



FRIENDS OF HOMELESS ANIMALS (FOHA) INTAKE POLICY, Updated 2/8/21, 4/2/21 Stacey Gimbert

GENERAL OVERVIEW

FOHA's intake policy is focused on four key areas: 1. rescuing animals from shelters that euthanize; 2. ensuring the physical/mental health of the animal coming to our facility; 3. ensuring the safety, physical/mental health of animals currently at our facility; and, 4. working for successful adoptions. In addition, we place an emphasis on "chain of custody" issues to document all aspects of intake from medical records to ownership data (when available).

During the year, FOHA conducts intake every other Saturday for dogs and cats. During these periods FOHA's intake coordinator(s) reach out to our rescue partners and inquire about dogs/cats that may be suitable for transfer to FOHA. FOHA does not have any breed, size, or other restrictions, per se, but instead selects animals for intake that enhance the variety of choices for potential adopters and are otherwise deemed to be readily adoptable.

Once a dog or cat is selected, the FOHA's rescue partner provides FOHA a copy of the animal's medical records including, but not limited to, a rabies certificate, evidence of other required vaccinations, FIV/FelV test, heartworm test, and, if applicable, a spay/neuter certificate. FOHA also requests our partners to complete a Transfer/Intake Profile which documents, at a high level, the behavioral and medical attributes of each dog.

Once the dogs/cats are selected for intake, the FOHA intake coordinator(s) reach out to FOHA's Transport team leader to arrange to bring the dogs to FOHA. The Transport Teams meet in Centreville, VA, a central location where multiple rescues convene to intake their respective dogs, and bring their assigned dog to FOHA. In doing so, they are instructed that once they put their dog in the assigned quarantine run, they must leave the premises or change their clothing in order to minimize the risk of spreading communicable diseases. FOHA follows similar procedures for felines. They will also be asked to fill out a form to provide information on the dog or cat they transported that can be used to compile a behavioral assessment profile to be used for the website biographies and in discussions with potential adopters.

During intake, FOHA's intake and medical coordinator create an animal specific information folder that notes all medical/behavioral issues, ownership information, and animal observations. This information is stored in our adoption office. To that end, FOHA has a strict quarantine period for all dogs and cats arriving from another shelter and/or by group transport. Upon arrival at FOHA, new animals are placed in quarantine for a period of 10 days. During this 10-day period, they are examined by FOHA's mobile vet and are handled only by designated staff – that is, volunteers and visitors are not permitted to interact with these new animals. Staff also compiles information on the dog's behavior, again to be used for website biographies and in discussions with potential adopters. Once the 10-day period has elapsed,

assuming the dog/cat is otherwise healthy, he/she is placed in FOHA's general population and the upcoming group of new FOHA dogs/cats will be transported to FOHA the Saturday thereafter.

All new animal records are required to be entered into the FOHA Shelter Management System by the end of quarantine (10 days).

Owner surrenders or dogs arriving from a foster care situation:

The current website states "FOHA appreciates a donation fee of \$350 for accepting your pet, but we may waive this fee under special circumstances." Please confirm that we do ask for this in all cases.

If a dog is directly brought to FOHA from a home (owner surrender or foster situation), as long as all vaccines are up to date, there will be no quarantine period and the dog FOHA will allow the dog/cat to decompress for 1? day and then he/she will be available for adoption and in the general population as soon as possible.

In addition, for the intake of dogs to our facility we have a structured program to introduce the dogs to our volunteers, staff and other animals at our facility to observe animals' behavior that can be documented for specific care at our facility, as well as providing information to potential adopters.

SPECIFIC GUIDELINES FOR INTAKE COORDINATOR(S)

- Dog intake numbers and dates to be recommended by ED to the President and to be approved by the President prior to any intake being authorized. This will be done between 1-2 weeks ahead of intake date.
- General standard is every other Saturday using local transport and transport volunteers, to coincide with the vet visit on Wed. Occasional off-timing can be considered but must be reviewed and approved prior to commitments by ED.
- Intake Coordinator(s) to provide estimated dates and quantity of drivers needed to Transport Team Lead volunteer no later than 1 week ahead of intake date, to be finalized no later than 2 days before intake date.
- Standards for dog intake:
 - Will not accept overly aggressive dogs or feral dogs.
 - Dogs with bite history likely not accepted, however, exceptions may be considered on a case by case basis.
 - Large dogs requiring a double run are limited to the number of double runs currently available.
 - Seniors – generally do not take dogs over 10 years old, however, exceptions may be considered on a case by case basis. One senior dog a month can be taken. Additional seniors require special approval.
 - Heartworm positive dogs– One heartworm positive dog a month can be taken. Additional requires special approval. All attempts should be made to house heartworm positive dogs in a foster home and not at the shelter.
 - Special medical or unique circumstances – those need to be reviewed and approved by ED.
 - Owner surrenders – to be evaluated on a case by case basis. Needs to be reviewed and approved by ED.

- Medical requirements - General policy is that a dog must have had a vet checkup and be fully vaccinated (rabies and bordetella) before coming to FOHA. Spay/neuter should be done before they arrive at FOHA if at all possible. Dogs must be tested for heartworm and have a completed fecal test. Occasional exceptions need to be reviewed and approved by ED.
- Puppies less than 7 months old need to be reviewed and approved by ED AND a foster secured before coming to FOHA. They are not to be at the shelter.
- Strive for a diversity of size and breed/mix.

I have reviewed FOHA's intake policy and agree to abide by it.

Signed by the current Intake Coordinator _____

Date _____