



# 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](http://www.vdacs.virginia.gov)

Joseph W. Guthrie  
Commissioner

## LETTER OF NOTIFICATION

August 9, 2024

To: Mary Bunting, City Manager, City of Hampton  
22 Lincoln Street, Hampton, VA 23669

J. Randall Wheeler, City Manager, City of Poquoson  
500 City Hall Avenue, Poquoson, VA 23662

Alan Archer, City Manager, City of Newport News  
2400 Washington Avenue, Newport News, VA 23607

Mark Bellamy, County Administrator, York County  
P.O. Box 532, Yorktown, VA 23690

On July 31, 2024, I inspected the **Newport News Public Animal Shelter**, which is also the public animal shelter for Hampton, Poquoson, and York County. 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 representatives of the local governing bodies 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 critical violation and/or 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 [angela.crowder@vdacs.virginia.gov](mailto:angela.crowder@vdacs.virginia.gov).

Respectfully,

Angela Crowder, LVT  
Animal Care Inspector

-Equal Opportunity Employer-





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**

<b>Facility Name/ID:</b> Newport News Public Animal Shelter		<b>Unannounced Inspection</b>	
		<b>Date:</b> 7/31/24	
<b>Facility Physical Address:</b> 5843 Jefferson Avenue Newport News, VA 23605		<b>Facility Mailing Address:</b> 5843 Jefferson Avenue Newport News, VA 23605	
<b>Facility Telephone Number:</b> 757-933-8900		<b>Facility Email Address:</b> pras-reunite@nnva.gov	
<b>Type of Facility:</b> Public Animal Shelter	<b>Owned By:</b> Local Governing Body	<b>Operated By:</b> Local Governing Body	
<b>Facility Designation:</b> Designated Portion of Building – Schematic Attached		<b>Weekly Hours of Public Access:</b> Monday – Sunday: 8:00 a.m. – 5:00 p.m.	
<b>Contractual Agreements:</b> Jointly owned by Hampton, Newport News, Poquoson, and York County. Operated by City of Newport News.			
<b>Facility Supervisor:</b> Roger Iles		<b>Facility Supervisor Email Address:</b> riles@nnva.gov	
<b>Number of Dogs on Site:</b>	~138	<b>Number of Cats on Site:</b>	~204
		<b>Number of Other Companion Animals on Site:</b>	9
<b>Responsible Authority Name, Title, and Address:</b>			
Mary Bunting, City Manager, City of Hampton 22 Lincoln Street, Hampton, VA 23669		J. Randall Wheeler, City Manager, City of Poquoson 500 City Hall Avenue, Poquoson, VA 23662	
Alan Archer, City Manager, City of Newport News 2400 Washington Avenue, Newport News, VA 23607		Mark Bellamy, County Administrator, York County P.O. Box 532, Yorktown, VA 23690	

**NARRATIVE SUMMARY (if applicable):**

## INSPECTION FINDINGS

3.2-6546  
(C)

**Non-Critical Violation:** Animal records do not reflect that a reasonable effort was made to determine whether each animal is bearing the specified types of identification and evidence of potential ownership.

This is a photograph of a handwritten 'ANIMAL CUSTODY RECORD' form. The form includes fields for 'Custody Date' (6/1/2024), 'Reason for Custody' (PAPA), and 'Employment Status' (Checked for all that apply). A table at the bottom lists various identification methods, with 'Microchip' and 'Collar' checked. The date '2024/0' is written in the bottom right corner.

This is a photograph of another handwritten 'ANIMAL CUSTODY RECORD' form, similar to the one above. It also lists 'PAPA' as the animal and 'PAPA' as the reason for custody. The date '2024/0' is written in the bottom right corner.

3.2-6557  
(B)

**Non-Critical Violation:** Animal custody records do not contain all of the required elements. Items missing included reason for custody, date of the making of the record, breed of the animal, sex of the animal, approximate age of the animal, and whether the animal was bearing each of the specified types of identification for potential determination of the owner.

This is a photograph of a handwritten 'ANIMAL CUSTODY RECORD' form. The form is mostly blank, with only 'PAPA' written in the 'Reason for Custody' field. The date '2024/07' is written in the bottom right corner.

