



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

April 10, 2024

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

On April 1, 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 was a finding of 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: 4/1/24			
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:	~60	Number of Cats on Site:	~15	Number of Other Companion Animals on Site:	0
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):

This inspection included the investigation of complaints received on 3/4/24, 3/26/24, and 3/28/24. Inspector Angela (Kristy) Crowder, LVT, was also in attendance for this inspection.

Colonel W. Keith Early, Chief of Police, was present for the majority of this inspection.

INSPECTION FINDINGS

3.2-6557
(B)

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 units of approximate age (months/years), the approximate weight of the animal, name and address of owner when known, and whether the animal was bearing each of the specified items of identification (tattoo, license tag, rabies tag, microchip, or other identification).

This is a handwritten animal custody record from the University of Florida, Veterinary Services Division. The dog's name is 'Frank Disk'. The record includes fields for breed, sex, color, and date of birth, which are mostly blank or illegible. There are two small line drawings of a dog on the right side of the form.

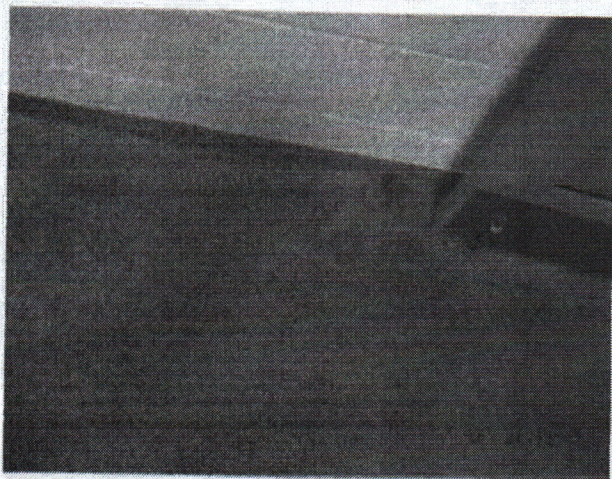
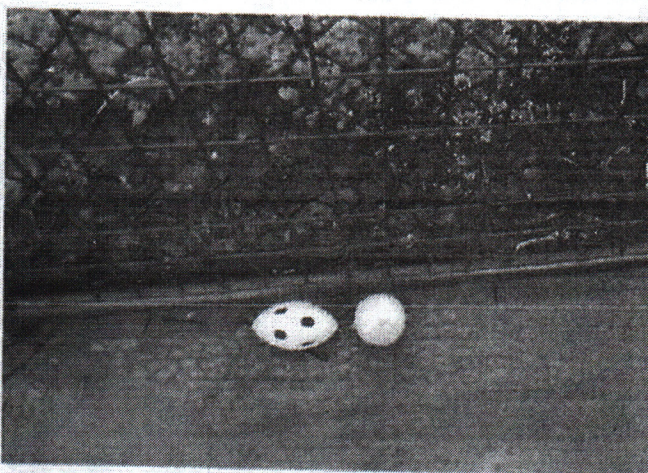
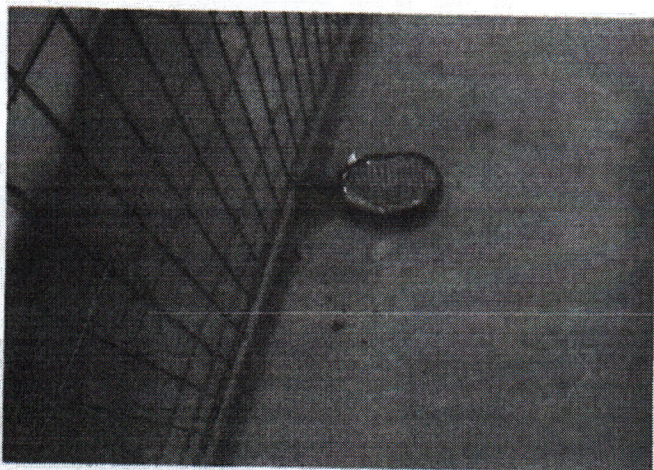
This is another handwritten animal custody record for a dog named 'Frank Disk'. It includes fields for breed, sex, color, and date of birth. The date of birth is written as '7/15/2013'. There is a large empty box on the right side of the form.

