

CHARLOTTESVILLE ALBEMARLE SPCA ANIMAL INTAKE POLICY

The Charlottesville-Albemarle SPCA ("CASPCA") is an open admission private animal shelter that provides contracted public shelter (pound) services for the City of Charlottesville and Albemarle County.

The following intake circumstances are accepted at the CASPCA:

Stray Companion Animals from Albemarle/Charlottesville: These animals are confined for 11 days if they have a collar, tag, license, tattoo, or other form of identification. An animal without identification is confined for six days. During this stray holding period, the animal cannot be adopted or altered. The CASPCA accepts reports of lost and found pets from the community and actively checks received reports in hopes of locating an owner.

Stray Companion Animals from outside of the service area: Good Samaritans are instructed to take found animals to the appropriate locality's animal shelter. In rare cases/emergencies, the CASPCA may accept a stray from outside of Charlottesville/Albemarle. In these cases, the appropriate locality's animal shelter is contacted to supply all animal and finder information.

Owner Surrender Companion Animals: The CASPCA generally does not accept owner surrenders from outside of the service area (exceptions for emergency cases made at the discretion of a manager). When an animal is being surrendered to the CASPCA, the legal owner must physically sign over all ownership/property rights of the animal (verbal surrenders are not accepted). Public owner surrenders are accepted by appointment as well as walk-in surrenders due to an emergency/hardship. Owners are asked to pay a continuing care fee at the time of their surrender appointment. Any available vet records must be supplied by the owner (or provide the name of their veterinarian) at the time of surrender.

Return of Adopted Animal: Adopted animals that are returned to the CASPCA within six months of adoption are considered returns and do not require a surrender appointment or fee. The legal owner must physically sign over all ownership/property rights of the animal (verbal surrenders are not accepted). Any available vet records must be supplied by the owner (or provide the name for their veterinarian) at the time of surrender (pets returned after six months of adoption are considered owner surrenders).

Animal Control Seizures: Animals brought to the CASPCA by Albemarle/Charlottesville Animal Control and/or Law Enforcement officers are accepted at all times. This includes animals requiring confinement for court cases.

Bite Confinement Cases: Private citizens or animal control can bring in both stray and owned animals that have bitten or scratched within the last 10 days and need to be confined for rabies observation. Confinement is 10 full days from the date of the actual bite/scratch. The animal can leave the facility once the CASPCA and Virginia Department of Health have released the animal from quarantine. The owner is expected to pay boarding fees at the time of drop off. Once the animal's confinement ends, the animal cannot be released to the

owner without proof of an up to date rabies vaccination (which can be administered at the CASPCA).

Transfer-in of Companion Animals: When space and resources allow, the CASPCA accepts dogs and cat transfers from other animal shelters and rescue groups.

Miscellaneous: small domestics (rabbits, guinea pigs, hamsters, rats, gerbils, etc.) can be surrendered or brought to the shelter during operating hours.

Wildlife: Finders are strongly encouraged to contact the Wildlife Center of Virginia before handling any wild animal. When wildlife is brought to the CASPCA by animal control or a good Samaritan, shelter veterinarians determine whether euthanasia is necessary or transfer to a certified wildlife rehabilitator is preferred.

Dead on Arrival: When deceased stray companion animals are brought to the CASPCA, they are assigned an identification number and administratively treated the same as a stray animal. An identification check is performed to identify gender, breed, color, microchip/collar/ID tag presence, distinguishing features, etc. A picture is taken and the deceased animal is held in the CASPCA's freezer for the appropriate stray hold before cremation.

The CASPCA is staffed daily from 8:00AM - 6:00PM for the intake of stray and owned animals. For animals needing to enter the facility after operating hours, county and city animal control agencies have access to the facility. Outdoor drop-off cages are also available for the public to use if they are unable to house a found pet until business hours.

When an animal is being admitted to the CASPCA, the finder/owner is asked to show photo identification. If they do not have ID, they are asked for their name, address and phone number (animal control officers gather this information in the field and provide it to the CASPCA at the time of intake). Every animal entering the CASPCA's custody is signed into ShelterBuddy software and assigned an identification number (Shelter Buddy stores all finder/owner info, animal description/identification details, custody information and medical/behavior records). Upon creation of the identification number, an intake receipt is generated from Shelter Buddy, which is signed by the person or officer that brought the animal in. A custody record is created by front desk staff at the time of animal admission. If an animal is received from Animal Control, a carbon copy of the Custody Record created by the ACO is attached to the ShelterBuddy receipt.

The animal is taken by staff to the appropriate intake area (Dog or Cat Intake), accompanied by an intake checklist sheet and the animal's custody record. Any critical medical cases are immediately brought to the veterinarian's attention. Clinic staff scan the animal for identification/microchip and record results on the custody record and in ShelterBuddy. Clinic staff then proceeds with intake, including but not limited to a physical examination of the animal.

If a city/county license or microchip is found, front desk staff are notified and will attempt to contact an owner.

All dogs are fitted with an appropriate-sized collar. If a stray animal arrives with identification, the animal's belongings (collar, harness, etc.) are placed in the kennel card sleeve and stay with the animal. Before an animal is moved to appropriate housing, clinic staff ensures that all identification and intake information is recorded in ShelterBuddy in addition to ensuring the custody record is complete. A kennel card is printed from ShelterBuddy and is placed in a holder that will remain with the animal. The custody record is filed at the front desk under either private shelter or public shelter.