**Policy and Procedure 2.1**

**Intake of Animals**

**The following procedures will take place for all animals brought into the animal shelter.**

* + 1. The animal shelter staff will only accept animals that are defined as canines or felines for intake at the animal pound.
		2. No other animals will be accepted by the Animal Shelter Staff or Animal Control other than those described in 2.1.1
		3. An animal intake form shall be completed for each animal accepted.
		4. The animal shall be checked for any identification to include collar, tags, tattoos, and/or microchips.
		5. The animal will be evaluated for any potential health problems. Any animals that appear to have health problems, the Animal Control Division shall follow veterinary protocols as needed.
		6. The animal will be put in an appropriate holding area and be fed and watered.
		7. Animal control officers will make sure that if an animal is not adoptable (aggressive, dangerous, ill) it will be notated on the animal intake form.
		8. If owner released, the release form will be completed and signed by the owner.
		9. Animals deemed aggressive or dangerous will be placed in a secured and padlocked dog run behind a marked barrier.