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- I am guided by the provisions of our ordinance which was updated in 2014 according to a model provided by the Vermont League of Cities and Towns.
- I conduct investigations in a fair and thorough manner. After receiving a complaint, I conduct an interview over the phone or in person as the situation dictates. I contact the Town Clerk to check on licensing, and other Town departments as necessary.
- If a dog is found running at large and/or secured by another party, I respond to the location (if I'm available) and remove the dog to my home, where the animal is secured in a large cage, given water and food. On occasion I have transported dogs to a veterinarian for treatment.
- If there is a collar with a license, I attempt to contact the owner for pickup. If I cannot contact the owner, the dog is removed to the Rutland County Humane Society in Pittsford for boarding
- If there is no id, I take a photograph of the dog and put it out on social media/newsflash etc. with the hopes that someone will recognize the dog. If I cannot identify the owner, the animal is removed to the Rutland County Humane Society in Pittsford for boarding. I have a relationship with the humane society, since I do not have a kennel at my home.
- If an owner is identified, they are sent a Dog Courtesy Warning in the mail (This is not in the ordinance, but a way for me to reinforce my message to the dog owner)
- If necessary, a citation can be issued.
- A written report is then completed.
- In cases of suspected Animal Cruelty, other steps are taken including notifying the Vermont State Police, State's Attorney, Veterinary Services and the Humane Society.
- For a potentially vicious dog, I follow the steps in the Town Ordinance, and notify the Select Board for their consideration of the matter.

- Most of the time, speaking to an owner about the Town Ordinance, and Vermont laws are usually enough to stop a reoccurrence of the event.

- However sometimes dogs get loose at no fault of their owners, and it's not always a dog that's in someone else's yard. I've responded to cows, horses and pigs trampling through people's flower beds, lawns and fences.

- People love their animals and don't want to see them hurt or hurting anyone or any other animal. I try to resolve these problems through communication with the parties concerned and I have had plenty of success in the past seven years.

- Sometimes though we need to proceed more aggressively, and I have no problem doing that using our ordinance as my guide.