvenile 8WK to 6Months **Pattern:** **Weight:** 0
Declared: N **Bitten:** No Bite History **Primary Role:** Suspect **Secondary Role:**
Animal Memos: No **Case Memos:** No **Conditions:** No **Violations:** No

Ownership / Guardianship

Person #	Date From	Person Name	Phone	Address	City
P0027519706	4/4/2025	Emilio Macias	(915) [REDACTED]	7161 GRANITE	El Paso, CITY of El Paso TX 79915

Animal #: A0058245323 | Orange

Animal ID: A0058245323 **Name:** P7 **Types:** Dog **Gender:** Male
ARN: Orange **DOB:** 10/4/2024 **Breeds:** Retriever, Labrador/Mix **Altered:** N
Chip #: 941010002929007 **Current Age:** 1 Y 0 M 25d **Colors:** Brown/ **Size:** S
Type: 24PetWatch **Age Group:** Juvenile 8WK to 6Months **Pattern:** **Weight:** 0
Declared: N **Bitten:** No Bite History **Primary Role:** Suspect **Secondary Role:**
Animal Memos: Yes **Case Memos:** No **Conditions:** No **Violations:** No

Ownership / Guardianship

Person #	Date From	Person Name	Phone	Address	City
P0027519706	4/4/2025	Emilio Macias	(915) [REDACTED]	7161 GRANITE	El Paso, CITY of El Paso TX 79915

Animal #: A0058245326 | Yellow

Animal ID: A0058245326 **Name:** Peanut Butter* **Types:** Dog **Gender:** Female
ARN: Yellow **DOB:** 10/4/2024 **Breeds:** Retriever, Labrador/Mix **Altered:** Y
Chip #: 941010003790468 **Current Age:** 1 Y 0 M 25d **Colors:** Brown/ **Size:** S
Type: 24PetWatch **Age Group:** Juvenile 8WK to 6Months **Pattern:** **Weight:** 0
Declared: N **Bitten:** No Bite History **Primary Role:** Suspect **Secondary Role:**
Animal Memos: Yes **Case Memos:** No **Conditions:** No **Violations:** No

Ownership / Guardianship

Person #	Date From	Person Name	Phone	Address	City
P0047932312	7/13/2025	Damion Perez	(915) [REDACTED]	953 San Carlos Dr	Chaparral, DONA ANA NM 88081

Animal #: A0058245332 |

Animal ID: A0058245332 **Name:** MG1 **Types:** Dog **Gender:** Female
ARN: **DOB:** 12/26/2024 **Breeds:** Terrier/Mix **Altered:** N
Chip #: 941010002939477 **Current Age:** 0 Y 10 M 3d **Colors:** Brown/ **Size:** S
Type: 24PetWatch **Age Group:** Juvenile 8WK to 6Months **Pattern:** **Weight:** 0
Declared: N **Bitten:** No Bite History **Primary Role:** Suspect **Secondary Role:**
Animal Memos: Yes **Case Memos:** No **Conditions:** No **Violations:** No

Animal #: A0058245333 |

Animal ID: A0058245333 **Name:** Herb **Types:** Dog **Gender:** Male
ARN: **DOB:** 4/22/2024 **Breeds:** Terrier/Mix **Altered:** Y
Chip #: 941010003824638 **Current Age:** 1 Y 6 M 7d **Colors:** White/Red **Size:** S
Type: 24PetWatch **Age Group:** Juvenile 8WK to 6Months **Pattern:** **Weight:** 0
Declared: N **Bitten:** No Bite History **Primary Role:** Suspect **Secondary Role:**
Animal Memos: No **Case Memos:** No **Conditions:** No **Violations:** No

Ownership / Guardianship

Person #	Date From	Person Name	Phone	Address	City
P0040751482	9/20/2025	Axel Reyes Salas	(915) [REDACTED]	436 Katherine Dr.	Horizon City, EL PASO TX 79928

Animal #: A0058248040 |

Animal ID: A0058248040 Name: MG3 Types: Dog Gender: Male
 ARN: DOB: 12/26/2024 Breeds: Terrier/Mix Altered: N
 Chip #: 941010003844831 Current Age: 0 Y 10 M 3d Colors: Black/Brown Size: S
 Type: 24PetWatch Age Group: Juvenile 8WK to 6Months Pattern: Weight: 0
 Declawed: N Bitten: No Bite History Primary Role: Suspect Secondary Role:
 Animal Memos: No Case Memos: No Conditions: No Violations: No

Ownership / Guardianship

Person #	Date From	Person Name	Phone	Address	City
P0027519706	4/4/2025	Emilio Macias	(915) [REDACTED]	7161 GRANITE	El Paso, CITY of El Paso TX 79915

Animal #: A0058248046 |

Animal ID: A0058248046 Name: MG4 Types: Dog Gender: Male
 ARN: DOB: 12/26/2024 Breeds: Terrier/Mix Altered: N
 Chip #: 941010002957962 Current Age: 0 Y 10 M 3d Colors: Black/Brown Size: S
 Type: 24PetWatch Age Group: Juvenile 8WK to 6Months Pattern: Weight: 0
 Declawed: N Bitten: No Bite History Primary Role: Suspect Secondary Role:
 Animal Memos: No Case Memos: No Conditions: No Violations: No

Ownership / Guardianship

Person #	Date From	Person Name	Phone	Address	City
P0027519706	4/4/2025	Emilio Macias	(915) [REDACTED]	7161 GRANITE	El Paso, CITY of El Paso TX 79915

Animal #: A0058248058 |

Animal ID: A0058248058 Name: MG5 Types: Dog Gender: Female
 ARN: DOB: 12/26/2024 Breeds: Terrier/Mix Altered: N
 Chip #: 941010003046141 Current Age: 0 Y 10 M 3d Colors: Black/Brown Size: S
 Type: 24PetWatch Age Group: Juvenile 8WK to 6Months Pattern: Weight: 0
 Declawed: N Bitten: No Bite History Primary Role: Suspect Secondary Role:
 Animal Memos: No Case Memos: No Conditions: No Violations: No

Ownership / Guardianship

Person #	Date From	Person Name	Phone	Address	City
P0027519706	4/4/2025	Emilio Macias	(915) [REDACTED]	7161 GRANITE	El Paso, CITY of El Paso TX 79915

Animal #: A0058248099 |

Animal ID: A0058248099 Name: MG6 Types: Dog Gender: Male
 ARN: DOB: 12/26/2024 Breeds: Terrier/Mix Altered: N
 Chip #: 941010002983387 Current Age: 0 Y 10 M 3d Colors: Brown/ Size: S
 Type: 24PetWatch Age Group: Juvenile 8WK to 6Months Pattern: Weight: 0
 Declawed: N Bitten: No Bite History Primary Role: Suspect Secondary Role:
 Animal Memos: No Case Memos: No Conditions: No Violations: No

Ownership / Guardianship

Person #	Date From	Person Name	Phone	Address	City
P0027519706	4/4/2025	Emilio Macias	(915) [REDACTED]	7161 GRANITE	El Paso, CITY of El Paso TX 79915

Animal #: A0058248107 |

Animal ID: A0058248107 Name: MG7 Types: Dog Gender: Male
 ARN: DOB: 12/26/2024 Breeds: Terrier/Mix Altered: N
 Chip #: 941010003832241 Current Age: 0 Y 10 M 3d Colors: Brown/ Size: S
 Type: 24PetWatch Age Group: Juvenile 8WK to 6Months Pattern: Weight: 0
 Declawed: N Bitten: No Bite History Primary Role: Suspect Secondary Role:
 Animal Memos: No Case Memos: No Conditions: No Violations: No

Ownership / Guardianship

Person #	Date From	Person Name	Phone	Address	City
P0027519706	4/4/2025	Emilio Macias	(915) [REDACTED]	7161 GRANITE	El Paso, CITY of El Paso TX 79915

Animal #: A0058248116 |

Animal ID: A0058248116 **Name:** Canela **Types:** Dog **Gender:** Male
ARN: **DOB:** 1/13/2025 **Breeds:** Miniature Pinscher/Mix **Altered:** Y
Chip #: 941010002958774 **Current Age:** 0 Y 9 M 16d **Colors:** Red/White **Size:** S
Type: 24PetWatch **Age Group:** Adult **Pattern:** **Weight:** 0
Declared: N **Bitten:** No Bite History **Primary Role:** Suspect **Secondary Role:**
Animal Memos: No **Case Memos:** No **Conditions:** No **Violations:** No

Ownership / Guardianship

Person #	Date From	Person Name	Phone	Address	City
P0031782092	10/3/2025	Ana Gomez	(915) [REDACTED]	13636 Matten Ave	El Paso, CITY of El Paso, EL PASO TX 79928

Animal #: A0058248123 |

Animal ID: A0058248123 **Name:** Hashbrown **Types:** Dog **Gender:** Male
ARN: **DOB:** 1/14/2025 **Breeds:** Miniature Pinscher/Mix **Altered:** Y
Chip #: 941010003812748 **Current Age:** 0 Y 9 M 15d **Colors:** Red/ **Size:** S
Type: 24PetWatch **Age Group:** Juvenile 8WK to 6Months **Pattern:** **Weight:** 0
Declared: N **Bitten:** No Bite History **Primary Role:** Suspect **Secondary Role:**
Animal Memos: No **Case Memos:** No **Conditions:** No **Violations:** No

Ownership / Guardianship

Person #	Date From	Person Name	Phone	Address	City
P0047593876	10/2/2025	Robert Talavera	(915) [REDACTED]	4901 N Mesa ST 4104	El Paso, EL PASO TX 79912

Animal #: A0058248129 |

Animal ID: A0058248129 **Name:** MG10 **Types:** Dog **Gender:** Male
ARN: **DOB:** 12/26/2024 **Breeds:** Terrier/Mix **Altered:** N
Chip #: 941010003708557 **Current Age:** 0 Y 10 M 3d **Colors:** Brown/ **Size:** S
Type: 24PetWatch **Age Group:** Juvenile 8WK to 6Months **Pattern:** **Weight:** 0
Declared: N **Bitten:** No Bite History **Primary Role:** Suspect **Secondary Role:**
Animal Memos: No **Case Memos:** No **Conditions:** No **Violations:** No

Ownership / Guardianship

Person #	Date From	Person Name	Phone	Address	City
P0027519706	4/4/2025	Emilio Macias	(915) [REDACTED]	7161 GRANITE	El Paso, CITY of El Paso TX 79915

Animal #: A0058248142 |

Animal ID: A0058248142 **Name:** Holly **Types:** Dog **Gender:** Male
ARN: **DOB:** 1/14/2025 **Breeds:** Miniature Pinscher/Mix **Altered:** Y
Chip #: 941010002700387 **Current Age:** 0 Y 9 M 15d **Colors:** Red/White **Size:** S
Type: 24PetWatch **Age Group:** Juvenile 8WK to 6Months **Pattern:** **Weight:** 0
Declared: N **Bitten:** No Bite History **Primary Role:** Suspect **Secondary Role:**
Animal Memos: No **Case Memos:** No **Conditions:** No **Violations:** No