This is a third handwritten animal custody record for a dog named 'Frank Disk'. It includes fields for breed, sex, color, and date of birth. The date of birth is written as '7/15/2013'. There are two small line drawings of a dog on the right side of the form.

This is a fourth handwritten animal custody record for a dog named 'Frank Disk'. It includes fields for breed, sex, color, and date of birth. The date of birth is written as '7/15/2013'. There are two small line drawings of a dog on the right side of the form.

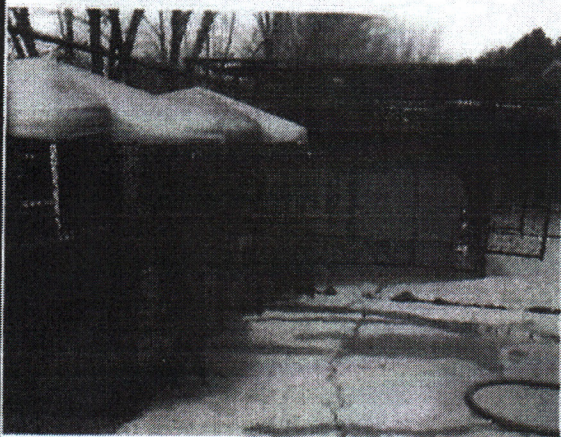
2 VAC 5
111-20 (A)

Non-Critical Violation: The facility is not kept in a clean and sanitary condition. There is accumulated fecal matter around the edges of outdoor enclosures. Wet toys (including plush toys) contaminated with fecal matter remained in outdoor enclosures that had been sprayed out with water between uses and intended for reuse by a different set of dogs. There is food kibble and debris present throughout the floors of the facility. There is a strong odor of urine in the dog isolation room. The facility has a significant infestation of tiny flying insects (similar to fruit flies, drain flies, or gnats).



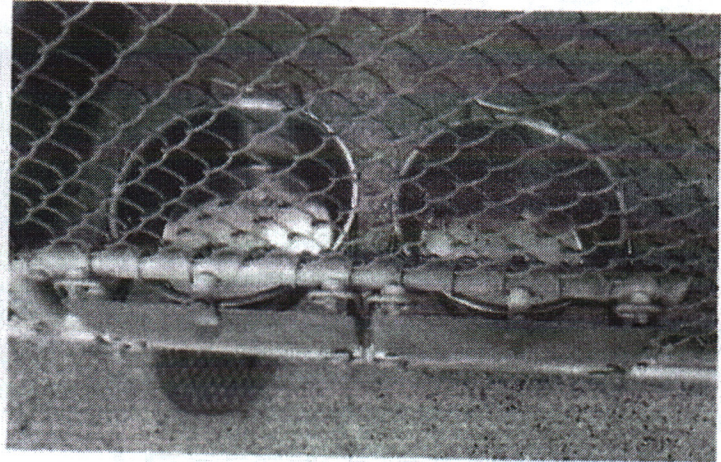
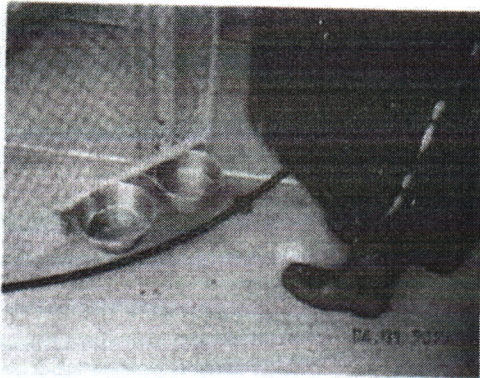
2 VAC 5
111-20 (B)

Non-Critical Violation: The enclosures are not thoroughly dry before returning to use. The outdoor dog enclosures are used to rotate dogs out of the indoor enclosures while the cleaning process occurs, and are sprayed out between uses. The porous concrete is not thoroughly dry before using the enclosures to confine dogs.



