

INTAKE OF DOGS

1. Receiving dogs. Citizens must be encouraged to bring stray and unwanted dogs to the shelter. No animal that can be legally accepted will be turned away. For those individuals surrendering litters, office staff should provide literature on the benefits of spaying and neutering and strongly encourage sterilization of the parent animal through the person's veterinarian or a reduced-cost spay/neuter program.

The intake of owner surrendered and stray domestic dogs are entered into Shelter log. Office staff will enter each animal into the log noting its specific information such as breed, age, sex, and color and assign a number to the animal that stays with the animal until the animal leaves the Shelter. If something in the pet's history will preclude him or her from being made available for adoption (e.g., aggressive animals), this should be gently explained at the time of surrender. It should be explained to the client that the animal might be euthanized.

For stray animals, pertinent details, such as rabies tag numbers, collar type and color, pick-up location and the date the animal was found, are to be entered into Shelter log. All stray animals will be scanned for a microchip.

Dogs with identification. All forms of identification will be entered into Shelter log and attempts will be made to contact the owner immediately. All contact attempts are entered into Shelter log with the date and initials of the staff member making the call. If problems occur, with contacting the owner, it should be reported to the Animal Control Officer and the animal should not be euthanized without their permission.

Dogs without identification. Stray dogs without identification are held for five business days after the date of impoundment and are available for adoption or euthanasia on the sixth business day.

2. Bite quarantines. Any animal that arrives at the shelter under bite quarantine will be housed for a ten-day (240-hour) period, unless other arrangements have been made with the Wythe County Health Department. All information regarding the incident will be entered into Shelter log, including owner of the animal's information, and victim's information (please include detailed information such as bite size and location).

3. Surrendering statement. Every individual surrendering a dog must sign a statement that ownership of the animal is relinquished to the Shelter. This surrendering clause also attests to the knowledge of the individual as to whether the animal has bitten a human or an animal within ten days of surrender.

Office staff should make certain that individuals surrendering their pets understand that relinquishment is final; the animal will not be returned to them, and if the animal is not adopted it will be euthanized.

4. **Matching.** The descriptions of stray dogs that have been brought to the Shelter by citizens, or through the animal control department, are crosschecked with the lost animal reports. **This is done daily.**

If a possible match has been made, owners will be promptly called and notified of the process involved for the release of the animal. Should the owner be unreachable by telephone, the Animal Control Officer should be notified.

5. **Rabies Vector Species:** raccoons, skunk, fox, groundhogs, and bats are considered rabies vector species and cannot currently be legally rehabilitated. Local county animal control and the Wythe County Health Department should be notified at 276-228-6003 and 276-223-0900 when human exposure or domestic animal exposure occurs with these species.