

I. ANIMAL INTAKE POLICY

- A. The City of Emporia Animal Shelter receives either dogs or cats in two manners: (1) picking up stray animals within the City of Emporia; or (2) the owner of the animal voluntarily surrenders their animal to the City of Emporia Animal Shelter
- B. When an animal is received by the shelter that animal will be brought in through the back door of the facility. The animal will be placed in the appropriate quarantine area, depending on their species, for five (5) days. When the five (5) day quarantine has expired, they will be housed in general population if there is no known illness.
- C. If an animal develops an illness or compromise during the five (5) day quarantine hold, or while they are in the shelter, the appropriate protocols will immediately take place.
- D. Each animal that comes into the possession of the City of Emporia Animal Shelter will have an intake evaluation and microchip scanning completed on them as soon as they arrive at the City of Emporia Animal Shelter.
- E. Stray animals that come into the possession of the City of Emporia Animal Shelter WITHOUT identification will be held for a period of five (5) days, beginning the day after they arrive at the City of Emporia Animal Shelter.
- F. Those animals that come into the possession of the City of Emporia Animal Shelter WITH identification will be held for ten (10) days, beginning the day after they arrive at the City of Emporia Animal Shelter.
- G. Upon expiration of the stray hold period, if an animal has not been claimed by an owner, that animal will become property of the City of Emporia Animal Shelter.
- H. If an owner is located during the stray hold period, the shelter will coordinate with the owner of the animal to take possession of their animal. The owner must show proof that the animal belongs to them such as photos, vet bills, or Rabies certificates.
- I. The owner shall be responsible for paying the pickup fee of \$10 and the boarding fee of \$5 each night the animal stays at the shelter, these fees will be paid at City of Emporia Treasurer's Office and a receipt will be provided to the owner of the animal
- J. The City of Emporia Animal Shelter is NOT required to take in owner surrenders, but the City of Emporia Animal Shelter does accept owner surrender animals depending on room availability. The City of Emporia Animal Shelter understands that sometimes this is the best option for the owner as well as their pet. The goal of the City of Emporia Animal Shelter during this difficult time is to be understanding and supportive in helping rehome the surrendered animal.
- K. If the City of Emporia Animal Shelter is at full capacity and not able to take possession of an owner surrendered animal, the City of Emporia Animal Shelter requests that owners are patient and recognize that the City of Emporia Animal Shelter will contact the owner of the animal as soon as space becomes available.
- L. If an owner surrendered animal needs to be re-homed immediately and the City of Emporia Animal Shelter is at full capacity, then the staff at the Animal Shelter will assist the owner of the animal by providing referrals or providing other resources to the owner of the animal.
- M. When surrendering an animal, the owner of the animal will be required to sign a form, giving the City of Emporia Animal Shelter complete ownership

of the animal and the owner will also be required to provide the animal's bite history on this form.

- N. The City of Emporia Animal Shelter does not receive any wildlife but can provide individuals with information to contact the Department of Wildlife Resources.