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***Aerospace Medicine***

***CONTROL, CARE, AND TREATMENT OF PETS***

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This instruction establishes rules for the control, care, and treatment of pets on Scott AFB; establishes procedures for the control of animal diseases communicable to humans through the immunization of animal pets on Scott AFB; and complete quarantine of rabies suspects. This instruction applies to all pet owners with pets that are assigned, attached, or visiting Scott AFB. **NOTE:** This does not apply to the military working dogs.

***SUMMARY OF REVISIONS***

Updates current procedures and office symbols; includes the fees charged by the St. Clair County Animal Shelter; and adds a sample "Disposition of Found Feline" letter at **Attachment 5** of this instruction. A bar ( | ) indicates changes from the previous edition.

**1. Responsibilities.**

1.1. Owner.

1.1.1. Controls his/her pet as prescribed in paragraph **1.1.4.** of this instruction. Failure to comply with these provisions can result in the pets being declared a nuisance and removed from the base as prescribed in paragraph **7.** of this instruction.

1.1.2. Complies with all directives governing health, immunization, control, care, treatment, and disposal of pets.

1.1.3. Responsible for all expenses (i.e., immunization, quarantine, impounding, or treatment of pets).

1.1.4. Briefs dependents on the procedures of this instruction.

1.2. The 375th Civil Engineering Squadron (375 CES), Base Civil Engineer, will properly dispose of nondomesticated dead animals found on base after coordination with the Base Veterinarian.

### 1.3. Base Veterinarian .

1.3.1. The OIC, Veterinary Services, verifies that all pets maintained on Scott AFB are immunized IAW other applicable directives, quarantine control, or rabies suspects.

1.3.2. Assists the 375th Mission Support Group (375 MSG) Commander (CC) or Deputy Commander (CD) in deciding cases of pet neglect.

1.3.3. Assists the 375th Security Forces Squadron (375 SFS) to determine the need for the capture and/or disposal of animals that could be of danger to the public (i.e., rabies, etc.).

1.3.4. Briefs newly assigned pet owners on their responsibilities during initial/annual pet registration; reports all pet-related incidents and stray animals immediately to the 375 SFS.

1.3.5. Veterinary Services has the authority to capture animals in violation of the guidance set forth by this instruction, and Chapter 8, paragraph 703.01, Section 3.01, of *Illinois Statutes on Cruelty Toward Animals*.

### 1.4. 375 SFS.

1.4.1. Makes every attempt to contact the owner of docile stray animals using the information on the registration tag or calling (during normal duty hours) the Scott AFB Veterinary Treatment Facility (VTF) for owner information. If contact cannot be made, the animal will be transported to the St. Clair County Animal Shelter. A letter of disposition will be placed at the owner's quarters (**Attachment 2** of this instruction). Docile stray animals found on Scott AFB without registration will be transported to the St. Clair County Animal Shelter as well. Stray docile cats may be taken to the base VTF if space allows. The Base Veterinarian will be notified in the case of pet neglect/abuse, if an individual is bitten/scratched by an animal, or when animals are debilitated/injured. Owners that claim their pets from an off-base animal control agency will be required to pay a fee.

1.4.2. Enforces the rules of this instruction, including violations of Illinois laws on Cruelty Toward Animals (Humane Care for Animal Act, Chapter 510, *Illinois Compiled Statutes Annotated 70/3.01(2001)*).

1.4.3. Takes into custody an animal not under the owner's control or which is determined by the 375 MSG/CC or 375 MSG/CD to be of danger to itself, individuals, or to other animals. Dogs will be transported to the St. Clair County Animal Control immediately. Cats may be taken to the VTF when space is available.

1.4.4. Maintains records of incidents and disposition of pets; reports the violation to 375 MSG/CC or 375 MSG/CD on AF Form 3545, **Incident Report**.

1.5. The 375th Medical Group (375 MDG) reports all incidents involving animal-related injuries to the proper authority immediately.

1.6. The 375 MSG/CC or 375 MSG/CD reviews all incidents and offenses involving pets and determines whether owners should be directed to remove pets from the base or dispose of them.

1.7. The 375 MSG Commander or Deputy Commander may direct the removal of a pet from Scott AFB, which is a nuisance or threat to public safety. **NOTE:** Pets may be removed from the base resulting from a first offense.