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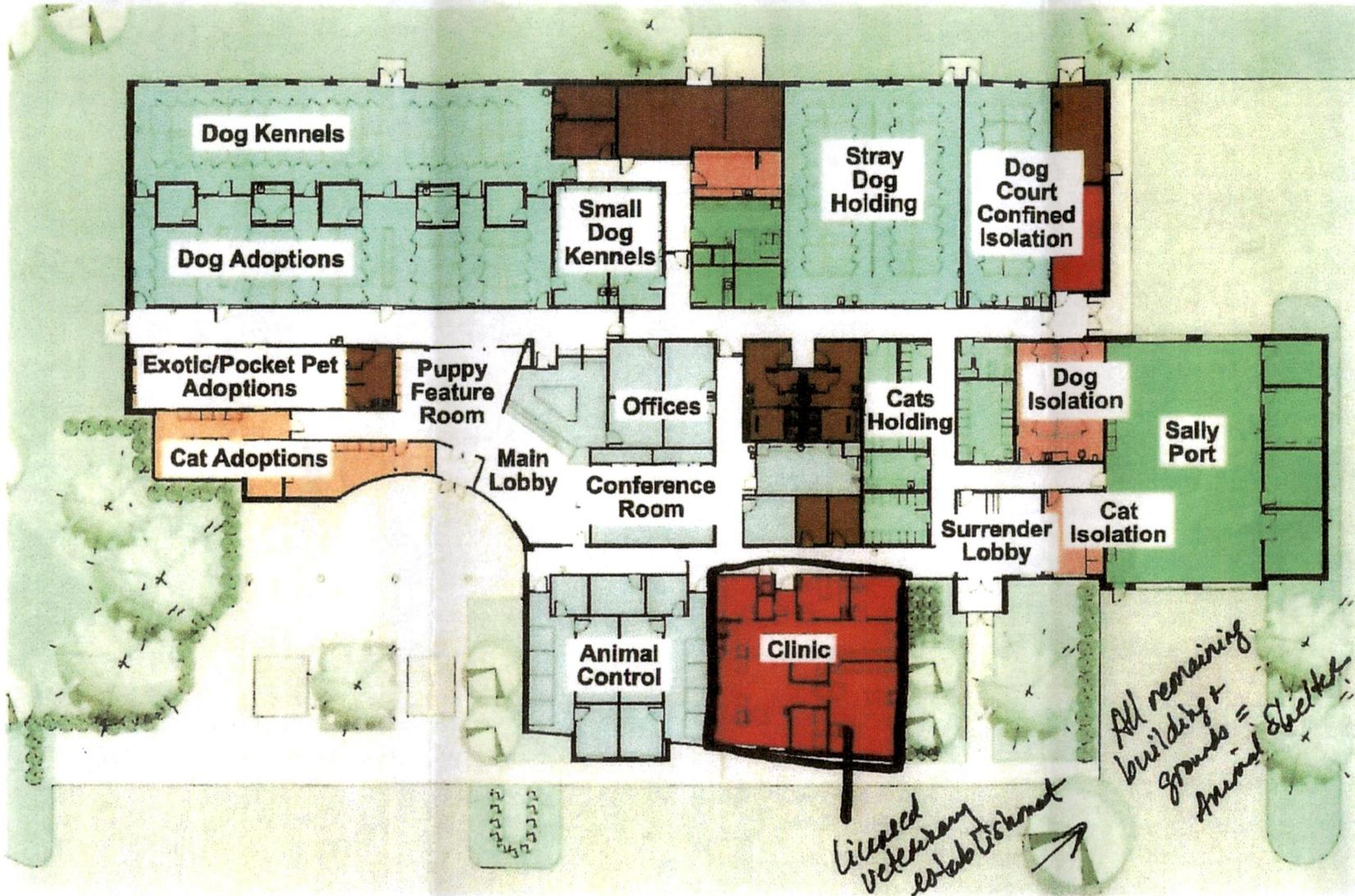
### State Veterinarian's Representative

**Name:** Angela Crowder, LVT

**Signature:**

**Title:** Animal Care Inspector

**Date:** 8/9/24



# Peninsula Regional Animal Shelter

5843 Jefferson Avenue, Newport News, VA 23605

7/3/24  
PKC

11/21/22 *SPK*

10/28/2020  
SPT



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ANIMAL SHELTER INSPECTION FORM

Facility Name/ID: Newport News  
Public Animal Shelter

Date: 7/31/24

Time: 9:25am

Elements of Inspection

- |                                       |   |
|---------------------------------------|---|
| 1) Animals on premises.               | <input checked="" type="checkbox"/> Inspected <input type="checkbox"/> Not Inspected – Explain: |
| 2) Animal enclosures.                 | <input checked="" type="checkbox"/> Inspected <input type="checkbox"/> Not Inspected – Explain: |
| 3) Areas of facility.                 | <input checked="" type="checkbox"/> Inspected <input type="checkbox"/> Not Inspected – Explain: |
| 4) Method of animal euthanasia.       | <input checked="" type="checkbox"/> Inspected <input type="checkbox"/> Not Inspected – Explain: |
| 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.)

- |  |   |   |  |
|--|---|---|--|
| <input type="checkbox"/> 3.2-6503                | <input type="checkbox"/> 3.2-6574           | <input type="checkbox"/> 2 VAC 5-111-30 (A) | <input type="checkbox"/> 2 VAC 5-150-120 |
| <input type="checkbox"/> 3.2-6546 (B)            | <input type="checkbox"/> 3.2-6575           | <input type="checkbox"/> 2 VAC 5-111-30 (B) | <input type="checkbox"/> 2 VAC 5-150-130 |
| <input checked="" type="checkbox"/> 3.2-6546 (C) | <input type="checkbox"/> 2 VAC 5-111-20 (A) | <input type="checkbox"/> 2 VAC 5-111-30 (C) | <input type="checkbox"/> 2 VAC 5-150-140 |
| <input type="checkbox"/> 3.2-6546 (D)            | <input type="checkbox"/> 2 VAC 5-111-20 (B) | <input type="checkbox"/> 2 VAC 5-111-40 (A) | <input type="checkbox"/> _____           |
| <input type="checkbox"/> 3.2-6546 (E)            | <input type="checkbox"/> 2 VAC 5-111-20 (C) | <input type="checkbox"/> 2 VAC 5-111-40 (B) | <input type="checkbox"/> _____           |
| <input type="checkbox"/> 3.2-6548 (C)            | <input type="checkbox"/> 2 VAC 5-111-20 (D) | <input type="checkbox"/> 2 VAC 5-111-40 (C) | <input type="checkbox"/> _____           |
| <input checked="" type="checkbox"/> 3.2-6557 (B) | <input type="checkbox"/> 2 VAC 5-111-20 (E) | <input type="checkbox"/> 2 VAC 5-111-40 (D) | <input type="checkbox"/> _____           |

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: Angela Crowder, LVN

Signature: [Signature]

REVIEWED WITH: Printed Name Amy Burnop

Signature [Signature]

Date 7/31/24