Ownership / Guardianship

Person #	Date From	Person Name	Phone	Address	City
P0035401030	9/20/2025	SAM ARMENDARIEZ	(915) [REDACTED]	14225 HUNTER CREEK	El Paso, CITY of El Paso, EL PASO TX 79938

Animal #: A0058248146 |

Animal ID: A0058248146 **Name:** MG12 **Types:** Dog **Gender:** Male
ARN: **DOB:** 12/26/2024 **Breeds:** Terrier/Mix **Altered:** N
Chip #: 941010002960763 **Current Age:** 0 Y 10 M 3d **Colors:** Brown/ **Size:** S
Type: 24PetWatch **Age Group:** Juvenile 8WK to 6Months **Pattern:** **Weight:** 0
Declared: N **Bitten:** No Bite History **Primary Role:** Suspect **Secondary Role:**

Animal Memos: No Case Memos: No Conditions: No Violations: No

Ownership / Guardianship

Person #	Date From	Person Name	Phone	Address	City
P0027519706	4/4/2025	Emilio Macias	(915) [REDACTED]	7161 GRANITE	El Paso, CITY of El Paso TX 79915

Animal #: A0058248155 |

Animal ID: A0058248155 Name: MG13 Types: Dog Gender: Male
 ARN: DOB: 12/26/2024 Breeds: Terrier/Mix Altered: N
 Chip #: 941010003802985 Current Age: 0 Y 10 M 3d Colors: Brown/White Size: S
 Type: 24PetWatch Age Group: Juvenile 8WK to 6Months Pattern: Weight: 0
 Declawed: N Bitten: No Bite History Primary Role: Suspect Secondary Role:
 Animal Memos: No Case Memos: No Conditions: No Violations: No

Ownership / Guardianship

Person #	Date From	Person Name	Phone	Address	City
P0027519706	4/4/2025	Emilio Macias	(915) [REDACTED]	7161 GRANITE	El Paso, CITY of El Paso TX 79915

Animal #: A0058248165 |

Animal ID: A0058248165 Name: MG14 Types: Dog Gender: Male
 ARN: DOB: 12/26/2024 Breeds: Terrier/Mix Altered: N
 Chip #: 941010002948969 Current Age: 0 Y 10 M 3d Colors: Brown/ Size: S
 Type: 24PetWatch Age Group: Juvenile 8WK to 6Months Pattern: Weight: 0
 Declawed: N Bitten: No Bite History Primary Role: Suspect Secondary Role:
 Animal Memos: No Case Memos: No Conditions: No Violations: No

Ownership / Guardianship

Person #	Date From	Person Name	Phone	Address	City
P0027519706	4/4/2025	Emilio Macias	(915) [REDACTED]	7161 GRANITE	El Paso, CITY of El Paso TX 79915

Animal #: A0058248168 |

Animal ID: A0058248168 Name: MG15 Types: Dog Gender: Female
 ARN: DOB: 11/4/2024 Breeds: Terrier/Mix Altered: N
 Chip #: 941010003833819 Current Age: 0 Y 11 M 25d Colors: Black/Brown Size: S
 Type: 24PetWatch Age Group: Juvenile 8WK to 6Months Pattern: Weight: 0
 Declawed: N Bitten: No Bite History Primary Role: Suspect Secondary Role:
 Animal Memos: No Case Memos: No Conditions: No Violations: No

Ownership / Guardianship

Person #	Date From	Person Name	Phone	Address	City
P0027519706	4/4/2025	Emilio Macias	(915) [REDACTED]	7161 GRANITE	El Paso, CITY of El Paso TX 79915

Animal #: A0058248173 |

Animal ID: A0058248173 Name: MG16 Types: Dog Gender: Male
 ARN: DOB: 12/26/2024 Breeds: Terrier/Mix Altered: N
 Chip #: 941010003805162 Current Age: 0 Y 10 M 3d Colors: Brown/ Size: S
 Type: 24PetWatch Age Group: Juvenile 8WK to 6Months Pattern: Weight: 0
 Declawed: N Bitten: No Bite History Primary Role: Suspect Secondary Role:
 Animal Memos: No Case Memos: No Conditions: No Violations: No

Ownership / Guardianship

Person #	Date From	Person Name	Phone	Address	City
P0027519706	4/4/2025	Emilio Macias	(915) [REDACTED]	7161 GRANITE	El Paso, CITY of El Paso TX 79915

Animal #: A0058248183 |

Animal ID: A0058248183 Name: MG17 Types: Dog Gender: Female
 ARN: DOB: 12/26/2024 Breeds: Terrier/Mix Altered: N
 Chip #: 941010003810519 Current Age: 0 Y 10 M 3d Colors: Black/Brown Size: S
 Type: 24PetWatch Age Group: Juvenile 8WK to 6Months Pattern: Weight: 0
 Declawed: N Bitten: No Bite History Primary Role: Suspect Secondary Role:
 Animal Memos: No Case Memos: No Conditions: No Violations: No

Ownership / Guardianship

Person #	Date From	Person Name	Phone	Address	City
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P0027519706	4/4/2025	Emilio Macias	(915) 219-0440	7161 GRANITE	El Paso, CITY of El Paso TX 79915
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Animal #: A0058248191 |

Animal ID: A0058248191 **Name:** MG18 **Types:** Dog **Gender:** Male
ARN: **DOB:** 12/26/2024 **Breeds:** Terrier/Mix **Altered:** N
Chip #: 941010002978632 **Current Age:** 0 Y 10 M 3d **Colors:** Brown/ **Size:** S
Type: 24PetWatch **Age Group:** Juvenile 8WK to 6Months **Pattern:** **Weight:** 0
Declared: N **Bitten:** No Bite History **Primary Role:** Suspect **Secondary Role:**
Animal Memos: No **Case Memos:** No **Conditions:** No **Violations:** No

Ownership / Guardianship

Person #	Date From	Person Name	Phone	Address	City
P0027519706	4/4/2025	Emilio Macias	(915) [REDACTED]	7161 GRANITE	El Paso, CITY of El Paso TX 79915

Animal #: A0058248197 |

Animal ID: A0058248197 **Name:** MG19 **Types:** Dog **Gender:** Female
ARN: **DOB:** 12/26/2024 **Breeds:** Terrier/Mix **Altered:** N
Chip #: 941010002952697 **Current Age:** 0 Y 10 M 3d **Colors:** Black/Brown **Size:** S
Type: 24PetWatch **Age Group:** Juvenile 8WK to 6Months **Pattern:** **Weight:** 0
Declared: N **Bitten:** No Bite History **Primary Role:** Suspect **Secondary Role:**
Animal Memos: No **Case Memos:** No **Conditions:** No **Violations:** No

Ownership / Guardianship

Person #	Date From	Person Name	Phone	Address	City
P0027519706	4/4/2025	Emilio Macias	(915) [REDACTED]	7161 GRANITE	El Paso, CITY of El Paso TX 79915

Animal #: A0058248202 |

Animal ID: A0058248202 **Name:** HogeY **Types:** Dog **Gender:** Male
ARN: **DOB:** 4/27/2024 **Breeds:** Terrier, Jack Russell/Mix **Altered:** Y
Chip #: 941010003821163 **Current Age:** 1 Y 6 M 2d **Colors:** Red/White **Size:** S
Type: 24PetWatch **Age Group:** Adult **Pattern:** **Weight:** 0
Declared: N **Bitten:** No Bite History **Primary Role:** Suspect **Secondary Role:**
Animal Memos: No **Case Memos:** No **Conditions:** No **Violations:** No

Ownership / Guardianship

Person #	Date From	Person Name	Phone	Address	City
P0047546714	10/2/2025	Moises Huerta	(915) [REDACTED]	3808 Lincoln 4	El Paso, EL PASO TX 79904

Case Persons

Person #: P0027519706 | Emilio Macias

P0027519706 Emilio Macias, 915 [REDACTED] 7161 GRANITE
 El Paso, 79915, CITY of El Paso, TX - Home Primary Role: Suspect Secondary Role:
 Animal Owner: Yes , Person Reporting: No , Property Owner: No

Ownership / Guardianship

AnimalID	ARN	Date From	Name	Species	Breeds	Colors	Color Pattern	DOB	Sex
A0058236971		04/04/2025 07:22AM	4.3	Dog	Terrier, Mix	Brown/		12/26/2024	M
A0058242160		04/04/2025 07:22AM	Sula	Dog	Miniature Pinscher, Mix	Black/Brown		4/3/2017	F
A0058242168		04/04/2025 07:22AM	Bella	Dog	Great Pyrenees, Mix	White/		4/3/2017	F
A0058242179		04/04/2025 07:22AM	Dodge	Dog	Retriever, Labrador, Mix	Brown/White		4/3/2017	M
A0058242190		04/04/2025 07:22AM	Tachuelita	Dog	Miniature Pinscher, Mix	Black/Brown		12/3/2024	F

A0058242202		04/04/2025 07:22AM	Peanut Butter	Dog	Miniature Pinscher, Mix	Black/Brown		4/3/2020	M
A0058242208		04/04/2025 07:22AM	Casper	Dog	Miniature Pinscher, Mix	White/Brown		1/3/2025	M
A0058242231		04/04/2025 04:01PM	KW1	Dog	Miniature Pinscher, Mix	Black/Brown	Tricolor	2/6/2025	U
A0058242235		04/04/2025 04:01PM	KW2	Dog	Miniature Pinscher, Mix	Black/Brown	Tricolor	2/6/2025	U
A0058242239		04/04/2025 04:01PM	KW3	Dog	Miniature Pinscher, Mix	Brown/Black	Tricolor	2/6/2025	U
A0058242250		04/04/2025 04:02PM	KW4	Dog	Miniature Pinscher, Mix	Brown/Black	Tricolor	2/6/2025	U
A0058242258		04/04/2025 04:02PM	KW5	Dog	Miniature Pinscher, Mix	Brown/Black	Tricolor	2/6/2025	U
A0058242271		04/04/2025 04:02PM	KW6	Dog	Miniature Pinscher, Mix	Brown/Black	Tricolor	2/6/2025	U
A0058245294		04/04/2025 04:02PM	P1	Dog	Terrier, Jack Russell, Mix	Brown/		10/4/2024	F
A0058245302		04/04/2025 04:02PM	P2	Dog	Retriever, Labrador, Mix	Brown/		10/4/2024	M
A0058245306		04/04/2025 04:02PM	P3	Dog	Retriever, Labrador, Mix	Brown/White		10/4/2024	M
A0058245308		04/04/2025 04:02PM	P4	Dog	Retriever, Labrador, Mix	Brown/		10/4/2024	M
A0058245310		04/04/2025 04:02PM	P5	Dog	Miniature Pinscher, Mix	Black/Brown		10/4/2024	M
A0058245316		04/04/2025 04:03PM	P6	Dog	Retriever, Labrador, Mix	Brown/		10/4/2024	F
A0058245323	Orange	04/04/2025 04:03PM	P7	Dog	Retriever, Labrador, Mix	Brown/		10/4/2024	M
A0058248040		04/04/2025 04:05PM	MG3	Dog	Terrier, Mix	Black/Brown		12/26/2024	M
A0058248046		04/04/2025 04:05PM	MG4	Dog	Terrier, Mix	Black/Brown		12/26/2024	M
A0058248058		04/04/2025 04:06PM	MG5	Dog	Terrier, Mix	Black/Brown		12/26/2024	F
A0058248099		04/04/2025 04:06PM	MG6	Dog	Terrier, Mix	Brown/		12/26/2024	M
A0058248107		04/04/2025 04:06PM	MG7	Dog	Terrier, Mix	Brown/		12/26/2024	M
A0058248129		04/04/2025 04:06PM	MG10	Dog	Terrier, Mix	Brown/		12/26/2024	M
A0058248146		04/04/2025 04:06PM	MG12	Dog	Terrier, Mix	Brown/		12/26/2024	M