## 2. Immunization/Registration.

2.1. Dogs and cats that are 4 months old or more and maintained on base will be immunized for rabies. Dogs and cats will be reimmunized for rabies every 3 years following the first rabies vaccine IAW Illinois Department of Animal Health requirements. Base Housing occupants that own pets will report to the Veterinary Services within 14 days of moving on base so a base certificate and tag can be issued. Dogs and cats moving on base with 3-year rabies vaccinations will be recognized until the 3-year expiration date. However, all pet owners must update their pet's vaccine records annually.

2.2. DD Form 2208, **Rabies Vaccination Certificate**, will be completed at the time of immunization or issuance of a new tag. The owner will keep the original certificate; VTF will file one copy; and one copy will be placed in the animal's record.

2.3. Other Immunizations and Requirements.

2.3.1. Dogs maintained on base will be immunized for canine distemper, infectious canine hepatitis, parainfluenza, leptospirosis, and parvovirus following current accepted immunization practices.

2.3.2. Cats maintained on base will be immunized for feline rhinotracheitis, calicivirus, and panleukopenia, following current accepted immunization practices.

2.3.3. In conjunction with vaccinations, dogs or cats that are 4 months of age and under will be routinely dewormed.

2.3.4. All dogs maintained on base will be tested for heartworms every year with the recommendation that the dog is kept on heartworm prevention year round. A dog that arrives on base without being on prevention will require a Heartworm Test. The OIC, Veterinary Services, has determined that dogs testing positive for heartworms will receive treatment at the Scott AFB VTF, an appropriate civilian facility, or the dogs will be removed from base.

### **3. Rabies Suspect Disposition.**

3.1. Animal or pet that has bitten or scratched an individual will be kept in quarantine for at least 10 days. The OIC, Veterinary Services, may direct quarantine in a civilian veterinary facility or in the owner's home depending on the circumstances. Home quarantine requires the owner to bring the animal for examination to the VTF at a time and frequency specified by the OIC, Veterinary Services.

3.2. There are some species of animal pets that require no quarantine as determined by the OIC, Veterinary Services.

3.3. In the event a stray/wild animal is designated as a rabies suspect, the animal will be humanely euthanized and diagnostic specimens submitted to the proper authorities for Rabies Virus Examination.

**4. Individuals Bitten/Scratched by Animals.** An individual exposed to a rabies suspect should report to the 375 MDG, Emergency Services, for treatment.

**5. Migratory Game Birds and Animals.** Federal rules on migratory game birds and animals and the State of Illinois Game and Fish Code apply to Scott AFB. Federal and state regulations and codes protect many species of wildlife. Possession of birds or animals governed by these regulations and codes will be directed by administrative order from the Department of the Interior or the State of Illinois. Requests to

possess wildlife on Scott AFB must have written coordination from the 375 MSG/CC Commander or 375 MSG/CD, Base Veterinarian, Department of Interior, and the State of Illinois.

## 6. Control of Pets.

6.1. All dogs must be on a leash/restraint device or tethered to a stake when outside of the quarters. The pet must be under adult supervision at all times. Dogs enclosed in a secure fenced area do not require constant adult supervision; however, an adult must be at the quarters. Dogs taken for walks must be supervised.

6.2. Cats are not required to be on a leash. However, if a complaint is filed with the 375 SFS, the cat is subject to being removed from base.

6.3. An on-base family will be limited to two pets, unless specifically approved by the 375 MSG/CC. **NOTE:** The only exception to this rule is fish.

6.4. Pet owners may be held financially liable for damage, destruction, injury, veterinary care, euthanasia, or removal of pets from Scott AFB when directed by the 375 MSG/CC or 375 MSG/CD.

6.5. Animals will not be permitted in any buildings on base, except for Base Housing units. Animal pets will not be allowed in airmen dormitories (see exceptions), temporary lodging quarters (TLQ), bachelor officer quarters (BOQ), visiting airmen quarters (VAQ), or any other public facility on Scott AFB. The grounds adjoining TLQs, BOQs, and VAQs are also prohibited to pets. Animals will not be left unattended in cars parked outside of these facilities. Exceptions are aquariums (375 CES/CDM-CEH will determine what animals are allowed in the dormitories); Health Assistance Animals in the Military (HAAM) (i.e., Seeing-Eye dogs, hearing dogs, and other handicap assistance animals) will be allowed to enter all public facilities with their owners including TLQs, BOQs, and VAQs.

