



Chippewa County

Dog Licensing Manual

**Regulations and Guidelines for
Chippewa County Municipalities**

December, 2013

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WI. Statutes - Chapter 174 – Dogs

The following information is a reference guide for issuing dog licenses and processing dog claims. Please refer to Wisconsin Statutes, Chapter 174 for an inclusive listing of state regulations.

I. Definition of the Collection Official (§174.065)

Any city, village, or town treasurer or other tax collecting officer or any person deputized by the treasurer or tax collecting official, unless the common council or village or town board provides by ordinance or resolution for the appointment of a different person.

II. Dog License Requirement (§174.05)

The owner of a dog more than 5 months of age on January 1 of any year, or 5 months of age within the license year, shall pay the dog license tax and obtain a license.

A dog specially trained to lead the blind or to provide support for the mobility-impaired is exempt from the dog license fee and annually must make application for a dog license and collar tag from the local collecting officer. (§174.055)

A dog kept for education or scientific purposes is exempt from paying a license fee and obtaining a license. (§174.054)

Dogs brought into the state temporarily for a period not to exceed 30 days if kept confined or on a leash shall be exempt from the license requirement. (§174.12(5))

III. Dog License Fee (§174.05)

The minimum dog license tax is \$3.00 for a neutered male dog or spayed female dog. The owner must present evidence that the dog is neutered or spayed, i.e. documentation from the veterinary clinic; and \$8.00 for an unneutered male dog or unsprayed female dog.

If the dog became 5 months of age after July 1 of the license year, the fee is one-half of the amounts. (§174.05(2))

For multiple dog license fee, see “Multiple Dog License and Tags” on page 2.

The governing body of any town, village or city may, by resolution, raise the minimum dog license tax on dogs within its jurisdiction. (§174.05(3))

A dog specially trained to lead the blind or deaf or to provide support for the mobility-impaired is exempt from the dog license fee. A tag is issued to the owner with all information provided as required on a regular license and indicated on year-end submittal sheet # of FREE licenses.

The collecting official retains 25 cents for each paid license issued. (Multiple License counts as one license issue, no matter how many tags are included.) If the collecting official is a full-time, salaried municipal employee, this fee is retained by the treasury of the town, village or city.

The collection official shall submit to the Treasurer’s office no later than December 31 each year all required fees. Old tags must be returned to the County Clerk and issued tag fees paid prior to receiving tags for the new

year. Any tags not accounted for will be billed to the municipality. New tags are generally available by December 1.

The collecting official shall assess and collect a late fee of \$5 from every owner of a dog 5 months of age or over, if the owner fails to obtain a license prior to April 1 of each year, or within 30 days of acquiring ownership of a licensable dog or if the owner failed to obtain a license on or before the dog reached licensable age.

All late fees received or collected shall be paid into the local treasury as revenue of the town, village, or city in which the license was issued. The governing body of the municipality, when setting the amount of the dog tax fee, provide that any person purchasing a dog license for a dog 5 months of age or over after April 1 pay an additional late fee. (§174.05(5))

IV. Dog Licenses and Collar Tags (§174.07)

Upon payment of the fee and presentation of evidence that the dog is currently immunized against rabies, a license shall be issued. **(It is the responsibility of the collection official to verify the dog is current with the required rabies vaccination before issuing the license. A license should not be issued without presentation of evidence.)** The license must bear a serial number, date of its expiration, the owner's name, address and phone; the name, sex, spayed/unsprayed, neutered/unneutered, breed and color of the dog.

A tag bearing the same number as the license must be issued to the owner. The tag shall be securely attached to a collar and a collar with the tag attached shall be kept on the dog for which the license was issued at all times. **(NOTE: If the dog is under the control of the owner, this does not apply to a dog during competition or training, to a dog securely confined indoors, to a dog while hunting, to a dog securely confined in a fenced area or to a dog while actively involved in herding or controlling livestock.)**

No license or license tag issued for one dog shall be transferable to another dog. (§174.12(4)). (This applies to regular dog licenses, see below for multiple dog license).

No person except the owner or the owner's authorized agent shall remove any license tag from a dog collar or remove any collar with a license attached from any dog. No person shall keep or harbor a dog wearing a fictitious, altered or invalid license tag, or a license tag not issued in connection with the licensing or keeping of the dog wearing the same.

V. Multiple Dog License and Tags (§174.053)

Any person who keeps more than one dog may apply for a multiple dog license. The owner must present evidence that all dogs over 5 months of age are currently immunized against rabies. Upon payment of the multiple dog license fee and presentation of immunization evidence, the collecting official shall issue the dog license and a number of tags equal to the number of dogs authorized to be kept by the person.