A0058248155	04/04/2025 04:07PM	MG13	Dog	Terrier, Mix	Brown/White	12/26/2024	M
A0058248165	04/04/2025 04:07PM	MG14	Dog	Terrier, Mix	Brown/	12/26/2024	M
A0058248168	04/04/2025 04:07PM	MG15	Dog	Terrier, Mix	Black/Brown	11/4/2024	F
A0058248173	04/04/2025 04:07PM	MG16	Dog	Terrier, Mix	Brown/	12/26/2024	M
A0058248183	04/04/2025 04:07PM	MG17	Dog	Terrier, Mix	Black/Brown	12/26/2024	F
A0058248191	04/04/2025 04:07PM	MG18	Dog	Terrier, Mix	Brown/	12/26/2024	M
A0058248197	04/04/2025 04:07PM	MG19	Dog	Terrier, Mix	Black/Brown	12/26/2024	F

Case Activities

Activity #:	8841418	Conditions:		Danger?	
State:	Closed	Jurisdiction:	CITY of El Paso	Patrol Area:	800 Lower Valley
Type/Subtype:	Dispatch - Exposure	Cross Streets:		Distance:	0
Priority:	High	Created Date/Time:	04/02/2025 07:10PM	Created By:	GalvanP
Review Date:		Last Updated Date/Time:	04/02/2025 10:39PM	Last Updated By:	DominguezBX
Comments:					
	Status History	Status Date/Time	Activity Owner	Status Update Date/Time	Status Updated By
	Ended	04/02/2025 10:39PM	Bryan Dominguez	04/02/2025 10:39PM	Bryan Dominguez
	New	04/02/2025 07:09PM	Dispatch 1-ASFO	04/02/2025 07:09PM	Patricia Galvan
	Result Qty	Result	Is Primary	Result Date	Result By
	1	Advised	Yes	04/02/2025 10:39PM	Bryan Dominguez
Activity #:	8841690	Conditions:		Danger?	
State:	Closed	Jurisdiction:	CITY of El Paso	Patrol Area:	800 Lower Valley
Type/Subtype:	Dispatch - Exposure	Cross Streets:		Distance:	0
Priority:	High/Follow-Up	Created Date/Time:	04/03/2025 07:28AM	Created By:	ValenciaAX
Review Date:		Last Updated Date/Time:	04/03/2025 02:45PM	Last Updated By:	CoboJ

Comments:																				
<table border="1"> <thead> <tr> <th>Status History</th> <th>Status Date/Time</th> <th>Activity Owner</th> <th>Status Update Date/Time</th> <th>Status Updated By</th> </tr> </thead> <tbody> <tr> <td>Ended</td> <td>04/03/2025 02:45PM</td> <td>Jorge Cobo</td> <td>04/03/2025 02:45PM</td> <td>Jorge Cobo</td> </tr> <tr> <td>New</td> <td>04/03/2025 07:26AM</td> <td>Jorge Cobo</td> <td>04/03/2025 07:26AM</td> <td>Armando Valencia</td> </tr> </tbody> </table>						Status History	Status Date/Time	Activity Owner	Status Update Date/Time	Status Updated By	Ended	04/03/2025 02:45PM	Jorge Cobo	04/03/2025 02:45PM	Jorge Cobo	New	04/03/2025 07:26AM	Jorge Cobo	04/03/2025 07:26AM	Armando Valencia
Status History	Status Date/Time	Activity Owner	Status Update Date/Time	Status Updated By																
Ended	04/03/2025 02:45PM	Jorge Cobo	04/03/2025 02:45PM	Jorge Cobo																
New	04/03/2025 07:26AM	Jorge Cobo	04/03/2025 07:26AM	Armando Valencia																
<table border="1"> <thead> <tr> <th>Result Qty</th> <th>Result</th> <th>Is Primary</th> <th>Result Date</th> <th>Result By</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Impound</td> <td>Yes</td> <td>04/03/2025 02:45PM</td> <td>Jorge Cobo</td> </tr> </tbody> </table>						Result Qty	Result	Is Primary	Result Date	Result By	1	Impound	Yes	04/03/2025 02:45PM	Jorge Cobo					
Result Qty	Result	Is Primary	Result Date	Result By																
1	Impound	Yes	04/03/2025 02:45PM	Jorge Cobo																
Activity #:	8844297	Conditions:		Danger?																
State:	Closed	Jurisdiction:	CITY of El Paso	Patrol Area:	800 Lower Valley															
Type/Subtype:	Dispatch - Exposure	Cross Streets:		Distance:	0															
Priority:	High/Follow-Up	Created Date/Time:	04/04/2025 12:37PM	Created By:	CoboJ															
Review Date:		Last Updated Date/Time:	04/04/2025 01:26PM	Last Updated By:	CoboJ															
Comments:																				
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Status History	Status Date/Time	Activity Owner	Status Update Date/Time	Status Updated By																
Ended	04/04/2025 01:26PM	Jorge Cobo	04/04/2025 01:26PM	Jorge Cobo																
New	04/04/2025 12:36PM	Jorge Cobo	04/04/2025 12:36PM	Jorge Cobo																
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Result Qty	Result	Is Primary	Result Date	Result By																
12	Issued Citation	Yes	04/04/2025 01:26PM	Jorge Cobo																
9	Impound	No	04/04/2025 01:26PM	Jorge Cobo																
Activity #:	8842649	Conditions:		Danger?																
State:	Closed	Jurisdiction:	CITY of El Paso	Patrol Area:	800 Lower Valley															
Type/Subtype:	Dispatch - Exposure	Cross Streets:		Distance:	0															
Priority:	High/Follow-Up	Created Date/Time:	04/03/2025 01:35PM	Created By:	ChavarriaMA															
Review Date:		Last Updated Date/Time:	04/29/2025 09:55AM	Last Updated By:	OrtizAX															
Comments:	report																			

Status History	Status Date/Time	Activity Owner	Status Update Date/Time	Status Updated By
Ended	04/29/2025 09:55AM	Alberto Ortiz	04/29/2025 09:55AM	Alberto Ortiz
New	04/03/2025 01:34PM	Alberto Ortiz	04/03/2025 01:34PM	Miguel Chavarria

Result Qty	Result	Is Primary	Result Date	Result By
1	Report	Yes	04/29/2025 09:55AM	Alberto Ortiz

Case Memo(s)

Memo #	Reference	Reference #	Memo Type Memo Subtype	Created Date/Time	Created By	Updated Date/Time	Updated By	Review Date/Time
8437674	Case		Field Report	04/03/2025 02:41PM	CoboJ	04/03/2025 02:41PM	CoboJ	
<p>4/3/25 A follow up was conducted at 7161 Granite to check how many canines Mr. Macias owns. A brown/white labrador mix was owner surrender by Mr. Macias, who signed owner surrender document. Karen Washington took 6 small one month old puppies possible Labrador mixes. Mr. Macias slated they own about 25 canines that can go in out of the property through the back. A follow up will also be conducted on 4/4/25 to pick up more of the canines. (JCB109)</p>								
8436432	Case		Field Report Officer	04/02/2025 10:42PM	DominguezBX	04/04/2025 12:24AM	DominguezBX	
<p>04/02/2025 @ 2038 hrs. Arrived to 7161 Granite and made contact with pet owner Mr. Emilio Macias who advised that the small canine who was dead on his backyard. Dog was bit by other canines on the abdominal area and died by the attacks. Dog was a brown two month old terrier mix who was bagged by the owner and placed on the trash bin. SAPO Rivera was advised and concurred to document the incident by the other dogs. Owner Macias advised that he did not know what dog killed the small canine as he has too many.</p> <p>Macias mentioned that he has no help from anyone and only the next door neighbor is the only one who helps him with the dog food. Owner does not have any vaccine, microchip, or registration on any of the dogs as he has no money. It was mentioned that only the original father was neutered to keep the dogs from reproducing but by the time they had already multiplied with other females that he had on the property. Overall canines have access to the house 24/7 were water and food are provided to them. PD officer 2F182 was at the location to were situation of the dog was documented only (Case# 25-092228) as there was no animal cruelty case.</p> <p>Mr. Macias was advised that he had to look for help in the shelter through the owner surrender specialist who will guide him through and possibly provide with some help to keep the dogs. The focus of the call was to help out Mr. Macias as he was an elder and had limited resources beginning with the lack of vehicle which keeps him from transporting animals. Owner was advised as best as possible. BD136</p>								
8438990	Case		Field Report	04/04/2025 01:20PM	CoboJ	04/04/2025 01:20PM	CoboJ	
<p>4/4/25 Supervisor A. Ortiz, officer pompa, and myself officer Cobo removed a total of 28 canines that Karen Washington took 19 canines to their rescue group. Officer Pompa took 9 canines as owner surrender to the shelter. Mr. Macias signed nine owner surrender impoundment forms and a copy was issue. Mr. Macias kept four canines a white Great Pyrenees mix "Bella", Labrador mix brown "Rudy", Jack Russell mix male "Casper, and Miniature Pinscher mix black/brown female "Sula. On the four canines that Mr. Macias kept was issues citations for having vaccination/registration/microchip (JCB109)</p>								
8439112	Case		Field Report	04/04/2025 02:04PM	PompaJM	04/04/2025 02:04PM	PompaJM	
<p>4-4-25 2:04pm</p> <p>Arrived at 7161 Granite in reference to an assist per supervisor A. Ortiz, upon arrival made contact with APO J. Cobo and supervisor A. Ortiz already on scene with them stating there is a total of about 26 canines that need to be impounded. Canines were captured and placed in unit 16001 and some in unit 17036. Karen Washington was on scene and was able to take 19 canines that were transferred from unit 17036 to her vehicles were canines were placed in wire kennels for transportation.</p> <p>Arrived at the shelter were all canines taken by Ms. Washington were chipped and vaccinated before Ms. Washington took canines to new location to foster out. Two canines were impounded and 8 canines were euthanized on site. No further action taken. JM224</p>								
8441491	Case		Field Report Supervisor	04/07/2025 09:45AM	OrtizAX	04/07/2025 09:45AM	OrtizAX	