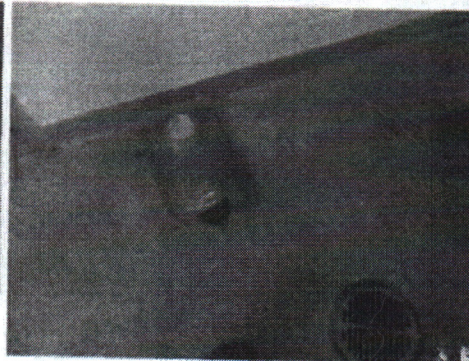
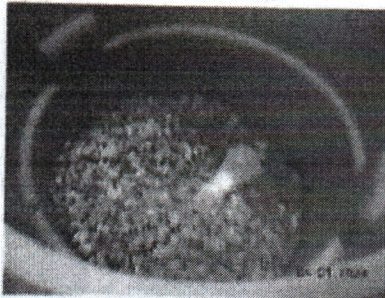
2 VAC 5
111-20 (C)

Non-Critical Violation: Water receptacles for dogs are not maintained in a sanitary condition. They are left in the clamped ring holder on the soiled dog run enclosures during the kennel cleaning process.



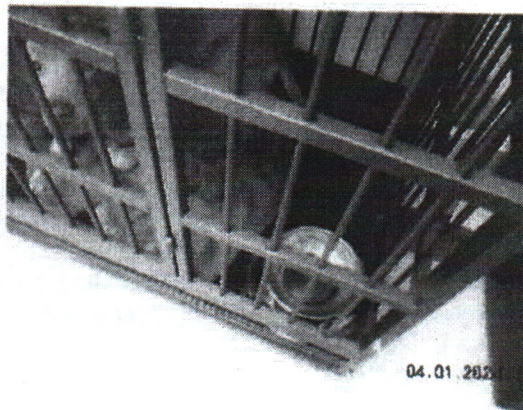
2 VAC 5
111-20 (D)

Non-Critical Violation: Feed is not stored in a manner that prevents infestation and contamination. A bulk food storage bin contained tiny flying insects (similar to fruit flies, drain flies, or gnats) that were released upon lifting the lid. A case of canned food with a single remaining can was on the floor of the dog kennel area, which was soiled with urine and fecal matter. Feeding receptacles for dogs are not properly cleaned between uses. They are left in the clamped ring holders on the soiled dog run enclosures during the kennel cleaning process.



2 VAC 5
111-20 (E)

Non-Critical Violation: There were enclosure in use for dogs that do not have solid floors.

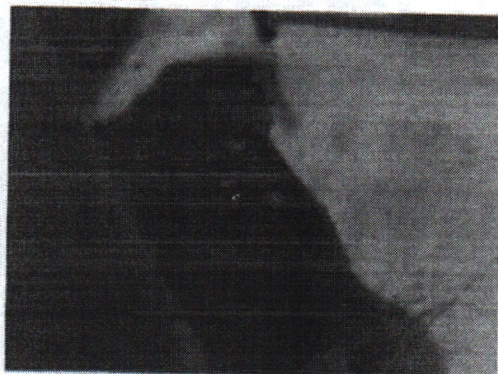


2 VAC 5
111-30 (A)

Non-Critical Violation: The facility was not adhering to the veterinarian's protocol for determining when an animal requires veterinary treatment. This protocol indicates that a copy will be maintained in the shelter at all times in a conspicuous, readily accessible manner for use by all staff members and caretakers, and it was not readily available for inspection. The Shelter Manager retrieved portions of drafts of the three protocols from a computer, and was eventually able to obtain the ratified protocols after some searching and contact with the vet.

