HOPEWELL HUMANE SOCIETY

3412 Oaklawn Boulevard

Hopewell, VA 23860

Animal Intake and/or Release Protocol

OVERVIEW: Hopewell Humane is a privately funded non-profit 501 (c) 3 organization. This agency as the right to refuse intake or release of animals. Hopewell Humane Society has limited space and funds and will attempt to help any citizen with referrals to other agencies if unable to assist with the request being made. Employees and volunteers follow the directives of the shelter manager or her designee in the event there are problems or questions.

1. HHS accepts intakes of animals if space is available under certain situations.

 HHS staff does a cursory assessment of every animal for obvious signs of

 of illness or injury prior to accepting the animal into the shelter. If something is

 wrong which precludes acceptance of animal, referrals to local veterinary doctors

 and /or local animal control is made.

2. If a refused or abandoned animal is found on HHS property, the following procedures

 are followed:

 a. Dog -- Dog will be secured in the fenced back yard. Hopewell Animal

 Control will be immediately contacted to retrieve dog asap. There is

 shelter should the weather conditions be poor.

 b. Cat -

 a. Cats/kittens will be brought into the reception area for general

 assessment. If okay in our opinion, will be placed clean cage

 in quarantine for a day or two.

 1. after animal settles for a day or so, it will be scanned for micro

 chip.

 2. If ok and HHS is keeping, Hopewell Animal Control will be

 notified of the stray/abandoned animal found at HHS. All

 pertinent information concerning the animal will be supplied

 to animal control.

 3. Will be flea treated and wormed. Appropriate vaccines given.

 Will be moved out of quarantine and placed in clean cage until

 tested.

 4. If animal is not in good condition or if we are unable to house,

 Hopewell Animal Control will be immediately contacted asked

 to pick up said cat.

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3. Surrender/Intake

 a. ID is required of any person that is surrendering an animal to HHS.

 1. Exceptions: Board Members, Employees, Volunteers, employees

 from animal control agencies in uniform.

 2. Anyone surrendering an animal must sign HHS paperwork. This

 provides HHS contact information if needed.

 3. If a person refuses to show ID or sign the necessary intake paperwork,

 HHS will be unable to take the animal.