04/03/2025 @1200hrs Arrived to listed address and assisted APO Cobo, contact was made with Mr. Macias whom was advised of my visit; he stated that he and his wife have had approx. 25+ canines for about 10 years. When questioned about why and who the canines came about to killing one of the dogs and possibly eating it, he answered that he was unaware; Mr. Macias seemed to as if it wasn't the first time that the dogs attack or possibly kill each other. Visual of approx. 20-25 dogs (various ages/ majority Min-Pin mix) was made in the backyard, when approaching the side of the backyard from the sidewalk (CR Croom) all dogs began to bark with some even charging the fence line; 3x brown min-pin mixes showed extreme signs of aggression against all other dogs. Canine appear to be of good general health with minor external injuries (old scars to the muzzle, front and back legs, neck and body), none have life threaten injures; all canines are extremely active. Canines are able to enter and exit the house through the backdoor way which is wedged (stuck) open, Mr. Macias stated that they are going through financial hardship and would like some help with the dogs. He was advised that the removal of the canines would take place until the following day (04/04). Permission was granted into the backyard but unable to make entry due to not getting permission to go through the house, Mr. Macias stated that his wife is elderly and handicapped and does not want anyone to see her; he was explained that access onto the entry premises will allow us to better help him. Mr. Macias stated that they would like to keep 4x dogs ("Bella" 4 y/o female white great pyrenees, "Zula" 9 y/o female black/ brown Min-Pin (partially blind), "Tachuelita" 8 mth old female black/ brown Min-Pin, and "Casper" 4 mth old male white Min-Pin mix), all dogs are sterilized except "Casper"; these dogs are kept in separate rooms from the rest of the dog population. Mr. Macias did state that they had 6x 6-7 week old puppies inside the house as well. Pawsitive Rescue (Karen) did arrive on scene as per being notified by a 3rd party of the call and allegations, she did advise that she would be able to help with taking the small puppies; Mr. Macias was advised and agreed to release them to the rescue. 1x adult female dog was released to EPAS as per it being aggressive. Pending completion of a Writ of Entry and removal of dogs for Friday (4/04).

04/04/2025 @0800hrs Completed Writ of Entry for the address in question was presented to Judge A. Dominguez at Muni Court, signature was obtained; contacted EPAS dispatch for the request of EPPD to execute the Writ of Entry.

@0900hrs Arrived to the listed address and made contact with APO Cobo and APO Pompa whom both assisted, Mr. Macias; a hard copy of the Writ of Entry was presented and provided to Mr. Macias. EPPD (1S981/ Collen) arrived on scene to assist in securing and inspecting the house, entry was permitted into every room of the house; contact was made with Mrs. Liz Macias whom was in a bedroom on the right side of the house. Mrs. Macias has no mobility and uses a wheelchair, she does not appear to be in distress or any immediate danger; Mrs. Macias was advised of our visit to which she agreed. Mrs. Macias was very thankful for the assistance being given, she added that that the situation with the canines had become overwhelming and did not know how to ask for help; she was advised that we would be available to help them with the sterilization of the Casper and any pending microchips that need to be done. Visual of all canines running in and out of the house through the backdoor was made, visual of approx. 3 gallons of water (2 separate bowls) was made inside the kitchen area; 3x large food bags (Of Roy) were located on the kitchen counter. Mr. Macias stated that the the canines get fed early in the morning. Visual of 4x canines ("Storm" grey female DSH, "Tri-Pod" calico female DSH, "Venus" grey tabby female DSH, "Patches" calico female DSH) were seen inside a second bedroom, water and food was accessible to them; litter boxes had minimal feces but there was a foul odor of urine. Mr. Macias was advised clean up the whole room (empty the litter box and add new litter/ clean up the floors/ provide ventilation by means of opening a few windows. 28x canines 10x adults and 18x puppies (3-4 months old) were removed from the inside and outside of the house, all canines were loaded into unit #s 16001/ 12157; all canines were Owner Surrendered. Rescue partners (Pawsitive Rescue/ Santa Teresa Animal Rescue) arrived on scene at 1100hrs; the 18 puppies were released to both rescue partners, arrangements to have the puppies microchipped and vaccinated at EPAS was made. APO Cobo proceeded to complete all owner surrender paperwork and citations. -AO148

8471416	Case		Field Report Supervisor	04/29/2025 09:56AM	OrtizAX	04/29/2025 09:56AM	OrtizAX
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04/29/2025 Unable to make contact with Mr. Macias in person at the listed address/ via p/s in regards in having "Casper" neutered through our department. No further action will be taken. -AO148

Case View Report



El Paso Animal Services
 5001 Fred Wilson Avenue
 El Paso, Texas 79906 USA
 EPAS@elpasotexas.gov
<https://elpasoanimalservices.org/>
 Tel.: 915-212-7297 / 915-751-1726
 Printed: 10/29/2025 12:54AM By: DominguezBX

Case Details

Case #: C0006650736
 Reference #:
 Status: Closed

Case Date/Time: 09/23/2021 11:29AM Reported:
 Jurisdiction: CITY of El Paso

Category: Investigation
 Type: Bite / Scratch
 Subtype: Animal to Person
 Officer: Jesus Moreno
 Review Date:

7161 GRANITE ROAD, El Paso, 79915, Texas, United States

Directions:
 Result: Quarantine By: Jesus Moreno Date/Time: 09/23/2021 10:57PM
 Result Comments:

Created By: T1451EO

Animal Info: RP IS REPORTING HER DAUGHTER WAS ATTACKED BY 7K9S, UNK DESCRIPTION, NO COLLARS, NO TAGS, AND BIT IN THE LEFT ANKLE, INCIDENT OCCURRED YESTERDAY AROUND 9 AM. RP ADVISES K9S LIVE IN THE NEIGHBORHOOD.WILL STAND BY FOR A UNIT.

Created: 09/23/2021 11:33AM
 Last Updated By: MorenoJI
 Updated: 09/23/2021 10:57PM

Person Info: STELLA ROSE 915-204-7358

Case Animals

Animal #: A0048727235 |

Animal ID:	<u>A0048727235</u>	Name:	HERCULES	Types:	Dog	Gender:	Male
ARN:		DOB:	1/23/2021	Breeds:	Terrier/Mix	Altered:	N
Chip #:		Current Age:	4 Y 9 M 6d	Colors:	Tan/White	Size:	M
Type:		Age Group:	Adult	Pattern:		Weight:	0
Declared:	N	Bitten:	No Bite History	Primary Role:	Suspect	Secondary Role:	
Animal Memos:	No	Case Memos:	No	Conditions:	No	Violations:	Yes

Ownership / Guardianship

Person #	Date From	Person Name	Phone	Address	City
<u>P0027519706</u>	9/23/2021	Emilio Macias	(915-████████)	7161 GRANITE	El Paso, CITY of El Paso TX 79915

Animal Quarantine

Animal Condition: Appears Normal	Rabies Vaccination: No Record	Quarantine Type: 10 Day - Quarantine
Restrained: No	Vaccination Date:	Quarantine Location: Independent Clinic
Motivation: Unprovoked	Revaccination Date:	Quarantine Agency: Vista Hills Animal Hospital
Quarantine Start: 09/24/2021 12:00AM	Started By: Jesus Moreno	Quarantine Results:
Quarantine Expiry: 10/02/2021 12:00AM		Results Date:
Quarantine Ended: 10/02/2021 12:00AM	Ended By:	Results By:
Review Date:		Results Sent:

Case Persons

Person #: P0027519706 | Emilio Macias

P0027519706

Emilio Macias, [REDACTED] 7161 GRANITE
 El Paso, 79915, CITY of El Paso, TX - Home Primary Role: Suspect Secondary Role:
 Animal Owner: No , Person Reporting: No , Property Owner: No

Ownership / Guardianship

AnimalID	ARN	Date From	Name	Species	Breeds	Colors	Color Pattern	DOB	Sex
A0048727235		09/23/2021 06:24PM	HERCULES	Dog	Terrier, Mix	Tan/White		1/23/2021	M

Person #: P0034521200 | MARIA MACIAS

P0034521200

MARIA MACIAS, [REDACTED] 7161 GRANITE RD
 El Paso, 79915, EL PASO, TX - Home Primary Role: Suspect Secondary Role:
 Animal Owner: No , Person Reporting: No , Property Owner: No

Person #: P0039355392 | MADELINE CARBALLO

P0039355392

MADELINE CARBALLO, [REDACTED] 7199 GRANITE
 El Paso, 79915, CITY of El Paso, EL PASO, TX - Home Primary Role: Victim Secondary Role:
 Complainant
 Animal Owner: No , Person Reporting: No , Property Owner: No

Person Injuries

Injury Type	Body Part	Severity	Injury Comments	Treatment	Treatment Date	Treatment By
Scratch / Abrasion	Left Foot	Mild				

Case Activities

Activity #:	6253595	Conditions:		Danger?																
State:	Closed	Jurisdiction:	CITY of El Paso	Patrol Area:	800 Lower Valley															
Type/Subtype:	Dispatch - Exposure	Cross Streets:		Distance:	0															
Priority:	High	Created Date/Time:	09/23/2021 11:34AM	Created By:	T1451EO															
Review Date:		Last Updated Date/Time:	09/23/2021 01:32PM	Last Updated By:	KingW															
Comments:																				
	<table border="1"> <thead> <tr> <th>Status History</th> <th>Status Date/Time</th> <th>Activity Owner</th> <th>Status Update Date/Time</th> <th>Status Updated By</th> </tr> </thead> <tbody> <tr> <td>Ended</td> <td>09/23/2021 01:32PM</td> <td>William King</td> <td>09/23/2021 01:32PM</td> <td>William King</td> </tr> <tr> <td>New</td> <td>09/23/2021 11:33AM</td> <td>Dispatch 1-ASFO</td> <td>09/23/2021 11:33AM</td> <td>Evelyn Ochoa</td> </tr> </tbody> </table>					Status History	Status Date/Time	Activity Owner	Status Update Date/Time	Status Updated By	Ended	09/23/2021 01:32PM	William King	09/23/2021 01:32PM	William King	New	09/23/2021 11:33AM	Dispatch 1-ASFO	09/23/2021 11:33AM	Evelyn Ochoa
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Result Qty	Result	Is Primary	Result Date	Result By																
1	Advised	Yes	09/23/2021 01:32PM	William King																

