

WASHINGTON COUNTY SHERIFF'S OFFICE
ANIMAL CONTROL DIVISION

POLICY AND PROCEDURE 2.1
INTAKE OF ANIMALS

THE FOLLOWING PROCEDURES WILL TAKE PLACE FOR ALL ANIMALS BROUGHT INTO THE ANIMAL SHELTER.

- 2.1.1 THE ANIMAL SHELTER STAFF WILL ONLY ACCEPT ANIMALS THAT ARE DEFINED AS CANINES OR FELINES FOR INTAKE AT THE ANIMAL POUND.
- 2.1.2 NO OTHER ANIMALS WILL BE ACCEPTED BY THE ANIMAL SHELTER STAFF OR ANIMAL CONTROL OTHER THAN THOSE DESCRIBED IN 2.1.1
- 2.1.3 AN ANIMAL INTAKE FORM SHALL BE COMPLETED FOR EACH ANIMAL ACCEPTED.
- 2.1.4 THE ANIMAL SHALL BE CHECKED FOR ANY IDENTIFICATION TO INCLUDE COLLAR, TAGS, TATTOOS, AND/OR MICROCHIPS.
- 2.1.5 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.
- 2.1.6 THE ANIMAL WILL BE PUT IN AN APPROPRIATE HOLDING AREA AND BE FED AND WATERED.
- 2.1.7 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.
- 2.1.8 IF OWNER RELEASED, THE RELEASE FORM WILL BE COMPLETED AND SIGNED BY THE OWNER.
- 2.1.9 ANIMALS DEEMED AGGRESSIVE OR DANGEROUS WILL BE PLACED IN A SECURED AND PADLOCKED DOG RUN BEHIND A MARKED BARRIER.

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**POLICY AND PROCEDURE 2.1
INTAKE OF ANIMALS**

**THE FOLLOWING PROCEDURES WILL TAKE PLACE FOR ALL ANIMALS
BROUGHT INTO THE ANIMAL SHELTER.**

- 1) A POUND RECORD FORM WILL BE COMPLETED.**
- 2) THE ANIMAL SHALL BE CHECKED FOR ANY IDENTIFICATION TO INCLUDE COLLAR, TAGS, TATOOS, AND MICROCHIPS.**
- 3) THE ANIMAL WILL BE EVALUATED FOR ANY POTENTIAL HEALTH PROBLEMS.**
- 4) THE ANIMAL WILL BE PUT IN AN APPROPRIATE HOLDING AREA AND BE FED AND WATERED.**
- 5) ANIMAL CONTROL OFFICERS WILL MAKE SURE THAT IF AN ANIMAL IS NOT ADOPTABLE (AGGRESSIVE, DANGEROUS, ILL) IT WILL BE NOTATED ON THE POUND FORM.**
- 6) IF OWNER RELEASED THE RELEASE FORM WILL BE COMPLETED AND SIGNED BY THE OWNER.**
- 7) ANIMALS DEEMED AGGRESSIVE OR DANGEROUS WILL BE PLACED IN A SECLUDED AND PADLOCKED DOG RUN BEHIND A MARKED BARRIER.**