

## INFORMATION LETTER TO ANIMAL BITE VICTIM

The Topeka Police Department receives reports of many animal bites each year. It is a time of concern and subsequently there are many questions you will have about what you should do and what is being done. This letter will answer some of those questions for you. You should recognize that the procedures listed are for the usual or customary cases and those with unusual circumstances may require us to deviate from these procedures.

After you report an animal bite incident to the Police Department, the following process will be initiated:

1. In each case of an animal bite it is advisable to immediately contact your physician or seek appropriate medical treatment.
2. If the biting animal is at large, the Animal Control Officer will attempt to capture the animal, if possible, and/or will notify the owner, if the owner can be determined. Depending on the circumstances, a citation may be issued at this time.
3. The Animal Control Office will notify the Shawnee County Health Agency and they will subsequently issue a quarantine order if the owner has been identified. Most animals are quarantined at the owner's premises.
4. The Shawnee County Health Agency examines the animal at the end of the quarantine period (usually 10 days). For information concerning the examination, you may contact health officials at 785-250-2000.
5. If the animal is gone upon arrival, Animal Control Officers will continue to make every effort to locate the animal and/or owner. There will be instances where in spite of our best efforts, an animal cannot be located nor it's owner identified.
6. If an animal is not available for examination at the end of the quarantine period, we urge you to consult with the Shawnee County Health Agency and your physician for their advice and guidance.
7. The victim may sign a citation with either an Animal Control Officer, Police Officer or by contacting the City Attorney's Office, 215 SW 7<sup>th</sup>, 368-3910, on the owner (if known) of vicious animals or dogs that are allowed to run at large.
8. Victims may seek restitution for costs, damages, etc., through criminal or civil remedies. You may wish to contact an attorney should you wish to initiate this process.
9. If you need follow-up information from the Topeka Police Department, call the Animal Control Office at 368-9484. Normal business hours for this office are 8:00 a.m. to 5:00 p.m., Monday through Friday, except holidays.

The Topeka Police Department hopes this information will assist you should you or a member of your family experience an animal bite. Please let us know if we can be of further assistance