



# Intake Policy

Heritage Humane Society (HHS) accepts all domesticated animals from District 1 of York County, James City County, and the City of Williamsburg; along with any animals adopted from our facility. Wildlife is not admitted from any municipality.

## **Stray**

Animals brought in by a Samaritan must have been located/obtained within the above-defined jurisdiction. Upon intake, the animal is scanned for a microchip, searched for some form of ID, and surveyed for injury/illness. The finder's name and contact information are recorded, and both the finder and the animal are added to PetPoint. The finder then signs a contract stating that she/he either does or does not know who the owner is, is surrendering the animal voluntarily, and that the animal has not bitten or scratched in the last 10 days (to the best of her/his knowledge). The animal, if deemed safe to handle and medically sound, is vaccinated upon intake (Distemper for dogs [Distemper, Adenovirus, Parainfluenza, and Parvovirus] and cats [Feline Rhinotracheitis, Calici, Panleukopenia]; Bordetella for dogs) and taken to a kennel to begin the stray hold period. Each animal will be treated for internal and external parasites upon intake before being taken to a kennel for housing. Rabies vaccinations are done after the emancipation date in coordination with the veterinarian's schedule.

## **Owner Surrender**

Owner surrendered animals must typically live within the above-defined jurisdiction. This means that the animal must currently live with the owner at a stable address within said jurisdiction. The owner must be able to provide government-issued proof of locality (issued photo ID with address or mail/utility bill) along with proof of ownership of the animal (vet paperwork, picture, collar ID tag, etc.). If no proof of locality or ownership is given, the animal must be admitted as a stray. The owner and animal have both been added to PetPoint. The owner then signs a contract stating that she/he is voluntarily surrendering the animal and passing custody/ownership of the dog to HHS. If no up-to-date vet records show evidence of vaccinations, then the animal, if deemed safe to handle, is vaccinated (Distemper for dogs [Distemper, Adenovirus, Parainfluenza, and Parvovirus] and cats [Feline Rhinotracheitis, Calici, Panleukopenia]; Bordetella for dogs) and treated for internal and external parasites upon intake before being taken to a kennel for housing. Rabies vaccinations are done in coordination with the Veterinarian's schedule.

Heritage Humane Society | 430 Waller Mill Rd. | Williamsburg, VA | 23185  
heritagehumane.org | 757-221-0150 | donate@heritagehumane.org

Heritage Humane Society is a tax-exempt organization under Section 501(c)(3) 54-1641580 of the Internal Revenue Code. All contributions are deductible to the fullest extent of the law in computing income and estate taxes. No goods or services were provided for this gift.



## **Return To Shelter**

Owner-surrendered animals must have been adopted from our facility by the current owner (if a change of ownership has occurred, then the current owner will need to live in the above-defined jurisdiction, and the animal will need to be admitted as owner surrender vs. return to shelter). The owner and animal will be looked up in PetPoint (and updated if there are changes). The owner then signs a contract stating that she/he is voluntarily surrendering the animal and passing custody/ownership of the dog to HHS. If no up-to-date vet records show evidence of vaccinations, then the animal, if deemed safe to handle, is vaccinated (Distemper for dogs [Distemper, Adenovirus, Parainfluenza, and Parvovirus] and cats [Feline Rhinotracheitis, Calici, Panleukopenia]; Bordetella for dogs) and treated for internal and external parasites upon intake before being taken to a kennel for housing. Rabies vaccinations are done in coordination with the Veterinarian's schedule.

## **Transfers**

On occasion, as space allows, HHS may approve to take in transfers from other 501(c)(3) organizations. A 501(c)(3) certificate and a signed transfer agreement are required. Previous medical records from the transferring organization will be reviewed and entered into PetPoint. The animal, if deemed safe to handle and medically sound, is vaccinated upon intake (Distemper for dogs [Distemper, Adenovirus, Parainfluenza, and Parvovirus] and cats [Feline Rhinotracheitis, Calici, Panleukopenia]; Bordetella for dogs). Each animal will be treated for internal and external parasites upon intake before being taken to a kennel for housing. Rabies vaccinations are done in coordination with the Veterinarian's schedule.

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