**WESTMORELAND COUNTY ANIMAL SHELTER PROTOCOLs –**

**Westmoreland County Animal Shelter**

**6154 Stratford Hall Rd**

**Montross, Virginia 22572**

Effective Date: 01/01/2017

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 OVERVIEW: The shelter shall have established protocol for the ACCEPTANCE AND INTAKE of all animals whether spay or neutered, male or female, puppy or old, and/or stray surrendered or injured.

1. **CANINES**
2. All canines shall be accepted and screened by Shelter manager and/or Animal control officer immediately or soon there-after of surrender, pickup, or custody by other means.
3. Follow animal intake procedures for accurate processing and placement
4. **FELINES**
5. At this time the current Shelter isn’t equipped to hold felines unless under emergency conditions (emergency needs kit in storage room), however they are directed to our Feline Foster contact list directly.
6. In event of emergency (i.e. Injury) the feline is immediately taken for Veterinary care where we consult with the Veterinarian for further care, in worst case euthanasia.
7. **All OTHER ANIMALS**

In the event miscellaneous animals were to show up to the shelter by way of surrender, neglect (court case), stray, etc. The shelter manager or designee will be assigned to researching and obtaining proper care of such animal. He/ She shall consult with local Veterinarian, pet stores, internet etc. to exalt all attempts to provide the proper cleaning and care of each type of animal we are to house. In any case, shall we find ourselves short of proper information, that State Veterinarian’s Office shall be contact for further assistance.

Shelter Manager and assigned personnel shall maintain clean and sanitized portable enclosures (crates) of all sizes for such instances. Furthermore, a working network list shall be made and maintained at the shelter that includes pet stores, and honorable (approved) citizens that can aide in fostering and transporting “other than” animals that the shelter may have difficult time housing.

Shelter manager and/or designee are to make sure proper intake exam procedures are followed no matter the placement of the individual animal.