



COMMONWEALTH of VIRGINIA

Department of Agriculture and Consumer Services

Division of Animal & Food Industry Services

Office of Veterinary Services

P.O. Box 1163, Richmond, Virginia 23218

Phone: 804-692-4001 Fax: 804-371-2380 Hearing Impaired: 800-828-1120

www.vdacs.virginia.gov

Joseph W. Guthrie
Commissioner

LETTER OF NOTIFICATION

September 16, 2024

To: Jeffrey Stoke, County Administrator
Prince George County
P.O. Box 68
Prince George, VA 23875

On August 28, 2024, I inspected the **Prince George County Public Animal Shelter**. This inspection was conducted in order to evaluate compliance with the Virginia Comprehensive Animal Care laws, as well as pursuant regulations and directives. Please find attached the **Animal Shelter Inspection Summary** and the **Animal Shelter Inspection Form** (a copy of which was left on site at the conclusion of the inspection). This inspection report is being issued to you as the representative of the local governing body as referenced in Virginia Code section §3.2-6546. The result of this inspection is as follows:

☐ **There were no significant findings of violation.**

☐ **There were findings of non-critical violation.**

A description of the findings is included on the attached "**Animal Shelter Inspection Summary**". Failure to correct the violation(s) may result in referral of this case for enforcement action. You may submit a written response to this inspection, providing an update on actions taken or planned in order to achieve compliance, for consideration in the process of future inspections, enforcement, and civil penalty assessment. In accordance with the applicable civil penalty matrix, these violations are regarded as "first non-critical violation" (the first cited non-critical noncompliance with the Code of Virginia or Virginia Administrative Code found upon an animal shelter inspection by an inspector within the preceding five calendar years). The "Comprehensive Animal Care Law and Related Regulations Civil Penalty Matrix" can be found online at: <https://www.vdacs.virginia.gov/pdf/Civil-Penalty-Matrix.pdf>

☒ **There were findings of repeat non-critical violation.** This case has been referred for determination of civil penalty assessment. You will be issued a notification package by the State Veterinarian's Representative handling your case, which will include further details and instructions.

If you have any questions, you may contact me at 804-692-4001 or sherry.helsel@vdacs.virginia.gov.

Respectfully,

Sherry Helsel, LVT
Animal Care Inspector Senior



VIRGINIA DEPARTMENT
OF AGRICULTURE AND
CONSUMER SERVICES

DIVISION OF ANIMAL & FOOD INDUSTRY SERVICES
OFFICE OF VETERINARY SERVICES – ANIMAL CARE
P.O. BOX 1163
RICHMOND, VA 23218
804-692-4001

ANIMAL SHELTER INSPECTION SUMMARY

Facility Name/ID: Prince George County
Public Animal Shelter

Unannounced Inspection

Date: 8/28/24

Facility Physical Address:

8391 County Drive
Disputanta, VA 23842

Facility Mailing Address:

8391 County Drive
Disputanta, VA 23842

Facility Telephone Number:
804-991-3200

Facility Email Address:
pganimals@princegeorgeva.gov

Type of Facility:
Public Animal Shelter

Owned By:
Local Governing Body

Operated By:
Local Governing Body

Facility Designation:
Entire Building

Weekly Hours of Public Access:

Wednesday: 11:00 a.m. – 7:00 p.m.
Thursday - Friday: 11:00 a.m. – 5:00 p.m.
Saturday: 11:00 a.m. – 3:00 p.m.

Contractual Agreements:

Facility Supervisor:
Lisa Moseley, ACO

Facility Supervisor Email Address:
lmoseley@princegeorgeva.gov

Number of Dogs on Site:	ND	Number of Cats on Site:	ND	Number of Other Companion Animals on Site:	0
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Responsible Authority Name, Title, and Address:

Jeffrey Stoke, County Administrator
Prince George County
P.O. Box 68
Prince George, VA 23875

NARRATIVE SUMMARY (if applicable):

ND = Not Determined

INSPECTION FINDINGS

3.2-6557
(B)

Repeat Non-Critical Violation: The animal custody records do not contain all of the required elements. There are not distinguishable separate entries denoting the date of taking custody of an animal and the date of the making of the record. Other items missing throughout a sample of records included the location where the animal was taken into custody (this field is used for other information when an animal is brought to the shelter by a citizen), units of approximate age (months/years), name and address of owner when known, and whether the animal was bearing each of the specified items of identification (specifically license tag and rabies tag). This is the second consecutive citation of a violation of this code section (previous citation: 4/1/24).

Note: On most records, the third and final microchip to be performed at the time of disposition (per 3.2-6585.1) was pre-entered on the records for animals currently in custody.

Handwritten animal custody record form. The form includes fields for name, age, sex, color, and owner information. It also has two dog silhouettes for marking identification. Handwritten notes include: "taken straight to vet", "was given Ranexin", "in 48h", and "outside".

A dark, mostly illegible animal custody record form. Some fields are visible, but the handwriting is too dark to read. It appears to be a standard form with sections for animal information and owner details.