## 7. Procedures.

7.1. The 375 SFS/SFAR will prepare a "Show Cause" letter signed by 375 MSG/CC or 375 MSG/CD to the pet owners regarding all pet-related incidents ([Attachment 3](#) of this instruction).

7.2. The owner will acknowledge receipt of the show cause letter at the time of issue, and he/she will indicate their intent as outlined in [Attachment 3](#) of this instruction.

7.3. The 375 SFS/SFA will track and suspense all "Show Cause" letters. If the owner has not responded within 10 days, 375 SFS/SFA will notify the 375 MSG/CC or 375 MSG/CD that a pet removal letter has been forwarded to the individual through their unit commander ([Attachment 4](#) of this instruction). The unit commander will ensure that the owner has removed the pet from Scott AFB within 5 days of receipt of the letter. The unit commander will inform 375 SFS/SFA of the disposition of the pet through the 375 MSG/CC or 375 MSG/CD.

7.4. Once notified of a pet-related incident that could result in the removal of the pet from Scott AFB, the owner may request a meeting with 375 MSG/CD. If it is determined that the animal will be removed from Scott AFB, the unit commander will be notified by the 375 MSG and will be responsible for ensuring the owner removes the pet within 5 days. The unit commander will also inform 375 SFS/SFA of the disposition of the pet.

## 8. Care and Housing of Pets.

8.1. Pets will be kept in a well-ventilated area with ample lighting. Pets must have adequate protection while outside from inclement weather or sunlight.

8.2. Pets must be provided good food that is free of contamination, fed at least once a day unless otherwise directed by a veterinarian; food and surrounding areas maintained; provided fresh drinking water daily.

8.3. Owners must ensure cleanliness of pets and surrounding areas. Excreta dropped by pets will be removed daily to minimize disease hazards and reduce odors including when dogs are taken for walks. Failure to comply with this provision can result in the pet being declared a nuisance and subsequently being removed from the base.

8.4. Doghouses are prohibited.

8.5. Owners will not leave a pet unattended in an outside fenced area. This guidance will ensure pets are protected from inclement weather and will eliminate the possibility of the pet creating a nuisance to other residents.

## **9. Animals, Reptiles, and Birds Prohibited on Scott AFB.**

9.1. Animals, reptiles, and birds banned by state and federal laws.

9.2. Wild, exotic, or undomesticated animals (e.g., forest/jungle beasts, potbellied pigs, or other wild-life). The following pets are prohibited: raccoons, opossums, skunks, groundhogs, bats, squirrels, and wild carnivores. The Base Veterinarian will investigate questionable cases and advise 375 MSG/CC, who will make the final decision if a wildlife, exotic, or undomesticated animal is prohibited.

9.3. Poisonous reptiles or large constrictor-type snakes.

9.4. Animals kept for profit or gain. This instruction does not include the normal procreation of any kind, sale of offspring, or fees from breeding a pet. Questionable cases will be investigated by the Base Veterinarian, who will advise the 375 MSG/CC or 375 MSG/CD on the final disposition.

9.5. The provisions for fowl (other than small-caged birds) apply (paragraph 6. of this instruction). Aviaries are not permitted.

9.6. Hoofed animals, except when kept in a designated base area and which qualify as riding, draft, or show animals. An exception to this provision is an area where grazing rights are granted by the 375 MSG/CC.

9.7. Pit bull breed dogs (American pit bull terrier, Staffordshire bull terrier, American Staffordshire bull terrier, etc.). The inbred aggressive nature of this breed creates a potentially dangerous safety hazard. Pit bull owners residing off base will be allowed access to the VTF.

## **10. Disposal of Dead Animals Found on Scott AFB.**

10.1. In accordance with SAFBI 32-1002, *Pest Management Program*, paragraph 2.7, it is the responsibility of the owner to remove dead domesticated animals in military family housing (MFH). Individuals can contact the Base Veterinary Services for guidance on the proper disposal of the domesticated animal (VTF can cremate pets up to 50 lbs). Pest Management does not remove or dispose of MFH pets.

