Hopewell Humane Society

3412 Oaklawn Boulevard

Hopewell, VA 23860

Animal Intake and/or Release Protocol

OVERVIEW: Hopewell Humane is a privately funded organization. This agency holds the right to refuse intake or release of animals to assure the welfare of the animals already housed within our shelter. Hopewell Humane Society has limited space and funds and will attempt to help any citizen with referral to other agencies if unable to assist with the request being made. Employees and volunteers follow the directives of the shelter manager. If the shelter manager is not available the designee is to be contacted for any problems.

1. A HHS Shelter representative shall, upon request of surrender of an animal to the shelter hold the right to inspect the animal for any obvious signs of illness or injury. If something serious is observed, the animal will be declined. Referrals to a local vet or animal control will be made available. Attempts will be made during the interview to obtain ID and/or vehicle description should police or animal control needs to be notified of any problem or later abandonment.
2. If refused or abandoned animal is found on HHS property, the HHS Shelter representative shall:
	1. Keep animal outside, in the secured yard or in kennel in case of inclement weather, until initial assessment is complete.
	2. If there is a problem with the animal contact animal control ASAP to pick up the animal that was abandon – providing the timeframe and nature of problem.
	3. If the animal appears to be in good physical condition. Contact animal control – in compliance with current working practice to advise them of the drop off. The following is expected by animal control when the report is made (document that on intake paperwork), time frame, method of delivery, and complete description of the animal, visual health/injury evaluation. At that time they will either grant or deny permission to keep the animal, knowing that the animal will be maintained by the HHS shelter for a minimum 5-10 days prior to being made available for adoption. HHS also accepts that if animal control directs with in the 5-10 days that the animal’s owner has been found – the animal will be returned at no charge. HHS will ask for an adoption form to be filled out as proof of the return to owner – but the fee will be waived at the bottom of the form.
3. Surrender/Intake
	1. ID is required of any person that is surrendering an animal to the HHS shelter.
		1. Exceptions are: Board Members, Employees, Volunteers, employees from Animal Control agencies and former adopters in good standing.
		2. Anyone surrendering an animal must sign HHS paperwork. This provides HHS contact information should the person not have the owner’s authority to surrender the animal
		3. Anyone refusing to show ID or sign the necessary intake paperwork shall be denied.
4. Prior to accepting an animal into the HHS shelter, the following practice shall occur. (From Animal Shelter Protocol – Control of Infectious Disease)
	1. Upon arrival at the HHS Shelter, each animal will be examined for any signs of illness or injury. If we feel the that they would be contagious

to other animals, the citizen will be referred to a vet or to their local animal control agency. **WE DO NOT TAKE IN ANIMALS THAT WE FEEL ARE SICK**. Signs of potentially infectious/contagious disease include, but are not limited to: vomiting, diarrhea, coughing, sneezing, discharge from the nose, eyes, ears, or mouth, hair loss or itchiness.

b. Animals that we do accept, will be wormed with pyrantel If, age appropriate.

c. If over 8 weeks old a topical flea treatment will be applied, if under they will be give the appropriate medication within protocol from a veterinarian.

5. Any animal accepted **not showing** any signs of injury or potentially infectious/contagious disease will be **housed individually**. Exceptions: nursing neonates with mother or animals arriving with and already accustomed to cohabitation with another specific animal. The animals shall be places in a thoroughly clean, disinfected, and dry enclosure in a general housing area. (Preferably, the small room at the rear of the shelter, if space is available.)

 6. Once processing is complete and the animal has been secured in a prepared cage – the animal will be scanned for microchip information. If the animal has no chip – no further action is needed. If chip is found all possible attempts to find the owner are to be made ASAP. Animal control should also be notified should the owner contact them.

7. From this point forward the animal will fall in line with all standard inspections, medical, cleaning, and feeding schedules.