

# County of San Bernardino

Auditor-Controller/Treasurer/Tax Collector  
Internal Audits Section

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## Public Health Department – Animal Care and Control: Shelter Euthanasia Holding Period Audit



**Larry Walker**

**Auditor-Controller/Treasurer/Tax Collector**

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# Auditor-Controller/Treasurer/Tax Collector

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## *Mission Statement*

*The San Bernardino County Auditor-Controller's Office is committed to serving our customers by processing, safeguarding, and providing information regarding the finances and public records of the County. We perform these functions with integrity, independent judgment, and outstanding service. We are accurate, timely, courteous, innovative, and efficient because of our well-trained and accountable staff.*

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## Audit Team

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**Denise Lassiter**

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Internal Auditor III



**Public Health Department-Animal Care and Control:  
Shelter Euthanasia Holding Period Audit**

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**LARRY WALKER**  
Auditor-Controller/  
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**September 18, 2014**

**Trudy Raymundo, Public Health Director**

Public Health Department  
351 N. Mt. View Avenue, Room 303  
San Bernardino, CA 92415-0010

**SUBJECT: Shelter Euthanasia Holding Period Audit**

In compliance with Article V, Section 6, of the San Bernardino County Charter and County Policy 05-20 entitled Internal Operational Auditing, we have completed an audit of the animal holding periods prior to euthanasia for the period of July 1, 2013 through January 31, 2014. The objective of the audit was to verify if the Public Health Department - Animal Care and Control shelters hold dogs and cats in accordance with the Animal Care and Control's Operations Manual and the San Bernardino County, California Code of Ordinances Code, Title 3, Division 2 – Animals, prior to euthanasia. The audit did not examine the appropriateness of the holding period. The holding period time frame is a policy decision which is outside the scope of this audit. We conducted our audit in accordance with the International Standards for the Professional Practice of Internal Auditing established by the Institute of Internal Auditors.

Our audit determined that the Department adheres to and is in compliance with both the Animal Care and Control's Operations Manual and the San Bernardino County, California Code of Ordinances Code, Title 3, Division 2 – Animals, in regards to the holding periods for impounded animals prior to euthanasia.

We sent a draft report to the Department on September 3, 2014 and discussed the results of the audit with management on September 8, 2014.

We would like to express our appreciation to the personnel at Public Health - Animal Care and Control who assisted and cooperated with us during this engagement.

Respectfully submitted,

**Larry Walker**

Auditor-Controller/Treasurer/Tax Collector  
San Bernardino County

By:



**Denise Mejico**  
Chief Deputy Auditor

Enclosure

Distribution of Audit Report:

Robert Lovingwood, 1<sup>st</sup> District Supervisor  
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Auditor-Controller Audit Committee

Date Report Distributed: 9/18/14

LDW:DLM:CMM:oac



## Background

### THE DEPARTMENT

The San Bernardino County Animal Care & Control Program (ACC) services the unincorporated areas of San Bernardino County and the contract cities of Big Bear Lake, Highland, Rialto (shelter services only) and Yucaipa. There are currently two animal shelter locations operated by the Program, which are Devore and Big Bear. The mission of the San Bernardino County Animal Care & Control Program is to prevent rabies in humans and pets, to educate the public about responsible pet ownership, including the importance of spaying and neutering, to protect and serve the public and pets by enforcing all laws and ordinances pertaining to Animal Care & Control, to care for all animals domestic and wild, to reunite lost pets with their owners, to place unwanted pets into new homes, and to maintain a high quality of service.

### Chameleon Database

The shelters currently utilize Chameleon, an integrated shelter software case management system, for the entire animal care facility. The database contains information such as the kennel number of the animal, intake and outcome information, photo, microchip information, owner and/or animal history, memo notes created for the animal, medical history and medications prescribed to the animal.

### San Bernardino County Code Charter

The Department is currently following the San Bernardino County, California Code of Ordinance §32.0108 "Control of Animals". The section states that "any dog found at large, running loose or unrestrained may be impounded by the Health Officer, Animal Control Officer, or Sheriff for a period of not less than 96 hours". Any unclaimed dogs shall then be humanely destroyed or disposed of in accordance with §32.0103 of the Code, which states that "if the animal is not redeemed and the owner or possessor does not pay the license fee, obtain a license tag, and pay the fees required as specified...after notice has been given, the officer shall destroy or dispose of such animal". All the provisions of this Code, except the licensing provisions, shall also apply to impounded cats.



### **Scope and Objectives**

Our audit examined records of Public Health - Animal Care and Control for the period of July 1, 2013 through January 31, 2014.

The objective of our audit was to determine if procedures for holding periods prior to euthanasia were followed in accordance with the Animal Care and Control's Operations Manual and the San Bernardino County, California Code of Ordinances, Title 3, Division 2- Animals. The audit did not examine the appropriateness of the holding period. The holding period time frame is a policy decision which is outside the scope of this audit.

### **Methodology**

In achieving the audit objectives, the following audit procedures were performed, including but not limited to:

- Reviewing Department policies and procedures.
- Interviewing Department staff.
- Walk-through of how animals are entered and processed into both the Chameleon database and the animal shelter.
- Examination of original source documents.