10.2. Pest Management personnel will dispose of dead nondomesticated/wild animals in a manner approved by the 375 MSG/CC or 375 MSG/CD.

10.3. If a domesticated animal is suspected of having been involved in an animal-bite incident, the Base Veterinary Services will be notified to determine disposition of animal.

10.3.1. The owner of the pet should be notified through tag or collar information of the animal. If no tag or collar is available, Pest Management will pick up and remove the animal on the next duty day.

**11. General Policies.** Pet owners will clear the VTF prior to departing on permanent change-of-station orders and hand-carry to the receiving VTF duty station a copy of DD Form 2344, **Veterinary Treatment Record**, on each animal.

**12. Forms Adopted.** DD Form 2208, **Rabies Vaccination Certificate**, DD Form 2344, **Veterinary Treatment Record**, and AF Form 3545, **Incident Report**.

DARREN W. McDEW, Colonel, USAF  
Commander

**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

SAFBI 32-1002, *Pest Management Program*

SAFBI 48-106, *Control, Care, and Treatment of Pets*

Chapter 8, paragraph 703.01, Section 3.01, *Illinois Statutes on Cruelty Toward Animals*

Chapter 510, *Illinois Compiled Status Annotated 70/3.01 and 70/3.02 (2001)*

***Abbreviations and Acronyms***

**BOQ**—Bachelor Officers Quarters

**CES**—Civil Engineering Squadron (Unit Designation)

**DD**—Department of Defense Form

**HAAM**—Health Assistance Animals in the Military

**MFH**—Military Family Housing

**MDG**—Medical Group (Unit Designation)

**MSG**—Mission Support Group (Unit Designation)

**OIC**—Officer In Charge

**SAFBI**—Scott Air Force Base Instruction

**SFS**—Security Forces Squadron (Unit Designation)

**TLQ**—Temporary Lodging Quarters

**VAQ**—Visiting Airmen Quarters

**VTF**—Veterinary Treatment Facility

***Terms***

**Pet**—A domesticated animal housed for pleasure rather than utility. **NOTE:** This instruction limits the definition of pet to the following: dogs, cats, cage birds, fish, nonpoisonous reptiles, hamsters, guinea pigs, gerbils, ferrets, arachnids, and rabbits that are kept in the quarters.

**Owner**—A person with legal possession or who provides for the care or quarters of a pet.

**Cruelty Toward Animals**—An act or omission by anyone violating Chapter 510 Illinois Compiled Statutes Annotated 70/3.01 and 70/3.02 (2001).

**Pet Nuisance**—A pet causes an injury or discomfort to other individuals.

**Control**—Measures taken by an owner to regulate the behavior of pets to prevent animal nuisance to the public.

**Rabies Suspect**—A warm-blooded animal involved in an incident where a human is bitten, scratched,

exposed to the possible presence of rabies virus, or as specified by the OIC, Veterinary Services.

**Prohibited Species**—Mammals, reptiles, or birds not permitted to reside on Scott AFB as a pet and described in **paragraph 10.** of this instruction.

**Stray Animals**—Any dog or cat for which ownership and rabies immunization status cannot be verified.



## Attachment 2

## DISPOSITION OF FOUND CANINE

Date \_\_\_\_\_

MEMORANDUM FOR

FROM: 375 SFS/CC

201 W. Winters St, Suite 112

Scott AFB IL 62225-5361

SUBJECT: Disposition of Found Canine/Feline

1. On \_\_\_\_\_ at \_\_\_\_\_, a canine/feline registered in your name was not under your control and in violation of SAFBI 48-106, *Control, Care, and Treatment of Pets*. An attempt to contact you met with negative results.

\*2. Your pet was transported to St. Clair County Animal Shelter, 1250 South 11th Street, Belleville, Illinois 62221; telephone number, (618) 235-0585. In order to secure the return of a pet, you are responsible for applicable fees. **NOTE:** Fees are subject to change without prior notice.

- a. \$25.00--to retrieve a pet from the facility.
- b. \$ 5.00--if the animal is considered running at large.
- c. \$ 5.00--for each additional day.
- d. \$20.00--if the owner has no proof of vaccination.
- e. \$ 9.00--if the owner has no proof of tags.
- f. \$ 5.00--if the vaccination is up to 40 days late.
- g. \$11.00--if the vaccination is over 40 days late.