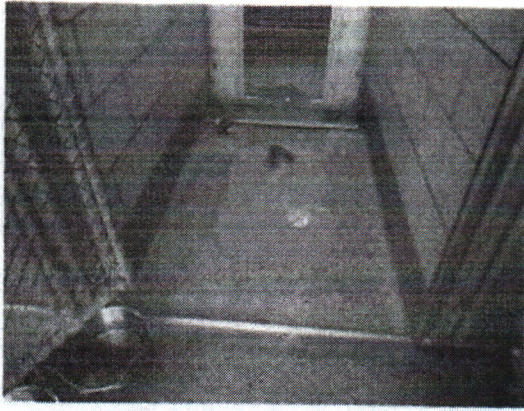
The protocol references an "Animal Evaluation Form" and an "Animal Monitoring Log", as well as an "Animal Intake Evaluation" form and "Animal Monitoring Sheet". However, the only form attached as an inclusion of this protocol is a form containing content pertaining to protocol item 4. Animal Monitoring, and it is titled "Animal Intake Evaluation" (the content of the form does not match the description in protocol item 2. Animal Intake Evaluation). There was not a document for any animal that served as an animal 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 any of the animals in the isolation rooms, on prescribed medications, or having notations of malady on the animal custody record (this monitoring log is to be implemented immediately upon any observation of abnormality).

The protocol also directed that staff take general care measures as appropriate to alleviate discomfort and protect the animal, including the removal of external parasites, in the event that signs of compromise are noted. Dog "Apple Cider", ID# 174835, had an obvious burden of engorged ticks on the day of inspection. Some of these ticks were concentrated on the eyelids. This dog had been taken into custody as a stray on 3/29/24 (three days prior).



2 VAC 5
111-30 (B)

Non-Critical Violation: The facility was not adhering to the veterinarian's protocol for the control of contagious and infectious disease. This protocol requires that items (toys, feed and water receptacles) be removed from the enclosure and washed separately during the animal housing cleaning and disinfection procedure. This had not occurred on the day of inspection. Receptacles and toys remained in the enclosures during the enclosure cleaning process, including those in outdoor enclosures which had been just sprayed with water in preparation of rotating a different set of dogs into them. The protocol only identifies one room as an isolation room (there are two separate rooms, one for dogs and another for cats). These were both marked, however, neither had a disinfecting footbath at the entry door as required. None of the animals in the isolation rooms had signs on their enclosures identifying the suspected communicable illness, nor were there monitoring logs created and kept in the isolation rooms for each of these animals, as required by the protocol. Additionally, staff moving in and out of the isolation rooms were not wearing gloves, gowns, and shoe coverings while in the rooms and decontaminating themselves prior to exiting, and soiled laundry was carried out by hand in a bundle without being bagged.



2 VAC 5
111-30 (C)

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 an individualized management plan be created in writing for any medically compromised animal, and that this written plan be in plain view near the animal's enclosure. These did not exist for current animals known to be medically compromised ("Grimm", "Moo-Moo", "Colleen", "Gremlin", "Stink bug") and were not produced for recently disposed animals known to have been medically compromised ("Hope", "Willow", "Tiny"). This protocol indicates a reference to follow Protocol A (regarding veterinary care for ill or injured animals) for any animals that is compromised due to illness or injury, which requires a daily monitoring log for these animals. These were not in use for such currently identified animals or such identified animals that had been recently disposed. Additionally:

