**Intake Policy for Fluvanna County Sheriff’s Office Animal Control**

**Fluvanna County Animal Control has a contract with Fluvanna SPCA for the intake of Dogs and Cats. Any other animals that Animal Control takes custody of will be placed into foster care pending the disposition.**

 **“ The FSPCA shall provide Public Animal Shelter Services for all Animals (as hereinafter defined) delivered to the Facility by the Sheriff’s Animal Control Officers or Deputy Sheriff’s (hereby collectively referred to as “ACOs”), including owner Animals surrendered to or confined by the ACOs. Animals shall mean domesticated dogs and cats, which excludes feral cats.”**

 **As soon as the Animal Control Officer or Deputy Sheriff takes possession of an animal a custody intake form will be filled out. Once the dog or cat enters the FSPCA the FSPCA takes over custody of the dog or cat and the officer will give the FSPCA a copy of their custody record. If the dog or cat is not taken to the FSPCA immediately (for example taken to a veterinarian for immediate care), the officer will notify the FSPCA to confirm that they are taking over custody and a copy of the custody intake form will be delivered to the FSPCA ASAP.**

 **When the officer takes the dog or cat into the FSPCA is up to the officer to insure the dog or cat has food and water and is placed in the proper enclosure unless a staff member takes the dog or cat when you enter the facility.**

 **If the FSPCA is closed and the officer has picked up a puppy or kitten that is not weaned from their mother the officer needs to contact the FSPCA director or another employee to insure immediate care of the puppy or kitten.**

 **Any animal, other than a dog or cat that the FSPCA does not take custody of, the animal control officer will fill out an animal custody record. The custody record will be turned over to the Statutory Animal Control Officer. A copy of the record will be kept with the Officer’s case file. The officer will check with the foster care provider as needed, to insure that the animal is cared for properly.**

 **Upon taking custody of any animal the officer shall provide immediate veterinary care if needed.**