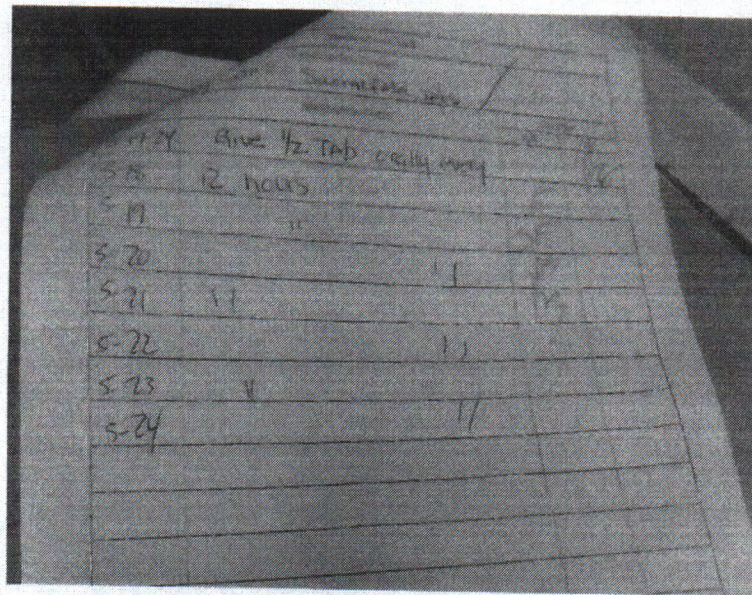
Handwritten animal custody record form. The form includes fields for name, age, sex, color, and owner information. It also has two dog silhouettes for marking identification. A "24Pet" logo is visible at the bottom left.

2 VAC 5
111-30 (A)

Repeat Non-Critical Violation: The facility was not adhering to the veterinarian's protocol for determining when an animal requires veterinary treatment. The protocol requires that each animal be examined at the time of intake and an "Animal Evaluation Form" be completed. It also requires a daily "Monitoring Log" for any animal *after* being identified as having an abnormality. However, the only form attached as an inclusion of this protocol is a form containing content pertaining to protocol item 4 (Animal Monitoring), and it is titled "Animal Intake Evaluation". The content of this form does not contain fields for recording the information required by protocol item 2 (Animal Intake Evaluation). In any case, there was not a document for any animal in custody that served as an animal intake evaluation form as described in the protocol, which is required for each animal at the time of intake, and there was not a monitoring log (as described in the protocol) in use for Dog 180032, which was identified as being in poor health. This is the second consecutive citation of a violation of this code section (previous citation: 4/1/24).

2 VAC 5
111-30 (C)

Repeat Non-Critical Violation: The facility was not adhering to the veterinarian's protocol for the management of neonatal and medically compromised animals. The protocol directs that prescribed medications be administered at the prescribed frequency, and that an "animal's treatment log" be updated after each administration of medication. The "Medication Chart" for Cat ID 176018 reflects that the medication prescribed to this cat were not given as directed. This is the second consecutive citation of a violation of this code section (previous citation: 4/1/24).



State Veterinarian's Representative

Name: Sherry Helsel, LVT

Signature:

Title: Animal Care Inspector Senior

Date: 9/16/24



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ANIMAL SHELTER INSPECTION FORM

Facility Name/ID:

Prince George County
Public Animal Shelter

Date:

8/28/24

Time:

11:00a

Elements of Inspection

1) Animals on premises.

☒ Inspected ☐ Not Inspected - Explain:

2) Animal enclosures.

☒ Inspected ☐ Not Inspected - Explain:

3) Areas of facility.

☒ Inspected ☐ Not Inspected - Explain:

4) Method of animal euthanasia.

☒ Inspected ☐ Not Inspected - Explain:

5) Other (specify or indicate "N/A"):

N/A

Results of Inspection

☐ No Violations Cited

☒ Violation(s) Cited (Details of each violation will be provided in an Inspection Summary, included in the Inspection Report, and mailed to the responsible authority. The Inspection Report will also include information regarding questions or submission of a response upon receipt of the report.)

☐ 3.2-6503

☐ 3.2-6574

☒ 2 VAC 5-111-30 (A)

☐ 2 VAC 5-150-120

☐ 3.2-6546 (B)

☐ 3.2-6575

☐ 2 VAC 5-111-30 (B)

☐ 2 VAC 5-150-130

☐ 3.2-6546 (C)

☐ 2 VAC 5-111-20 (A)

☒ 2 VAC 5-111-30 (C)

☐ 2 VAC 5-150-140

☐ 3.2-6546 (D)

☐ 2 VAC 5-111-20 (B)

☐ 2 VAC 5-111-40 (A)

☐ 3.2-6546 (E)

☐ 2 VAC 5-111-20 (C)

☐ 2 VAC 5-111-40 (B)

☐ 3.2-6548 (C)

☐ 2 VAC 5-111-20 (D)

☐ 2 VAC 5-111-40 (C)

☒ 3.2-6557 (B)

☐ 2 VAC 5-111-20 (E)

☐ 2 VAC 5-111-40 (D)

Reference Materials Provided

☒ Virginia Administrative Code, Title 2, Agency 5, Chapter 111 "Public and Private Animal Shelters"

☐ Virginia Administrative Code, Title 2, Agency 5, Chapter 150 "Rules and Regulations Governing the Transportation of Companion Animals"

☒ VDACS Guidance Document "Guidelines Governing the Veterinary Protocols Required by Virginia Administrative Code 2 VAC 5-111-30"

☐ Division Administrative Directive 79-1 "Methods Prescribed or Approved for Animal Euthanasia and Competency Certification Requirements"

☐ VDACS Form "Animal Custody Record"

☐ Virginia Animal Shelter Civil Penalty Matrix - Guidelines for Enforcement

☐ Other (Specify):

State Veterinarian's Representative

Name:

Sherry Helsel LVE

Signature:

SH Helsel

REVIEWED WITH: Printed Name

Lisa W. Moseley

Signature

Lisa W. Moseley

Date

8/28/24