- The "Medication Sign Off Sheet" in use to track administration of prescribed medications does not meet the requirement of an "animal's treatment log" (as it does not itemize the pertinent information for each animal), does not correctly identify the medication prescribed and administered to each animal ("Gremlin" and "Hope" were prescribed Cephalexin, 500 mg on 3/28/24, not Cephpodoxime as may be indicated by the quotation marks). This sheet also reflects that the medications prescribed to "Gremlin" and "Hope" were not given on 3/28, 3/29, or 3/31. This sheet reflects that several other animals' medications were missed on 3/29 and 3/31. There are three general references to animal housing locations instead of the individual animal ID (more than one dog was housed in "ISO"). Several entries are not initialed/attributionable as required.
- There was Meloxicam (a prescription Schedule VI drug) on the medication cart without proper prescribing information to identify the animal to which it was prescribed, and staff was not able to readily identify the animal to which this was being administered (except by verbal recall and assumption). This medication was labeled with a handwritten date of 3/23/24.
- There were excess prescription medications stored in the Shelter Manager's office drawer that had not been appropriately discarded. These included Bravecto, Credelio, Heartgard, Erythromycin Ophthalmic Ointment, and others.
- Several animal custody records indicated the administration of prescription medications (such as First Shield, Panacur, and Revolution) without evidence of a veterinary exam and prescription of that medication to that animal.

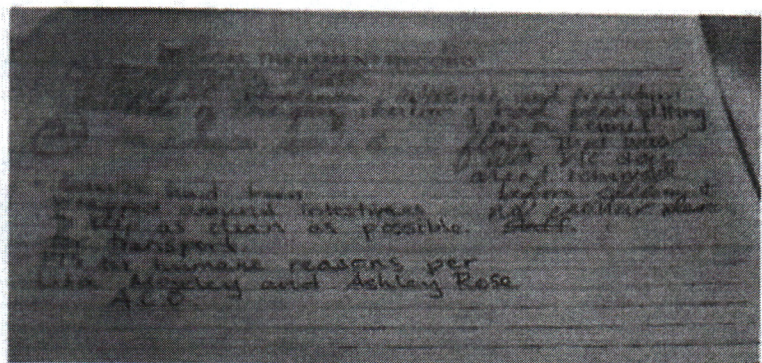
Deficiency and violation of 2 VAC 5-111-30 (C) resulted in a critical event for dog "Tiny", ID# 173945. This female shepherd-mix dog, less than one year of age, was taken into custody on 3/12/24. She underwent surgical sterilization on Wednesday, 3/20/24, at a veterinary establishment, and was picked up that afternoon and returned to the shelter. She was placed in a dog run enclosure in the general dog housing area. On Monday, 3/25/24, a staff member observed her lying on the enclosure floor bleeding with an open abdominal incision through which abdominal organs had protruded. She was taken to the nearest veterinary establishment and diagnosed with a surgical dehiscence and intestines/omentum outside of the spay incision. She was euthanized for humane reasons.

- There was not a written individualized management plan established for her on a "Special Instructions Sheet" in accordance with the veterinarian's instructions (specifying any exercise restrictions, proper cage/kennel setup, and other accommodations to ensure her safety and well-being) and placed in plain view near the enclosure for staff to follow.
- There was not a monitoring log created, placed near the enclosure, and utilized to ensure increased monitoring (per this protocol's reference to Protocol A) throughout her recovery.
- The shelter did not confine her in an enclosure conducive to properly and safely housing a compromised post-surgical dog.
- This dog was placed in the main dog kennel area in a run enclosure immediately upon return from surgery with no special accommodations or monitoring while compromised.

This resulted in her injury, suffering, and death, which constitutes a critical violation.

