	Standard Operating Guideline: Animal Control AC3 Animal Intake Procedures	
	Effective Date:	8/30/2023
	Supervisor Approval:	DocuSigned by: <i>Jesse Pendleton</i> BD4A76A3C4D44B5
Director:	DocuSigned by: <i>William Ferguson</i> 03E90B735E13420	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:
 - a. Has a right of property in an animal;
 - b. Keeps or harbors an animal;
 - c. Has an animal in his care; or
 - d. 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/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.


- 5) Although efforts will be made to find another owner for the animal, staff should advise the owner to read the form carefully as the owner acknowledges that the animal may be euthanized.
- 6) Staff shall inspect owner surrendered animals for tattoos and be scanned for identification microchips upon entry into the shelter. This information will be recorded in the animal control database record for the animal. Original signed relinquishment form will be kept for a minimum of 3 years.

B. Stray Animals:

- 1) Upon intake, staff shall complete the required forms and checklists and enter that information into the animal shelter database. All available information will be documented.
- 2) All incoming animals shall be inspected for tattoos and scanned for identification microchip when custody is obtained, upon entry into the shelter and prior to disposition.
- 3) Animals bearing any form of collar, tattoo, or microchip will be held a minimum of 10 days starting the day after intake in accordance with § 3.2-6546 of the Code of Virginia prior to disposition.
- 4) Staff shall obtain positive identification from individuals delivering stray animals to the shelter and document on stray animal release.
- 5) Stray animals not bearing identification shall be held for a minimum of five 24-hour days starting the day after intake in accordance with 3.2-6546 of the Code of Virginia prior to disposition.

C. Impounded Animals:

- 1) Animals classified as unadoptable shall not be held for a period of more than 10 days past their disposition date unless used as evidence in a court case.
- 2) Un-adopted animals held over 60 days will need to be re-evaluated taking available space into consideration for disposition.

	Standard Operating Guideline: Animal Control AC4 Animal Adoption/Transfer Procedure	
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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.

c. The Shelter Staff shall have the right to refuse adoption of any animal based on any of the following reasons:

- 1) Special needs of the animal
- 2) Health care needs of the animal
- 3) Temperament of the animal
- 4) Ability of potential adopter to provide adequate care
- 5) Staff feels the adopter would not be a beneficial match with animal


E. Animal Transfer

- 1) Animals may be transferred only in accordance with Virginia Department of Agriculture guidelines to state authorized animal shelters, humane societies, or to a certified releasing agency in accordance with § 3.2-6546 of the Code of Virginia.
- 2) Animals will only be released into the custody of registered agents of the receiving agency by signing a transfer contract.
- 3) All agents of animal shelters, humane societies, and releasing agencies must provide proof of affiliation with their respective agency.
- 4) Prior to releasing any animal to a registered agent, the animal shelter, humane society, or certified releasing agency shall provide confirmation that the agent has never been convicted of animal cruelty, animal neglect, or animal abandonment in accordance with § 3.2-6546 (D1).
- 5) No agent may transfer any animal out of the animal shelter on behalf of another agency unless registered as an agent for both animal welfare agencies.
- 6) All animal transfer forms, and documentation shall be completed in person at the Franklin County Animal Shelter prior to release of any animal.

- 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

	Standard Operating Guideline: Animal Control AC5 Animal Shelter Operations	
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V. Animal Shelter Operations:

A. Housing:

- 1) Animals in the facility shall be cared for in accordance with regulations established by the Virginia Department of Agriculture and Consumer Services and outlined in the Virginia Administrative Code sections §3.2-6501
- 2) Floors and walls of each enclosure shall be properly cleaned and disinfected daily in accordance with state regulations referenced above.
- 3) A comfortable ambient temperature of the animal holding areas shall be maintained in accordance to state regulations referenced above.
- 4) Each building and enclosure shall provide adequate ventilation in accordance with state regulations referenced above.
- 5) Provisions shall be made for the separation of animals according to species, sex, age, and temperament.
- 6) Animals shall be maintained in quarters to prevent their escape, protect them from injury, and safeguard them from being stolen.

B. Feeding:

- 1) Each animal shall be provided adequate feed as defined in §3.2-6500 (sufficient, nutritive, accessible, easily consumed, provided in a sanitary manner at suitable intervals, at least daily).