An owner or keeper may transfer a multiple dog license tag from a dog that the owner or keeper no longer owns or keeps to another dog if the other dog is currently immunized against rabies. The owner should notify the issuing agent of the transfer and provide evidence of the rabies vaccination.

The multiple dog tag and the rabies vaccination tag or substitute tag shall be securely attached to a collar and a collar with the tag attached shall be kept on the dog for which the license was issued at all times. **NOTE:** This does not apply to a dog during competition or training, to a dog securely confined indoors, to a dog while hunting, or to a dog securely confined in a fenced area.

No dog bearing a multiple dog license tag shall be permitted to stray or to be taken anywhere outside the limit of the owner's or keeper's premises unless the dog is on a leash or temporarily out for the purposes of hunting, breeding, trial, training or competition.

(NOTE: Previously this license was known as a kennel license. The multiple licenses are not to be used as a commercial kennel license. It is intended for use by private individuals who own more than one dog; wish to transfer tags from animal to another with proper vaccination proof and notification to the issuing agent; and/or may realize a fee savings for purchasing the multiple tag.)

VI. Lost (Duplicate) Tags

If a tag is lost, the owner must present their current license. A new tag with a new number shall be furnished to the owner by the collecting official in place of the original tag. The collecting official shall endorse the new tag number on the license and shall indicate in their records the same. (It should be indicated that this is a "duplicate license.")

VII. Listing of Dogs (§174.06)

Every town, village and city shall annually, by September 1, ascertain by diligent inquiry the dogs owned or kept with the assessment district.

Every personal shall answer frankly and fully all questions asked by the listing official relative to the ownership or keeping of dogs within the district.

In a town or village the listing official is the municipal clerk, unless the common council or village board provides by ordinance or resolution for the appointment of a different person. In a town, the town board shall designate a person to be the listing official.

The listing official shall be compensated 50 cents for each dog listed. If the listing official is a full-time, salaried municipal employee, they shall be required to pay the compensation into the town, village or city treasury.

The listing official shall enter in the records for personal property assessments or in a separate report all dogs in the district subject to the dog license tax, the owner, the name, sex, spayed or unspayed, neutered or unneutered, breed and color of each dog. The listing official shall make in triplicate a list of the owners of all dogs assessed.

The listing official shall, by September 15, deliver one copy of each of the above lists to the County Clerk and retain one copy for his or her files.

VIII. Dog Damage Claims (§174.11)

The owner of any domestic animal, including ranch mink which can prove that a dog forcibly entered and an enclosure in which the mink was kept, which is attacked, chased, injured or killed by a dog, must **within 3 days** after the owner had knowledge or notice thereof, file a "Claim for Damage to Animals" with the clerk of the town, village or city, or town chairperson, or the village president where the damage occurred. *Photographs may be necessary as proof of evidence.*

Within 30 days of filing the claim, the governing body must investigate the claim, administer oaths and take testimony relative to the claim and **shall certify and return the claim to the County Clerk**, a report of the investigation, the testimony taken and the amount of damages suffered by the owner of the domestic animal.

The County Clerk will submit the completed Claim for Damage to the County Board at their first meeting following the receipt of the claim. The claims will be acted upon and determined by the county board as other claims are determined and acted upon. The amount of the damages filed and reported to the County Clerk shall be prima facie proof of the actual damages sustained, but evidence may be taken before the County Board relative to the claims as in other cases and appeals from the action of the County Board shall lie as in other cases.

The claims shall be solely against the dog license fund and shall create no other liability on the part of the county.

No claim may be paid to any person who has failed to pay a dog tax (obtain a dog license) on an assessable dog.

Before any claim will be allowed by the county on account of damages done by dogs, the claimant must furnish satisfactory proof that the damage was not done in whole or part by any dog owned or kept by the claimant (§174.12).

IX. Dogs Running at Large (§174.042)

A dog is considered to be running at large if it is off the premises of its owner and not under the control of the owner or some other person. A dog that is actively engaged in a legal hunting activity, including training, is not considered to be running at large if the dog is monitored or supervised by a person and the dog is on land that is open to hunting or on land on which the person has obtained permission to hunt or to train a dog.

A dog is considered to be untagged if a valid license tag is not attached to a collar which is kept on the dog whenever the dog is outdoors unless the dog is securely confined in a fenced area.

An officer shall attempt to capture and restrain any dog running at large or any untagged dog:

Definition of Officer (§95.21(1)(b): A peace officer, local health officer, as defined in §250.01(5), humane officer, warden, and employee designated by DATCAP or other person designated by the governing body of the county, city, village or town.

If the owner of a dog negligently or otherwise permits the dog to run at large or be untagged, the owner shall forfeit not less than \$25 nor more than \$100 for the first offense and not less than \$50 nor more than \$200 for subsequent offenses.