Activity #:	6253926	Conditions:		Danger?	
State:	Closed	Jurisdiction:	CITY of El Paso	Patrol Area:	800 Lower Valley
Type/Subtype:	Dispatch - Exposure	Cross Streets:		Distance:	0
Priority:	High/Follow-Up	Created Date/Time:	09/23/2021 01:33PM	Created By:	KingW
Review Date:		Last Updated Date/Time:	09/23/2021 10:59PM	Last Updated By:	MorenoJI

Comments:																													
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Result Qty	Result	Is Primary	Result Date	Result By																									
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1	Quarantine	No	09/23/2021 10:58PM	Jesus Moreno																									

Case Condition(s)

Condition #	Reference	Reference #	Category	Type	Subtype	Date/Time	By	Review Date
20008	Case	6650736 - Case	Bite Quarantine	1st-Q-Check		09/24/2021 12:00AM	Jesus Moreno	
VISTA HILLS ANIMAL HOSPITAL Contacted vet clinic which advised canine was not taken for Quarantine attempted to contact pet owner with negative results.(GA)192								
20009	Case	6650736 - Case	Bite Quarantine	2nd-Q-Check		09/27/2021 12:00AM	Jesus Moreno	09/28/2021 08:36PM
VISTA HILLS ANIMAL HOSPITAL Contacted vet clinic which advised canine was not taken for Quarantine attempted to contact pet owner with negative results.(GA)192								
20010	Case	6650736 - Case	Bite Quarantine	3rd-Q-Check		10/02/2021 12:00AM	Jesus Moreno	10/03/2021 08:37PM
Contacted vet clinic which advised canine was not taken for Quarantine attempted to contact pet owner with negative results.(GA)192								

Case Memo(s)

Memo #	Reference	Reference #	Memo Type Memo Subtype	Created Date/Time	Created By	Updated Date/Time	Updated By	Review Date/Time
6092492	Case		Statements	09/23/2021 12:54PM	LealAI	09/23/2021 12:53PM	LealAI	
<p>@ 12:47pm-Call received from Mr. Emilio Macias (915-219-0440) who resides at listed address of 7161 Granite, demanding a callback to discuss matters of Bite Allegations. He claims that an officer left notice yesterday about his dogs running loose, which he claims did happen per the door not closing correctly, however He is denying allegations of the dog or dogs biting anyone. He wants officer to contact him ASAP to discuss matters. In earlier conversation, he did confirm that canines do not have vaccinations nor are they microchipped. He will be standing by for callback.</p>								
6092568	Case		Field Report	09/23/2021 01:29PM	KingW	09/23/2021 12:57PM	KingW	

Call was on a dog bite at 7199 Granite. I arrived and made contact with reporter/ victim Madeline Carballo. At this time she stated on 9/22/21 around 930AM she was walking her dog past 7161 Granite when seven brown and white canines all medium to large size unknown breed ran out and attacked her. Mrs. Carballo stated she was bit on the left ankle. At this time Mrs. Carballo has two very small puncture holes on her left ankle. The size of the bite and the spacing between the puncture holes could only be caused from a smaller canine, something of a toy chihuahua, or even puppy. (Pictures were taken and will be on the files tab). Signature on the medical and UATA was obtained. According to Mrs. Carballo she is not sure what canine bite her. Arrived at 7161 Granite where I was met by a female at the front door. I advised what my visit was for and explained that one of her canines was reported to be involved in a bite. Female subject believed to be Maria Macias (Due to past history) stated she didn't feel like talking and that we could speak with her husband Emilio Macias when he got home. At this time the door was slammed shut and subject would no longer answer any questions. Follow up will be created to try and make contact with male half this afternoon. bk114

6093038	Case		Field Report Officer	09/23/2021 10:57PM	MorenoJI	09/23/2021 10:49PM	MorenoJI
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09-23-21 18:40 PM
 Arrived to 7161 Granite made contact with pet owner Emilio Macias who was advice on the alleged complaint. Mr. Macias was upset due to victim making false accusations, as Mr. Macias he has 2 witness that observed the incident and at no time victim was bit. Mr. Macias was advice as best as possible as he agree he needed to comply with the law. Canine tan white terrier name hunter was confined inside home. Mr. Macias was not able to provide current VMR on canine and was cited 3 times. Quarantine order was signed and q slip was deliver and explain in detail. Canine will be quarantine at Vista Hills Animal Hospital. Mr. Macias was explain in detail procedures to be done. Supervisor Martinez was advice on case. (JM)189

6129778	Case		Field Report Officer	10/27/2021 08:32AM	AndraskoAG	10/27/2021 08:31AM	AndraskoAG
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10-27-21
 Contacted vet clinic which advised canine was not taken for Quarantine attempted to contact pet owner with negative results.(GA)192

6150259	Case		Field Report Officer	11/15/2021 03:04PM	MorenoJI	11/15/2021 03:03PM	MorenoJI
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11/15/21 15:00 PM
 Citation was sent to Mr. Macias for 3 violations of Quarantine. (JM)189

Case Violation(s)

Violation #	33641781	Violation Type:	Citation	Status:	Awaiting Court Date	Review Date:	
Item Code:	604	Issued:	09/23/2021 06:38PM	Result:		Court:	
Violation:	No Microchip	By:	Jesus Moreno	Result Date:		Docket #:	
Class:		To:	P0027519706 - Emilio Macias	Result By:		Hearing Date:	
Gov. Juris.	El Paso City	For:	A0048727235 - [Dog	Price:			
Notes:	NO RABIES VACCINATION, NO REGISTRATION						

Violation #	33-636-220	Violation Type:	Citation	Status:	Awaiting Court Date	Review Date:	
Item Code:	606	Issued:	11/15/2021 03:04PM	Result:		Court:	
Violation:	Animal Quarantine Violation	By:	Jesus Moreno	Result Date:		Docket #:	
Class:		To:	P0027519706 - Emilio Macias	Result By:		Hearing Date:	
Gov. Juris.	El Paso City	For:	A0048727235 - Dog	Price:			
Notes:							
VIOLATION OF 3 Q-CHECKS							

Case View Report



El Paso Animal Services
 5001 Fred Wilson Avenue
 El Paso, Texas 79906 USA
 EPAS@elpasotexas.gov
<https://elpasoanimalservices.org/>
 Tel.: 915-212-7297 / 915-751-1726
 Printed: 10/29/2025 12:56AM By: DominguezBX

Case Details

Case #: C0006968896
 Reference #:
 Status: Closed

Case Date/Time: 06/06/2022 08:53AM Reported:
 Jurisdiction: CITY of El Paso

Category: Investigation
 Type: Cruelty / Neglect
 Subtype: Standards of Care
 Officer: Francisco Rocha
 Review Date:

7161 GRANITE RD., El Paso, 79915, Texas, United States
 Directions:
 Result: Completed By: Francisco Rocha Date/Time: 06/07/2022 05:11PM
 Result Comments:

Created By: T1504LP

Animal Info: RP IS REPORTING THAT AT THIS 11 DOGS 30 CATS NO SHADE AND NO WATER
 SUSPECTS NO VACCINATION. THE CATS AND DOGS WERE PICKED UP SO THERE IS A NUISANCE
 FOR FECES AS WELL. ALL DOGS ARE DIFFERENT BREEDS.

Created: 06/06/2022 08:57AM
 Last Updated By: RochaFJ
 Updated: 06/07/2022 05:12PM

Person Info: ANONYMOUS

Case Persons

Person #: P0027519706 | Emilio Macias
 P0027519706

Emilio Macias, [REDACTED] 7161 GRANITE
 El Paso, 79915, CITY of El Paso, TX - Home Primary Role: Suspect Secondary Role:
 Animal Owner: No , Person Reporting: No , Property Owner: No

Case Activities

Activity #:	6584337	Conditions:		Danger?	
State:	Closed	Jurisdiction:	CITY of El Paso	Patrol Area:	800 Lower Valley
Type/Subtype:	Dispatch - SOC Welfare Check	Cross Streets:		Distance:	0
Priority:	Low	Created Date/Time:	06/06/2022 08:59AM	Created By:	T1504LP
Review Date:		Last Updated Date/Time:	06/07/2022 05:23PM	Last Updated By:	RochaFJ

Comments:

Status History	Status Date/Time	Activity Owner	Status Update Date/Time	Status Updated By
Ended	06/07/2022 05:18PM	Francisco Rocha	06/07/2022 05:18PM	Francisco Rocha
New	06/06/2022 08:58AM	Dispatch 1-ASFO	06/06/2022 08:58AM	Lianne Perez

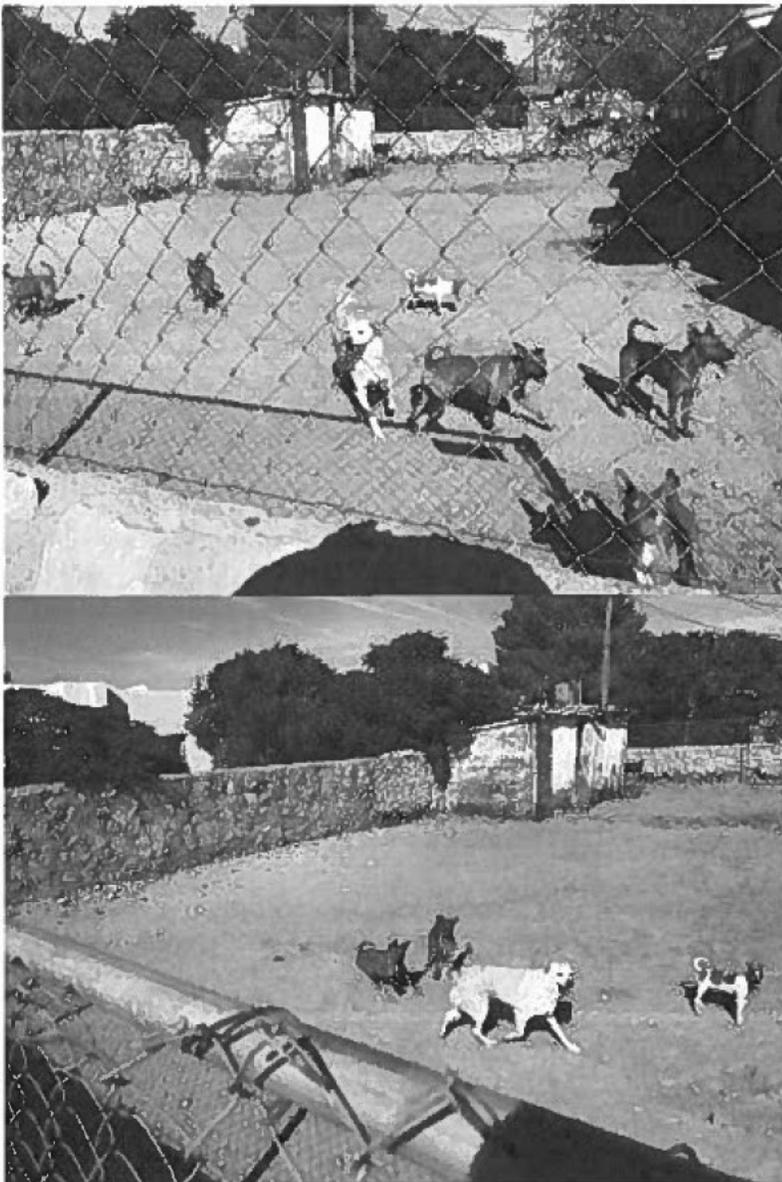
Result Qty	Result	Is Primary	Result Date	Result By
1	Report	Yes	06/07/2022 05:19PM	Francisco Rocha
1	Issued Warning / Notice	No	06/07/2022 05:22PM	Francisco Rocha

