

	<b>Policy Id:</b>		<b>Created Date:</b>	3/31/2016
	<b>Policy Name:</b>	Animal Intake	<b>Approved By:</b>	Board of Directors
	<b>Program Area:</b>	Rescue	<b>Approved Date:</b>	1/7/2025
	<b>Effective Date:</b>	1/7/2025	<b>Last Updated Date:</b>	1/7/2025

## Purpose

This policy is to document the guidelines and procedures for bringing animals into the care of the Humane Society of Loudoun County, VA (HSLC).

## Policy

This policy is to establish the guidelines by which volunteers adhere to when bringing in a new (or returning) animal under the care of HSLC. Intake avenues include but are not limited to strays, abandoned, TNR, transfer from another organization, owner surrender, and / or veterinarians. An animal is considered to be under HSLC care once an Intake Coordinator has physically obtained the animal from one of the previously mentioned avenues. All animals being considered for intake must be approved by the Intake Coordinator prior to being under HSLC care.

## Procedures

Kitten, cat, puppy, dog (non-owner surrendered)	<ol style="list-style-type: none"> <li>1. Request comes in to take an animal under our care.</li> <li>2. Determine if we have a caretaker available to foster the animal.</li> <li>3. Intake Coordinator will approve if a suitable home is available and will not approve if no suitable home is available.             <ol style="list-style-type: none"> <li>a. If not, refer to another no-kill organization.</li> </ol> </li> <li>4. Arrange to acquire the animal.</li> <li>5. Transport to an approved vet.</li> <li>6. Vet will treat and release the animal to the Intake Coordinator or other authorized representative.</li> <li>7. The animal is transported to Foster Home.</li> <li>8. The animal entered into the ATS System (ShelterLuv) within 24 hours of possession.</li> </ol>



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<p>Owner Surrendered animal</p>	<ol style="list-style-type: none"> <li>1. Request comes in to take an animal under our care.</li> <li>2. Determine if we have a caretaker available to foster the animal.</li> <li>3. Intake Coordinator will approve if a home is available and will not approve if no home is available.             <ol style="list-style-type: none"> <li>a. If not, refer to another no-kill organization.</li> </ol> </li> <li>4. Meet with owners to fill out Owner Surrender form and obtain signature (release of medical information from current vet). Obtain all medical paperwork on the animal.</li> <li>5. Based on medical information, transport to caretaker or to vet.             <ol style="list-style-type: none"> <li>a. If medical care is not up-to-date, transport to an approved vet.</li> <li>b. Vet will treat and release the animal to the Intake Coordinator or other authorized representative.</li> </ol> </li> <li>6. The animal is transported to Foster Home.</li> <li>7. The animal is entered into ATS within 24 hours of possession.</li> </ol>