



**Standard Operating Guideline: Animal Control
AC3 Animal Intake Procedures**

Effective Date: 8/30/2023		
Supervisor Approval: <i>Jesse Pendleton</i>	DocuSigned by: BD4A76A3C4D44B5	
Director: <i>William Ferguson</i>	DocuSigned by: 03E0B735E13429	8/30/2023

III. Animal Intake Procedures:

A. Owner surrendered animal:

- 1) Owner defined: Section § 3.2-6500 of the Code of Virginia defines "Owner" as any person who:
- Has a right of property in an animal;
 - Keeps or harbors an animal;
 - Has an animal in his care; or
 - Acts as a custodian of an animal.

2) When an animal is delivered to the shelter and surrendered by the owner, the receiving employee shall advise the owner that there is no minimum holding period. Virginia Department of Agriculture regulations shall be followed which state that the animal is available for immediate disposition which includes adoption, transfer and euthanasia of the animal.

3) Staff shall obtain positive identification from individuals delivering animals to the shelter and record on relinquishment form.

4) Any citizen desiring to surrender their animal shall submit a form relinquishing all rights to the animal, shall sign a statement stating if the animal has/not bitten a person or another animal while in the owner's custody and transfers ownership of the animal to Franklin County Animal Control and Shelter.

	
Standard Operating Guideline: Animal Control	
AC4 Animal Adoption/Transfer Procedure	
Effective Date:	8/30/2023
Supervisor Approval:	DocuSigned by: <i>Joan Pendleton</i> BD4A76A3C4D44B5
Director:	DocuSigned by: <i>William Ferguson</i> 03F99B735E13429...
8/30/2023	

IV. Animal Adoption/Transfer Procedure:

A. Animal Adoptions:

Potential adopters shall live in Franklin County or adjoining locality. Adoptions shall take place during the Animal Shelter scheduled hours of operation. All adoptions shall comply with section§ 3.2-6546 of the Code of Virginia. All individuals adopting animals shall:

- 1) Be 18 years of age or older.
- 2) Provide positive proof of identification prior to adopting any animal.
- 3) Sign a form stating they have not been charged with animal cruelty or are prevented from owning animals by the court.
- 4) Sign a legal contract which notes the deadline for sterilization of the animal prior to taking possession of the animal. Adopted animals shall be sterilized within 30 days of reaching 4 months of age.
- 5) Pay all adoption fees prior to taking possession of the animal.
- 6) Not adopt more than two animals within a 30-day period.
- a. Adoption fees shall be set by the Franklin County Board of Supervisors.
- b. Animals will be adopted on a first come, first serve basis.

7) Animals shall not be transferred until they have been made available for adoption to the general public for a reasonable amount of time.

F. Returning Pets to Owners

- 1) Prior to releasing any animal from the shelter, staff shall obtain the following from the rightful owner.
 - a. Positive identification verifying name, address, and date of birth.
 - b. Boarding fee and any applicable pick up fees and/or charges associated from each animal.
 - c. A completed owner release form

- 2) Puppies and kittens shall be fed with appropriate food for their size.
- 3) Animals should be fed on the date they arrive and depart the facility.
- 4) Each animal shall be provided adequate water as defined in §3.2-6500 (clean, fresh, potable, drinkable temperature, enough volume, at suitable intervals to maintain normal hydration).

C. Veterinary Services:

- 1) Veterinary care for animals will be provided in accordance with §3.2-6503 of the Code of Virginia when needed to prevent suffering or impairment of health, disease progression, or disease transmission.

- 2) Staff may transport any animal needing emergency veterinary treatment to any veterinary facility that may be able to provide care. "Emergency veterinary treatment" means veterinary treatment to stabilize a life-threatening condition, alleviate suffering, prevent further disease transmission, or prevent further disease progression.

- 3) If the animal has identification, a reasonable effort shall be made to locate the owner and care shall be given to make the animal as comfortable as possible.

- 4) If the animal has no identification, the veterinarian should be asked to provide emergency veterinary care as defined in §3.2-6500 of the Code of Virginia. In the event the animal is paralyzed or has a mortal injury it should be euthanized to prevent suffering.

- 5) After business hours, if no local veterinary care facility is available, staff may contact Emergency Veterinary Services of Roanoke, located at 2805 Hersherberger Road, N.W. Roanoke, VA. Phone: (540) 563-8575

E. Animal Shelter Cleaning Procedure:

1) Cat Holding Area:

- a) The cat holding area should be the first area that is cleaned daily.
- b) Prepare vacant cages with bedding, food and water.
- c) Transfer all cats to the clean cages.
- d) Remove all bedding, food, and water containers from the dirty cages and place in the trash can.
- e) Fill the sprayer with disinfectant and foam the inside of all empty cages with hot water.
- f) Scrub the cages with a brush to remove any material that is stuck to cages.
- g) Spray the cages again with disinfectant, and then squeeze them dry.
- h) At no time shall the animals get wet.

2) Dog Runs:

- a) Move dogs to the adjacent or outside runs.
- b) Clean the solids from the runs.
- c) Foam the outside walls and floors with cleaner and hot water.
- d) Scrub all surfaces with a brush until clean.
- e) Rinse and repeat then squeeze the surfaces dry.
- f) At no time shall the animals get wet.
- g) Allow dogs to go outside and repeat the cleaning process inside. All surfaces in the inside shall be cleaned and disinfected.
- h) All water and food bowls should be cleaned and sanitized

3) Quarantine Room:

- a) Clean and disinfect as you would the dog runs.
- b) At no time shall the animals get wet.

4) Office and Bathroom:

- a) Empty all trash cans and take trash to dumpster.
- b) Sweep and mop the floors.
- c) Dust all furniture.