

**Town of Guilford
223 Marble Road
Guilford, NY 13780**

POLICY AND PROCEDURE

CONDUCTING DOG ENUMERATION

Policy: It is the policy of the Town of Guilford to conduct periodic dog enumerations to ensure that all dogs within the town are licensed in accordance with state law.

Procedure:

1. Enumerator shall stop at each residence in the Town of Guilford.
2. Enumerator shall record information on the owner and dogs. (This information shall include the date, owner's name and address, breed of each dog, color of each dog, sex of each dog, approximate age (date of birth if known), name of each dog, and identification number of the dog, if licensed.) (See attached form).
3. If the dog's license has expired, the owner shall be advised to make application for renewal immediately with the Town Clerk.
4. If the dog has not been licensed and is of licensing age (at least four (4) months), the Enumerator shall give the owner an application for a dog license and any additional material, and advise the owner to make application with the Town Clerk within thirty (30) days. If the owner is not at home, a license application will be left at the residence.
5. If the dog is not of licensing age, Enumerator shall leave an application form and advise owner to make application for the license with the Town Clerk when the dog reaches four (4) months of age.
6. Enumerator is to provide a list of all dogs counted to the Town Clerk daily.
7. Enumerator shall keep track of daily mileage driven, number of dogs counted, and submit to the Town Clerk on a Town of Guilford voucher (along with the mileage log) for payment on a monthly basis.
8. Town Clerk will provide Enumerator with a list of dogs currently licensed in the Town (one alpha by owner and one by street), a log for detailing the dogs counted (both licensed and not), license application forms, letters for owners of unlicensed dogs, and plastic door hanger bags for leaving communications for the owners.