3. The St. Clair County Animal Shelter fees listed above are controlled by the Air Force has no control over the policies or procedures of the St. Clair County Animal Shelter.

4. If you have any questions, contact 375 SFS/SFAR at 256-5404.

JOHN DOE, Lt Col, USAF  
Commander

**Attachment 3****SHOW CAUSE**

Date \_\_\_\_\_

MEMORANDUM FOR

FROM: 375 MSG/CD

101 Heritage Dr, Room 106

Scott AFB IL 62225-5005

SUBJECT: Show Cause--Possible Removal of Pet from Scott AFB

1. I have received a report that your pet allegedly created a nuisance. At this time, you are required to show cause why your pet should be allowed to remain on Scott AFB.

2. The alleged incident took place on \_\_\_\_\_. Specifically, your pet

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3. The control of pets on this installation is of utmost importance. As Deputy Commander, 375 MSG, I am responsible for the protection of people and property on Scott AFB and to maintain a safe and functional community. Occurrences of this nature indicate a serious disregard for the laws and directives of the installation and the ordinances of St. Clair County, Illinois.

4. Therefore, you must show cause within 10 days of receiving this letter why I should not terminate your privilege to keep your pet on Scott AFB. The action may be in writing or by personal interview before my designee or myself. Failure to acknowledge this letter will indicate your concurrence in my taking action to remove your pet from Scott AFB.

5. Acknowledge receipt and understanding of this letter by completing the attached indorsement. After the response is complete, return to 375 SFS/SFAR.

JOHN A. DOE, Lt Col, USAF

Deputy Commander

cc

375 SFS/SFAR

375 CES/CEH

375 AW/JA

1st Ind, 375 MSG/CD, \_\_\_\_\_, Show Cause--Possible Pet Removal from Scott AFB, Date \_\_\_\_\_

Name and Return Address of Addressee

MEMORANDUM FOR 375 MSG/CD

1. I hereby acknowledge receipt of your letter directing me to show cause why you should not order my pet removed from this installation.
2. I do/do not request a personal hearing before you or your designee. If a personal hearing is requested, call the 375 MSG secretary at 256-3283 to schedule an appointment.
3. I do/do not intend to submit written matters. If you intend to submit written matters, submit them to 375 SFS/SFAR, 201 West Winters, Scott AFB IL 62225-5361.

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Signature

**Attachment 4****PET REMOVAL**

Date \_\_\_\_\_

MEMORANDUM FOR

FROM: 375 MSG/CD

101 Heritage Dr, Room 106

Scott AFB IL 62225-5001

SUBJECT: Pet Removal

1. On \_\_\_\_\_, you received a show cause letter for the possible removal of a pet from Scott AFB. You were required to indicate your intentions within 10 days of receipt of this letter. As of \_\_\_\_\_, you have failed to comply.
2. As a result of the noncompliance, your pet must be removed from Scott AFB within 5 days of the receipt of this letter. You will notify 375 SFS/SFAR in writing through your commander and 375 MSG/CC/CD of the disposition of the pet.
3. Please contact Security Forces Reports and Analysis, 375 SFS/SFAR, 256-5404, if you have any questions.

JOHN A. DOE, Lt Col, USAF

Deputy Commander

cc:

375 AW/JA

375 MDG/SGV

375 CES/CEH

375 SFS/SFAR

## Attachment 5

## DISPOSITION OF FOUND FELINE

Date \_\_\_\_\_

MEMORANDUM FOR

FROM: 375 SFS/CC

201 W. Winters St, Suite 112

Scott AFB IL 62225-5361

SUBJECT: Disposition of Found Feline

1. On \_\_\_\_\_ at \_\_\_\_\_, a feline registered in your name was not within your control and is in violation of SAFBI 48-106, *Control, Care, and Treatment of Pets*. An attempt to contact you met with negative results.
2. Your pet was transported to the Scott AFB Veterinary Treatment Facility, 852 South Dr, Bldg 856, Scott AFB IL 62225-5100. The telephone numbers are (618) 746-2168/0164. Normal duty hours are 0800-1600, Monday through Thursday; Friday 1000-1600. The facility will close on weekends, holidays, and certain training holidays.
3. If you have any questions, please contact the 375 SFS/SFAR at 256-5404.

JOHN DOE, Col, USAF  
Commander