

BY ORDER OF THE COMMANDER
LOS ANGELES AIR FORCE BASE

LOS ANGELES AIR FORCE BASE
INSTRUCTION 31-111

23 JANUARY 2012



Security

LOS ANGELES AIR FORCE BASE PET
CONTROL POLICY

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction establishes pet control procedures on Los Angeles Air Force Base (LAAFB) and applies to all pet owners residing in Military Family Housing. It outlines policies and procedures on the various types of pets allowed on base, the number of pets authorized per household, registration and vaccination requirements, the impoundment of stray pets, pet removal, animal bites, adopt-a-pet program, turn-ins, cruelty to animals, and other violations. Ensure all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <http://www.my.af.mil/afirms/afirms/afirms/rims.cfm/>. Additionally, if the publication generates a report(s), alert readers in a statement and cite all applicable Reports Control Numbers in accordance with AFI 33-324. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Form 847s from the field through the appropriate functional chain of command.

This instruction requires collecting and maintaining information protected by the Privacy Act of 1974 authorized by Title 10, U.S.C. 8013. Forms affected by the Privacy Act have an appropriate Privacy Act Statement or one will be provided upon request. System of records notice F125 AF SP I, Registration Records (Excluding Private Vehicle Records) apply.

SUMMARY OF CHANGES

The format this publication has been revised; current addresses and office symbols have been updated to reflect current office symbols. Added: Pitbull and Rottweiler restriction imposed by Tierra Vista Communities (TVC).

1. Responsibilities:

- 1.1. Pet owners will obey all rules in this instruction. Repeat offenders may have their pets permanently removed from base or may have to vacate privatized housing at the discretion of the SMC/CC
- 1.2. Security Forces will enforce this instruction.
- 1.3. Los Angeles Bureau of Sanitation is responsible for the removal of dead animals and the contact number is (800) 773-2489.
- 1.4. Participating off-base veterinarian vaccination clinics to immunize and license dogs and cats is at the owner's expense. If a pet is found with traceable identification, Security Forces will attempt to notify the owner. If a pet is lost without identification, the owner should visit the Harbor Animal Care and Control Center, 735 Battery Street, San Pedro CA 90731, (310) 548-7413. Animals found without identification are held for five days and then become available for adoption.

2. Limitations:

- 2.1. The following domestic pets are permitted on-base:
 - 2.1.1. Dogs (See 2.2.1)
 - 2.1.2. Cats
 - 2.1.3. Birds
 - 2.1.4. Fish
 - 2.1.5. Common caged pets (guinea pigs, hamsters, etc.)
- 2.2. Non-domestic animals (wild exotic) such as squirrels, gophers, badgers, raccoons, ferrets, venomous snakes, etc., are not permitted pets on base. Questions concerning the suitability of pets should be directed to the TVC Housing Office.
 - 2.2.1. Pitbulls and Rottweilers are not allowed on TVC property unless the animal was in housing before 22 Sep 06 (which have been grandfathered). Current residents of TVC who own a Pitbull or Rottweiler must have renters insurance for these animals for not less than \$100,000.00. Additionally, these animals must be leashed and muzzled when outside a fenced yard.
 - 2.2.2. Residents may not acquire any additional prohibited animals and will not breed the animals they do have.
- 2.3. No more than two pets are permanently permitted in any household. Exceptions must be approved by 61 ABG/CC, 483 N. Aviation Blvd., Los Angeles AFB, El Segundo CA 90245-2808). **NOTE:** Newborn cat and dog litters under three months old require notification and written approval from the TVC Housing Office. Animal litters, must be

dispersed prior to 90 days of age. Pet owners should register all animals over three months old through the Harbor Care and Control Center.

3. Control of Pets:

3.1. Pet owners and custodians will keep their pets from:

3.1.1. Biting or scratching any person or another pet

3.1.2. Creating a public nuisance or disturbance

3.1.3. Destroying property

3.2. Pets will be controlled by:

3.2.1. A suitable leash, harness, or by physically holding them

3.2.2. Keeping them in house

3.2.3. An enclosed yard or animal chain/leash in good repair with a length that prevents contact with anyone walking on sidewalks

3.2.4. Keeping them in a vehicle for temporary restraint

3.2.5. Kennels or cages

3.3. Pet owners will pick up and dispose of all feces left by their pets.

3.4. Except for Human Service Animals such as seeing-eye dogs, animals are not allowed in public facilities or facilities where food is sold, processed, served or stored.