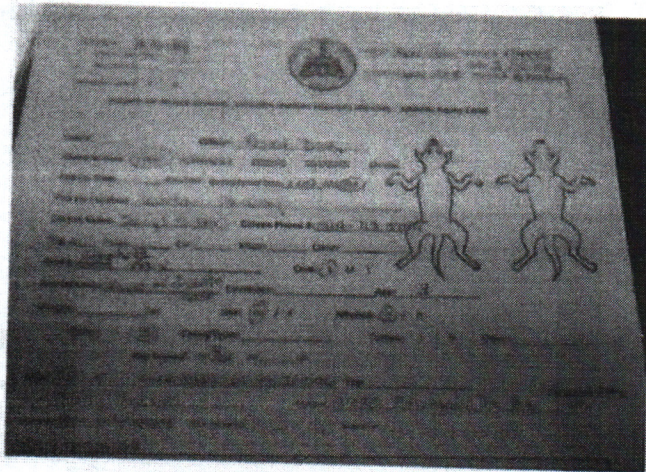
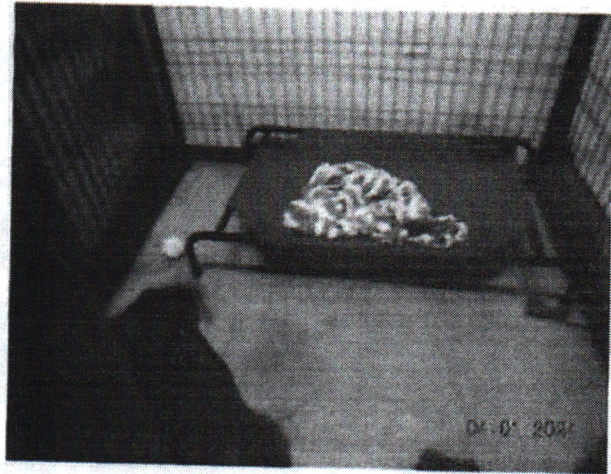
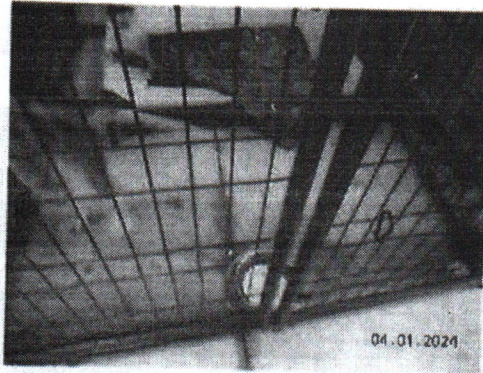
NOTE: In accordance with the "Comprehensive Animal Care Law and Related Regulations Civil Penalty Matrix Guidelines for Enforcement", onsite measures to ensure that corrective actions are immediately undertaken to prevent further critical violation of this nature were:

1. Review of the management of medically compromised animals with the facility manager (ACO) and the Chief of Police, Col. W. Keith Early (on site for the majority of the inspection).
2. Observation of all animals on site to assess appropriate confinement of any currently compromised animals.
3. Identifying an area/room to designate for confinement of medically compromised dogs in need of frequent observation and a controlled environment away from the general kennel area.



2 VAC 5
111-40 (B)

Non-Critical Violation: The floors of the enclosures used to house dogs subject to a holding period are part of the structural integrity of the garage portion of the building and do not have a surface material that is nonporous, impervious to moisture, and able to be thoroughly cleaned and disinfected. There are expansion joints creating a significant crevice, and the concrete is not adequately coated to create a uniform nonporous surface. Additionally, the outdoor enclosures are also utilized for these dogs, and the flooring of those enclosures is comprised of uncoated porous concrete. The moving of dogs from the garage area to the outdoor enclosures during the time of this inspection was halted, as one of these dogs ("Apple Cider", ID# 174835) was within its holding period.



State Veterinarian's Representative	
Name: Sherry Helsel, LVT	Signature: 
Title: Animal Care Inspector Senior	Date: 4/10/24



VIRGINIA DEPARTMENT
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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 FORM

Facility Name/ID: Prince George County
Public Animal Shelter

Date: 4/1/24

Time: 10:30g

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: <u>Veinaria</u> |
| 5) Other (specify or indicate "N/A"): | <u>N/A</u> |

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 LVH

Signature: [Signature]

REVIEWED WITH: Printed Name Lisa Mosel

Signature [Signature]

Date 4/1/24