Case Memo(s)

<u>Memo #</u>	<u>Reference</u>	<u>Reference #</u>	<u>Memo Type</u> <u>Memo Subtype</u>	<u>Created Date/Time</u>	<u>Created By</u>	<u>Updated Date/Time</u>	<u>Updated By</u>	<u>Review Date/Time</u>
6373423	Case		Field Report	06/07/2022 05:17PM	RochaFJ	06/07/2022 05:12PM	RochaFJ	

06-07-22 16:55 I arrived at the listed address on an SOC complaint. I made contact with Mr. Macias and advised him on the complaint. He denied the allegations and stated that the back door to his house is always open during the day therefore giving access to shelter for his canines. I did notice multiple canines barking at me through the screen door. The front window was slightly open a strong smell of cat urine was detected. I asked the owner how many animals he owned and each time he would increase the number. He settled on owning 13 canines and 7 cats. We walked to the side of his house where I was able to verify that the canines have access to the inside. I noticed nine adult canines. They were all alert, active, and at ideal weight. Mr. Macias advised that he does not have any VMR. He started to shift blame on the CoEP for not provided free or low cost spay neuter services. Mr. Macias became irritated and advised to leave whatever I had to leave by his front door. I left a notice advising of the complaint and to send VMR for all of his pets. (FR181)

Photo(s)



Case View Report



El Paso Animal Services
 5001 Fred Wilson Avenue
 El Paso, Texas 79906 USA
 EPAS@elpasotexas.gov
<https://elpasoanimalservices.org/>
 Tel.: 915-212-7297 / 915-751-1726
 Printed: 10/29/2025 01:07AM By: DominguezBX

Case Details

Case #: C0009213414
 Reference #:
 Status: Closed

Case Date/Time: 09/08/2025 08:37AM Reported:
 Jurisdiction: CITY of El Paso

Category: Incident
 Type: Enforcement
 Subtype: Nuisance - Dog
 Officer: Jorge Cobo
 Review Date:

7161 GRANITE RD., El Paso, 79915, Texas, United States

Directions:
 Result: Completed By: Jorge Cobo Date/Time: 09/09/2025 11:17AM
 Result Comments:

Created By: Gonzalezc

Animal Info: Rp is reporting the unsprayed and unneutered of the k9s at the address listed above. Rp states that they just had a litter. There is a all white unknown breed, large size . 7x brown color, unknown breed, medium to large size. 5x are puppies ,small size, brown with white

Created: 09/08/2025 08:50AM
 Last Updated By: CoboJ
 Updated: 09/09/2025 11:17AM

Person Info: Blanca Garcia [REDACTED]

Case Animals

Animal #: A0059325741 |

Animal ID: A0059325741 Name: Venus Types: Dog Gender: Female
 ARN: DOB: 9/9/2021 Breeds: Shepherd/Mix Altered: Y
 Chip #: 941000031279352 Current Age: 4 Y 1 M 20d Colors: Brown/ Size: S
 Type: 24PetWatch Age Group: Adult Pattern: Weight: 0
 Declawed: N Bitten: No Bite History Primary Role: Suspect Secondary Role:
 Animal Memos: No Case Memos: No Conditions: No Violations: Yes

Ownership / Guardianship

Person #	Date From	Person Name	Phone	Address	City
P0027519706	9/9/2025	Emilio Macias	[REDACTED]	7161 GRANITE	El Paso, CITY of El Paso TX 79915

Animal #: A0059325753 |

Animal ID: A0059325753 Name: Daisy Types: Dog Gender: Female
 ARN: DOB: 9/17/2021 Breeds: Shepherd/Mix Altered: Y
 Chip #: 941000031279094 Current Age: 4 Y 1 M 12d Colors: Brown/ Size: S
 Type: 24PetWatch Age Group: Adult Pattern: Weight: 0
 Declawed: N Bitten: No Bite History Primary Role: Suspect Secondary Role:
 Animal Memos: No Case Memos: No Conditions: No Violations: No

Ownership / Guardianship

Person #	Date From	Person Name	Phone	Address	City
P0027519706	9/9/2025	Emilio Macias	(915) [REDACTED]	7161 GRANITE	El Paso, CITY of El Paso TX 79915

Animal #: A0059325852 |

Animal ID: A0059325852 Name: Types: Dog Gender: Male
 ARN: DOB: 7/9/2025 Breeds: Shepherd/Mix Altered: N
 Chip #: Current Age: 0 Y 3 M 20d Colors: Brown/ Size: S
 Type: Age Group: Adult Pattern: Weight: 0
 Declawed: N Bitten: No Bite History Primary Role: Suspect Secondary Role:
 Animal Memos: No Case Memos: No Conditions: No Violations: No

Ownership / Guardianship

Person #	Date From	Person Name	Phone	Address	City
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P0027519706	9/9/2025	Emilio Macias	(915) [REDACTED]	7161 GRANITE	El Paso, CITY of El Paso TX 79915
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Animal #: A0059325856 |

Animal ID: A0059325856 **Name:** **Types:** Dog **Gender:** Male
ARN: **DOB:** 7/9/2025 **Breeds:** Shepherd/Mix **Altered:** N
Chip #: **Current Age:** 0 Y 3 M 20d **Colors:** Brown/ **Size:** S
Type: **Age Group:** Adult **Pattern:** **Weight:** 0
Declared: N **Bitten:** No Bite History **Primary Role:** Suspect **Secondary Role:**
Animal Memos: No **Case Memos:** No **Conditions:** No **Violations:** No

Ownership / Guardianship

<u>Person #</u>	<u>Date From</u>	<u>Person Name</u>	<u>Phone</u>	<u>Address</u>	<u>City</u>
P0027519706	9/9/2025	Emilio Macias	(915) [REDACTED]	7161 GRANITE	El Paso, CITY of El Paso TX 79915

Animal #: A0059325863 |

Animal ID: A0059325863 **Name:** **Types:** Dog **Gender:** Male
ARN: **DOB:** 7/9/2025 **Breeds:** Shepherd/Mix **Altered:** N
Chip #: **Current Age:** 0 Y 3 M 20d **Colors:** Brown/ **Size:** S
Type: **Age Group:** Adult **Pattern:** **Weight:** 0
Declared: N **Bitten:** No Bite History **Primary Role:** Suspect **Secondary Role:**
Animal Memos: No **Case Memos:** No **Conditions:** No **Violations:** No

Ownership / Guardianship

<u>Person #</u>	<u>Date From</u>	<u>Person Name</u>	<u>Phone</u>	<u>Address</u>	<u>City</u>
P0027519706	9/9/2025	Emilio Macias	(915) [REDACTED]	7161 GRANITE	El Paso, CITY of El Paso TX 79915

Animal #: A0059335087 |

Animal ID: A0059335087 **Name:** Daisy **Types:** Dog **Gender:** Female
ARN: **DOB:** 9/9/2021 **Breeds:** Shepherd/Mix **Altered:** N
Chip #: **Current Age:** 4 Y 1 M 20d **Colors:** Brown/ **Size:** S
Type: **Age Group:** Adult **Pattern:** **Weight:** 0
Declared: N **Bitten:** No Bite History **Primary Role:** Suspect **Secondary Role:**
Animal Memos: No **Case Memos:** No **Conditions:** No **Violations:** No

Case Persons

Person #: P0027519706 | Emilio Macias

P0027519706 Emilio Macias, [REDACTED] 7161 GRANITE
 El Paso, 79915, CITY of El Paso, TX - Home Primary Role: Suspect Secondary Role:
 Animal Owner: Yes , Person Reporting: No , Property Owner: No

Ownership / Guardianship

<u>AnimalID</u>	<u>ARN</u>	<u>Date From</u>	<u>Name</u>	<u>Species</u>	<u>Breeds</u>	<u>Colors</u>	<u>Color Pattern</u>	<u>DOB</u>	<u>Sex</u>
A0059325741		09/09/2025 11:07AM	Venus	Dog	Shepherd, Mix	Brown/		9/9/2021	F
A0059325753		09/09/2025 11:07AM	Daisy	Dog	Shepherd, Mix	Brown/		9/17/2021	F
A0059325852		09/09/2025 11:08AM		Dog	Shepherd, Mix	Brown/		7/9/2025	M
A0059325856		09/09/2025 11:08AM		Dog	Shepherd, Mix	Brown/		7/9/2025	M
A0059325863		09/09/2025 11:08AM		Dog	Shepherd, Mix	Brown/		7/9/2025	M

Case Activities

Activity #:	9081720	Conditions:		Danger?	
State:	Closed	Jurisdiction:	CITY of El Paso	Patrol Area:	800 Lower Valley