3.5. Dormitory residents may request to have pets through the 61 ABG/CCF. However, animals/pets will be limited to fish and small seed-eating birds.

3.6. Yards, garages and other premises must be kept free of pet feces accumulation.

3.7. Pets will not be tethered in front yards.

4. Procedures:

4.1. Immunizations: Vaccinate all cats and dogs against rabies with a vaccine listed in the Rabies Compendium as having three year duration of immunity. Vaccinate cats and dogs three months of age and one year later, then every three years thereafter.

4.2. Licensing and display of Vaccination Tags: Once vaccinated, the veterinarian office or animal shelter provides each pet owner with a certificate of vaccination and metal license tags. Attach the license tag to a collar and display around the pet's neck at all times. Register all dogs and cats with the TVC Office. This must be done regardless of where the pet was vaccinated. Asian potbellied pigs require TVC housing office approval and must be registered in accordance with state and local laws.

4.2.1. All care to include vaccinations, must be done by an off-base veterinarian.

4.2.2. The certificate of vaccination and metal license tag must be presented at the time of registration.

4.3. **Impounding of Pets:**

4.3.1. A pet found running loose is evidence the pet owner or custodian is not properly controlling the pet.

4.3.2. If a captured pet has a collar with proper license tags, Security Forces shall notify the TVC Office. TVC will then verify registration files and Security Forces will attempt to notify the owner. Pets without tags will be turned over to the Harbor Animal Care and Control Center. All fines or charges are the sole responsibility of the pet owner or custodian.

4.4. Removal of Pets from Base: If a pet is involved in a serious incident or three violations of this instruction within a 12 month period, 61 ABG/CC may direct the pet be removed from base. If you feel your pet should not be removed, you may request an administrative hearing by sending a memorandum to 61 ABG/CC, 483 N. Aviation Blvd. Bldg 272, Los Angeles AFB, El Segundo CA 90245-2808, through the Security Forces Reports and Analysis Section (61 SFS/S5RA, Los Angeles AFB, El Segundo CA 90245-2808). This request must be received by Security Forces within five days of receipt of removal letter. Failure to do so constitutes a waiver of your rights to an administrative hearing. Pets will be removed and boarded off-base pending the outcome of the administrative hearing. When and/or if 61 ABG/CC orders the removal of a pet, TVC will send a letter to the owner directing removal. Within 24 hours of receipt of the letter, the owner will present proof to TVC the pet has been removed. Proof will be in the form of a letter with individual's commander, director, and/or two-letter endorsement. A copy of all documentation will be forwarded to TVC to be filed in the individual's housing folder. Some violations that may cause pet removal are:

4.4.1. Owners failure to control pet

4.4.2. Unsanitary conditions (on or off the owner's premises)

4.4.3. Failure to vaccinate pet

4.4.4. Disturbance of the peace

4.4.5. Destruction of property (can be after one incident).

4.4.6. Animal bites or scratches (can be removed after one incident)

4.4.7. Non-registration of pets. NOTE: If necessary, 61 ABG/CC may order occupants to vacate base housing if their pets are involved in three violations within a 12 month period. TVC is responsible for generating this notice.

4.5. Animal Bites: Security Forces will immediately investigate all reports of on-base animal bites or scratches, (utilize the local animal control personnel if animal is located), identify the owner, and report the incident to the 61st Medical Group Public Health Office. Regardless of circumstances, owners will be directed to permanently remove all pets that bite humans from military family housing per TVC lease agreement.

4.5.1. 61 MDS will immediately call the law enforcement desk whenever an individual is treated for animal bites or scratches and will assist the individual in completing DD Form 2341, Animal Bite Report-Potential Rabies Exposure.