Type/Subtype:	Dispatch - SOC Welfare Check	Cross Streets:		Distance:	0															
Priority:	Low	Created Date/Time:	09/08/2025 08:50AM	Created By:	GonzalezC															
Review Date:		Last Updated Date/Time:	09/09/2025 11:18AM	Last Updated By:	CoboJ															
Comments:																				
	<table border="1"> <thead> <tr> <th>Status History</th> <th>Status Date/Time</th> <th>Activity Owner</th> <th>Status Update Date/Time</th> <th>Status Updated By</th> </tr> </thead> <tbody> <tr> <td>Ended</td> <td>09/09/2025 11:17AM</td> <td>Jorge Cobo</td> <td>09/09/2025 11:17AM</td> <td>Jorge Cobo</td> </tr> <tr> <td>New</td> <td>09/08/2025 08:50AM</td> <td>Dispatch 1-ASFO</td> <td>09/08/2025 08:50AM</td> <td>Cecilia Gonzalez</td> </tr> </tbody> </table>					Status History	Status Date/Time	Activity Owner	Status Update Date/Time	Status Updated By	Ended	09/09/2025 11:17AM	Jorge Cobo	09/09/2025 11:17AM	Jorge Cobo	New	09/08/2025 08:50AM	Dispatch 1-ASFO	09/08/2025 08:50AM	Cecilia Gonzalez
Status History	Status Date/Time	Activity Owner	Status Update Date/Time	Status Updated By																
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	<table border="1"> <thead> <tr> <th>Result Qty</th> <th>Result</th> <th>Is Primary</th> <th>Result Date</th> <th>Result By</th> </tr> </thead> <tbody> <tr> <td>4</td> <td>Issued Citation</td> <td>Yes</td> <td>09/09/2025 11:18AM</td> <td>Jorge Cobo</td> </tr> </tbody> </table>					Result Qty	Result	Is Primary	Result Date	Result By	4	Issued Citation	Yes	09/09/2025 11:18AM	Jorge Cobo					
Result Qty	Result	Is Primary	Result Date	Result By																
4	Issued Citation	Yes	09/09/2025 11:18AM	Jorge Cobo																

Case Memo(s)

Memo #	Reference	Reference #	Memo Type Memo Subtype	Created Date/Time	Created By	Updated Date/Time	Updated By	Review Date/Time
8649841	Case		Field Report	09/09/2025 11:11AM	CoboJ	09/09/2025 11:11AM	CoboJ	
<p>9/9/25 11:11am Call came in as female canine from listed had a litter of Pups. Owner Mr. Macias stated he has 10 canines inside the home. Canines out to the backyard mostly Shepherd mixes, one Great Pyrenees mix, and two Miniature Dobberman Pinschers. All canines appear alert. The canine that had the litter is a female brown Shepherd mix named Venus that had 3 males and one female Shepherd that are two months. Citations were issue for not having mother canine current with vaccinations and for no litter permit. Sup. A. Ortiz was advised that one of Mr. Macias females had recently had a litter and will placed on the list from the shelter for canine to get spayed. (JCB109)</p>								

Case Violation(s)

Violation #	53023460	Violation Type:	Citation	Status:	Awaiting Court Date	Review Date:	
Item Code:	599	Issued:	09/09/2025 11:10AM	Result:		Court:	El Paso Municipal
Violation:	No Litter Permit	By:	Jorge Cobo	Result Date:		Docket #:	
Class:		To:	P0027519706 - Emilio Macias	Result By:		Hearing Date:	
Gov. Juris.	El Paso City	For:	A0059325741 - [Dog	Price:			

Notes:							
Violation #	53023460	Violation Type:	Citation	Status:	Awaiting Court Date	Review Date:	
Item Code:	603	Issued:	09/09/2025 11:08AM	Result:		Court:	El Paso Municipal
Violation:	No Vaccination	By:	Jorge Cobo	Result Date:		Docket #:	
Class:		To:	P0027519706 - Emilio Macias	Result By:		Hearing Date:	
Gov. Juris.	El Paso City	For:	A0059325741 - Dog	Price:			
Notes:							
Violation #	53023460	Violation Type:	Citation	Status:	Awaiting Court Date	Review Date:	
Item Code:	604	Issued:	09/09/2025 11:09AM	Result:		Court:	El Paso Municipal
Violation:	No Microchip	By:	Jorge Cobo	Result Date:		Docket #:	
Class:		To:	P0027519706 - Emilio Macias	Result By:		Hearing Date:	
Gov. Juris.	El Paso City	For:	A0059325741 - Dog	Price:			
Notes:							
Violation #	53023460	Violation Type:	Citation	Status:	Awaiting Court Date	Review Date:	
Item Code:	605	Issued:	09/09/2025 11:09AM	Result:		Court:	El Paso Municipal

Violation:	No Registration	By:	Jorge Cobo	Result Date:		Docket #:	
Class:		To:	P0027519706 - Emilio Macias	Result By:		Hearing Date:	
Gov. Juris.	El Paso City	For:	A0059325741 - Dog	Price:			
Notes:							

Search Criteria: Case Address Country: -- Select -- Street Address: 7181 GRANITE RD

Apt#: Zip Code: State: -- Select -- City: -- Select --

Case Date From: To: Only Active Cases All Persons Linked To Case

Find

Case # Ref #	Case Date/Time v	Number of Animals Animal Description	Case Category	Case Type	Case Subtype	Case Officer	Case Jurisdiction Patrol Area	Case Address	Case Status	Case Result	Related Cases
C0008213414	09/08/2025 08:37AM	12 Rp is reporting the unsprayed and unneutered of the k9s at the address listed above. Rp states that they just had a litter. There is a all white unknown breed, large size . 7x brown color, unknown breed, medium to large size. 5x are puppies , small size, brown with white	Incident	Enforcement	Nuisance Dog	Jorge Coba	CITY of El Paso 800 Lower Valley	7181 GRANITE RD. El Paso, 79915, TX	Closed	Completed	No
C0008991131	04/02/2025 09:49PM	40 caller is reporting k9s at listed address that were fighting and two k9s were killed.k9s are all different breeds. all k9s live at listed address and are located in the side of house.	Investigation	Bite / Scratch	Animal to Animal	Bryan Dominguez	CITY of El Paso 800 Lower Valley	7181 Granite Road El Paso, 79915, TX	Closed	Completed	No
C0008991086	04/02/2025 07:02PM	20 caller is advising there is a lot of dogs at this address, the dogs are fighting, they are small dogs. unsure of breed, the dog killed a smaller dog. and they were eating it. She is unsure if the owners are home. she wants us to check on the owners to see if they are okay.	Investigation	Bite / Scratch	Animal to Animal	Jorge Coba	CITY of El Paso 800 Lower Valley	7181 GRANITE RD. El Paso, 79915, TX	Closed	Completed	No
C0007029394	07/18/2022 09:43AM	2 RP ADV OF 2X K9 THAT ARE LOOSE AROUND LISTED 20. RP ADV BOTH DOGS WERE MEDIUM SIZE BROWN K9	Incident	Stray	Loose / At Large - Dog	Destiny Raynes	CITY of El Paso	7181 Granite Rd. El Paso, TX 79915 El Paso, 79915, TX	Closed	Completed	No
C0008988898	08/08/2022 08:53AM	41 RP IS REPORTING THAT AT THIS 11 DOGS 30 CATS NO SHADE AND NO WATER SUSPECTS NO VACCINATION. THE CATS AND DOGS WERE PICKED UP SO THERE IS A NUISANCE FOR FECES AS WELL. ALL DOGS ARE DIFFERENT BREEDS.	Investigation	Cruelty / Neglect	Standards of Care	Francisco Rocha	CITY of El Paso 800 Lower Valley	7181 GRANITE RD. El Paso, 79915, TX	Closed	Completed	No
C0008650738	09/23/2021 11:29AM	7 RP IS REPORTING HER DAUGHTER WAS ATTACKED BY 7K9S, UNK DESCRIPTION, NO COLLARS, NO TAGS, AND BIT IN THE LEFT ANKLE. INCIDENT OCCURRED YESTERDAY AROUND 9 AM. RP ADVISES K9S LIVE IN THE NEIGHBORHOOD.WILL STAND BY FOR A UNIT.	Investigation	Bite / Scratch	Animal to Person	Jesus Moreno	CITY of El Paso 800 Lower Valley	7181 GRANITE ROAD El Paso, 79915, TX	Closed	Quarantine	No
C0004629398	12/04/2017 01:39PM	1 CALLER REPORTING THE RESIDENT IS FEEDING STRAY CAT AND IS CAUSING A NUISANCE. CATS GO INTO CALLERS YARD AND DEFECATE.	Incident	Enforcement	Nuisance Cat	Saul Falliner	CITY of El Paso	7181 GRANITE Road El Paso, 79915, TX	Closed	Completed	No
C0004281970	03/28/2017 08:51AM	8 RP CALLED IN TO REPORT THAT THE HOUSE ON THE GIVEN ADDRESS HAS ALOT OF STRAY CATS ALL OVER THE HOUSE. RP NOTICED CATS OUTSIDE AND INSIDE THE HOUSE BY THE WINDOW SEALS. OUTSIDE THE CATS CAN BE SEEN ALL OVER THE YARD. RP SAYS THE SMELL OF FECES AND URINE IS REALLY STRONG IN THAT AREA CREATING A NUISANCE TO THE COMMUNITY. RP SAYS THE SMELL GETS STRONGER AND STRONGER.	Incident	Enforcement	Nuisance Cat	Dispatch 1-ASFO	CITY of El Paso	7181 GRANITE Road El Paso, 79915, TX	Closed		No

Case - Add/Edit

Case #	Case Category	Case Type & Subtype	Case Officer	Case Jurisdiction	Case Address	Case Status
C0008991086	Investigation 04/02/2025 07:02PM	Bite / Scratch Animal to Animal	Jorge Cobo	CITY of El Paso 800 Lower Valley	7161 GRANITE RD. El Paso, 79915, TX, United States	Closed

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File Details

File #
 Category
 File Type*
 File Subtype*
 Expiration Date

No file chosen

Created Date/Time By
 Last Updated Date/Time By

File #	File Name	Category	File Type	File Subtype	Uploaded Date/Time	Expiration Date/Time	Uploaded By	Delete
DOC-0018556327	Writ of Entry	Case	Government	Court Documents	04/08/2025 01:55PM		Alberto Ortiz	<input type="button" value="Delete"/>
DOC-0018510812	impoundment form	Case	Government	Impoundment Form	04/04/2025 03:39PM		Jorge Cobo	<input type="button" value="Delete"/>
DOC-0018500996	impoundment form	Case	Government	Impoundment Form	04/04/2025 07:10AM		Jorge Cobo	<input type="button" value="Delete"/>
DOC-0018500685	Dead Puppy 2	Case	Animal Profile	Animal Profile	04/04/2025 12:45AM		Bryan Dominguez	<input type="button" value="Delete"/>
DOC-0018500684	Dead Puppy 1	Case	Animal Profile	Animal Profile	04/04/2025 12:45AM		Bryan Dominguez	<input type="button" value="Delete"/>
DOC-0018500683	Dead Puppy	Case	Animal Profile	Animal Profile	04/04/2025 12:44AM		Bryan Dominguez	<input type="button" value="Delete"/>

Ramirez, Gina is inviting you to collaborate on Animal Services



Ramirez, Gina

To Lazcano, Aliza V.; Dominguez, Bryan; Alvarez, Gabriela

Cc Ramirez, Gina



Reply

Reply All

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Thu 10/16/2025 3:03 PM

Here's the site that Ramirez, Gina shared with you.