4.5.2. If the animal involved in the incident is suspected or known to be rabid, it will immediately be quarantined by the Harbor Animal Control Center. All individuals involved in the incident and/or are exposed to the animal will be instructed to seek

medical care immediately (Contact the 61 MDS or local emergency care unit). Security Forces will notify the 61 MDS Public Health/Rabies Advisory Committee of the incident as soon as possible to ensure appropriate preventive medicine protocol is accomplished.

4.5.2.1. If a dog or cat has a current rabies vaccination and bites or scratches an individual, the pet will be placed in quarantine for 10 days at the owner's residence or the Harbor Animal Care and Control Center.

4.5.2.2. When an unvaccinated animal is involved in a bite/scratch incident, the animal will be quarantined for no longer than 10 days by Harbor Animal Care and Control Center at owner's expense. The owner is also required to ensure the animal vaccinations are updated prior to continuation of base pet privileges.

4.5.2.3. The attending veterinarian normally examines the animal within 24 hours of the incident.

4.6. Adopt-a-Pet Program: A variety of animals from purebred to mixed breeds are available for adoption at the Harbor Animal Care and Control Center (735 Battery Street, San Pedro, CA 90731). Stray animals are kept five days before they can be adopted; animals brought in by their owners are available after one hour. During the waiting period, an animal will be specifically identified with a Red Alert tag if a person is interested in adopting it. After the waiting period, the person may return and adopt the animal. Adoption costs range from \$40.00 to \$100.00. To help prevent pet overpopulation, all animals are sterilized before adoption.

4.7. Turn-ins: A pet that is sick, injured, aged or has a behavior problem may be turned in by its owner to the Harbor Animal Care and Control Center 24 hours a day; however, the owner is encouraged to investigate alternative placement. The animal will be held for one hour and then becomes the property of Los Angeles Animal Services, which cannot guarantee finding a home.

4.8. Security Forces reports: The law enforcement desk will complete either an Incident/Complaint Form, and/or Blotter Entry depending upon the severity of the situation in question.

4.9. Provoking of Animals: Parents will control their children so they do not provoke a pet into biting or scratching. In these cases, commanders may take administrative action against the sponsor of the person provoking the animal.

4.10. Domestic Pets in Transient Guest Quarters: Pets in transient or guest quarters are not authorized except in the designated "pet friendly" unit. Contact the Lodging Office for availability of this unit. Consult local listings for facilities that provide storage/quarters for pets.

4.11. Records: The Security Forces Reports and Analysis Section (61 SFS/S5RA) keeps records of violations and ensures unit commanders are notified of repeat violations.

4.12. Cruelty to Animals:

4.12.1. Any person who overworks, tortures, torments, deprives of necessary sustenance, cruelly beats, mutilates, or cruelly kills any animal is guilty of animal cruelty. Any person who abuses or fails to provide the animal with proper food, drink or shelter is also guilty and in violation of this instruction.

4.12.2. In cases of suspected animal cruelty, TVC will contact Security Forces or the Harbor Care and Control Center and personnel will investigate. The owner is responsible for all fees necessary for the care of their animal(s).

4.13. Contractors may not bring pets on Los Angeles AFB unless stipulated in their contract agreement. Animals must have all vaccinations and will wear a current rabies tag.

4.14. Violations: The following will be implemented for incidents involving pets, within a 12 month period, unless the incident involves injury or property damage. Each incident will be documented on a police report and forwarded to TVC to issue the applicable letter from 61 ABG/CC.

4.14.1. First violation will result in a warning letter

4.14.2. Second violation will result in a final warning letter

4.14.3. Third violation will result in the loss of privilege to have pet(s) on the installation

4.15. Security Forces and Harbor Care and Control Center personnel shall not be held liable for injury caused while capturing a stray or vicious animal.

4.16. Any fines or charges by the Harbor Care and Control Center are the sole responsibility of the owner.

ELLEN M. PAWLIKOWSKI. Lieutenant General, USAF
Commander

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFI 33-324, *The Information Collections and Reports Management Program: Controlling Internal, Public, and Interagency Air Force Information Collections*, 01 Jun 2000

AFMAN 33-363, *Management of Records*, 1 Mar 2008

Prescribed Forms

None.

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*