Go to Animal Services

Follow this site to get updates in your newsfeed.

Parra, Adan E. has invited you to 'Field Operations'



Parra, Adan E.

To: Valencia, Armando; Chavarria, Miguel A.; Regalado-Soliz, Isabel M.; Bihidley, Brandon J.; Tapia, Christopher; Rivera, Daniel; Cabrera, Nelson M.; O'Connor, Dyson L.; Cobo, Jorge; Woolridge, Martrell D.; Ocana, Brandon; Espinoza, Jovana; Pompa, Jaime M.; Orona, Alyssa A.; +20 others

Cc: Parra, Adan E.



Reply



Reply All



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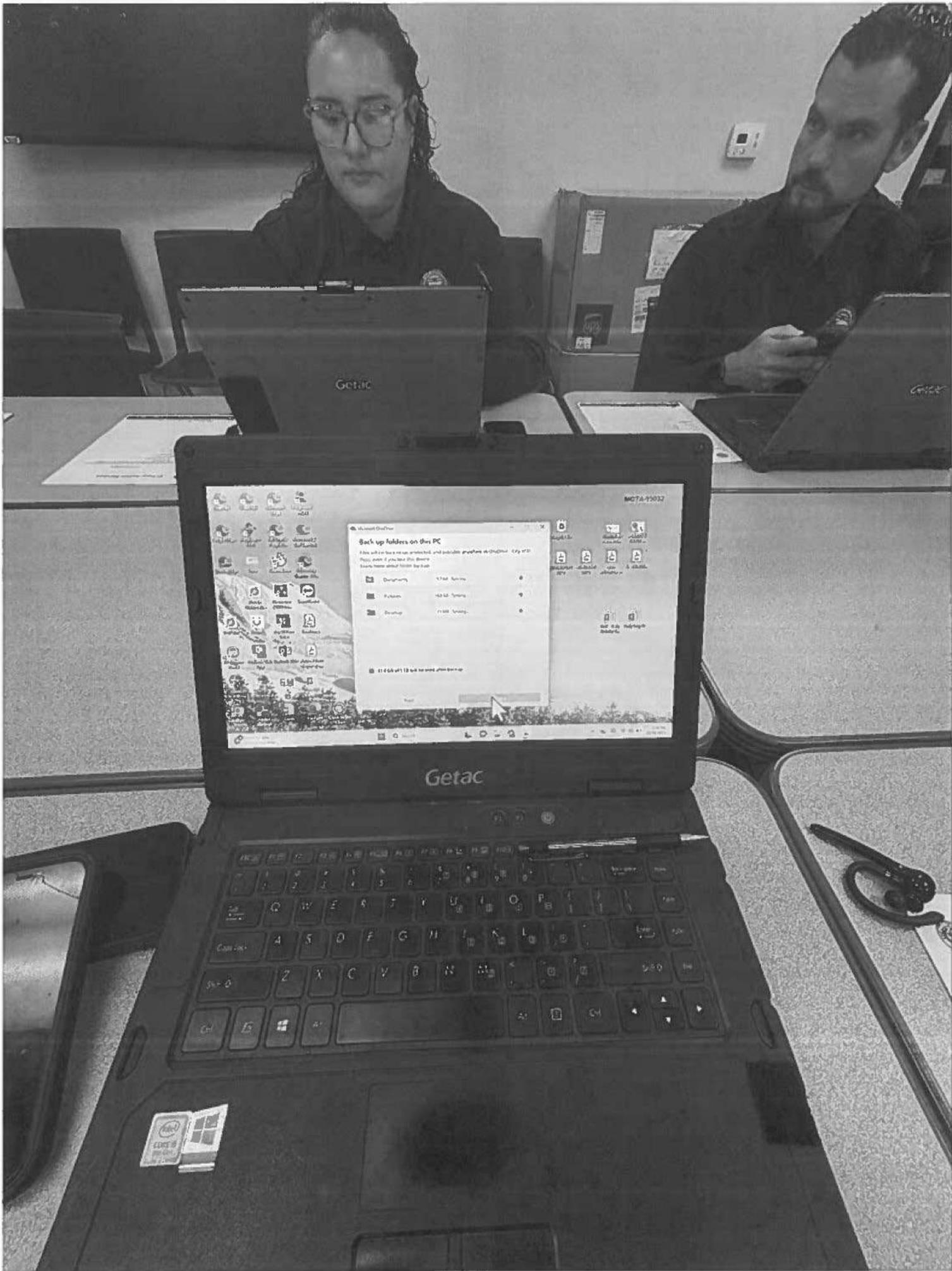


Wed 10/8/2025 2:47 PM

Here's the site that Parra, Adan E. shared with you.

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City Attorney's Office in response to Appellant's
Brief submitted



Office of the City Attorney

MAYOR

Renard U. Johnson

Via E-Mail: menchacaS@elpasotexas.gov

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CITY MANAGER

Dionne Mack

October 30, 2025

Re: *City's Written Brief in Response to Employee's Brief Post Recommendation Dominguez, Bryan; DOI: 04/2/2025 – 3 Day Suspension 25-AS-04PP*

Dear Civil Service Commission:

This matter involves a 3-day suspension. Mr. Dominguez has been afforded the full and free opportunity to present evidence and arguments in this matter. Over the course of a full day, on October 7, 2025, and partially into the next day October 8th, Hearing Officer Palafox heard the full discipline appeal of Mr. Dominguez. After hearing the testimony of all twelve (12) witnesses, asking many questions, and reviewing the substantial documentary exhibits in evidence, Hearing Officer Palafox issued a detailed 14-page recommendation – finding the City met its burden of proof and the suspension should be sustained. The City agrees. Mr. Dominguez's brief does not follow the policy as discussed, and should be stricken and not considered by the Commission when acting on the Recommendation.

The City presented five (5) witnesses in support of the suspension. More importantly, Mr. Dominguez had the opportunity to ask questions of all the City's witnesses, and called six (6) of his own witnesses to provide testimony. Further, Mr. Dominguez testified at length on his own behalf, outlining in detail the arguments in his defense, with the Hearing Officer asking him various questions in an effort to fully understand the full context of Mr. Dominguez's disagreement with the suspension. To assist his case, Mr. Dominguez engaged in the discovery process by requesting (and the City provided to him) various forms of documents – which Mr. Dominguez used to prepare an exhibit binder with 185 pages of documents to support his case. However, his evidence and arguments were not persuasive.

The *Recommendation of Hearing Officer* (the "Recommendation"), explains in detail that the City, pursuant to §6.13-6-7 of the City Charter, established by a preponderance of the evidence, it has just grounds for the suspension of Mr. Dominguez. As such, based on the merits – the evidence presented and facts established in the hearing, Hearing Officer Palafox recommends that the suspension be sustained. The City respectfully asks the Civil Service Commission ("CSC") to uphold and accept this appropriate finding under the City Charter §6.13-8, based on the hearing officer's careful consideration of all the arguments and evidence.

Karla M. Nieman – City Attorney

P.O. Box 1890/ El Paso, Texas 79950-1890 /915-212-0033 /Facsimile: 915-212-0034/ www.elpasotexas.gov

Claim-472 – Bryan Dominguez





Office of the City Attorney

MAYOR

Renard U. Johnson

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Now, however, Mr. Dominguez is asking the CSC to essentially redo the case all over again, because he does not agree with the recommendation. That is not proper. The intent of the policy on post-hearing written briefs and oral argument prior to the CSC’s action on the recommendation is clear:

Policy:

The purpose of this policy is to protect the due process rights of all parties to a disciplinary appeal case. This policy is intended to prevent a party from having what is essentially a rehearing of an appeal (a “de novo” hearing) before the Civil Service Commission prior to the Commission taking action on the Hearing Officer’s opinion and recommendation.

- All written briefs and oral arguments must be limited to a presentation and discussion of issues/evidence that were *not* considered by the Hearing Officer because the evidence or information was unknown at the time of the hearing, etc.

Mr. Dominguez wants the CSC to overturn a carefully considered and prepared recommendation because he claims there is new evidence that was unknown at the time of the hearing.

But all of the “new” evidence he now attempts to put forward (ex. case view reports and e-mails) relate directly to issues already fully discussed in the hearing and considered by the hearing officer. Specifically, the hearing officer heard testimony from witnesses and arguments about issues such as:

- Prior calls and visits to the same pet owner in this case,
- Training he received in the years of his current position,
- Access that he and other animal protection officers have to department policies and procedures.
- Photographs taken at the pet owner’s home related to the April 2nd incident.

These issues (and more) were all fully considered by the hearing officer. Furthermore, this appeal is NOT about actions taken by his co-workers, but solely about the incident involving him and the actions he did not take. Likewise, any new training the department gives related to accessing documents is irrelevant. All the evidence and testimony at the hearing showed, that at the relevant time of the incident on April 2, 2025, Mr. Dominguez was well aware of his job duties and what needed to be performed – instead he chose not to do his job – document all the dogs.

Mr. Dominguez is now trying to put forward more documents to confuse and misdirect the attention of the CSC members, in an effort to raise questions about the validity of the hearing officer’s analysis and determination. Mr. Dominguez is still

Karla M. Nieman – City Attorney

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Claim-472 – Bryan Dominguez





Office of the City Attorney

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attempting to shift focus away from the fact that he did not properly perform the duties of his position, and his co-workers had to step in and do his work. In addition, he had seven (7) weeks between August 19, 2025 and October 7, 2025 to prepare for the hearing, and did prepare a thorough case presentation. However, he should not be allowed to try all over again because he failed to persuade the hearing officer.

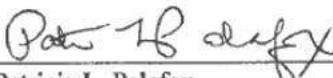
Under the City’s Charter §6.13-6, the CSC chose to refer this case to the assigned hearing officer, and under the §6.13-8, the proper action now is to accept the hearing officer’s recommendation.

Mr. Dominguez was given full opportunity to present his full defense, call witnesses, and cross-examine the City’s witnesses. Hearing Officer Palafox nonetheless determined the evidence showed and supported the City’s suspension, and the Animal Services Director had the authority to issue the suspension based on the facts established and evidence presented.

RECOMMENDATION OF HEARING OFFICER

I recommend that the three day suspension of Bryan Dominguez **be sustained.**

Respectfully submitted on this 27th day of October, 2025.


Patricia L. Palafox
Hearing Officer

Sincerely,


Matt Marquez
Assistant City Attorney

cc: Ms. Patricia Palafox (Via-Email: Palafoxpatricia@sbcglobal.net)
Mr. Bryan Dominguez (Via-Email: dominguezBX@elpasotexas.gov)

Karla M. Nieman – City Attorney

P.O. Box 1890/ El Paso, Texas 79950-1890 /915-212-0033 /Facsimile: 915-212-0034/ www.elpasotexas.gov
Claim-472 – Bryan Dominguez

