

GREENE COUNTY ANIMAL SHELTER
INTAKE OF ANIMALS

1. GENERAL. The intake process assures that animals are examined, medicated, and housed properly. Because comfort is important for an animal's overall wellbeing, attention is given to each individual animal and its needs.
2. INTAKING AN ANIMAL. Office staff initially complete, upon intaking animals, an Animal Custody Record and cage card. These forms are submitted to a kennel assistant, and the intake slip is updated during an immediate examination of the animal to record its weight, type and dosage of vaccines or medications administered.

A copy of the intake slip is maintained in the animal's file. The kennel assistant will place the original copy of the intake slip in the metal cabinet according to the species and sex of the animal and whether the animal was owner surrendered or stray. Pink copies of intake slips are retained for tracking the number of domestic animals entering the Shelter and their disposition.

3. PHYSICAL EXAMINATION. Upon entry into the Shelter, a thorough examination is completed. The condition of the animal's hair and skin, eyes, ears, nose and mouth is observed and recorded on a physical examination chart. Any serious problems, such as mange or heavy infestation of fleas or ticks, must be promptly treated.

Its weight, to be noted on the animal's intake slip, determines whether the animal should be placed on a special diet. The behavior of the animal is a factor in its housing requirements.

All animals are checked daily with kennel staff's observations recorded on the Animal Custody Record.

Any stray or surrendered animal showing signs of severe neglect or abuse should be brought to the attention of the director or animal control officer. Kennel staff will also notify director of any owner-surrendered animal which may not be suitable for adoption.

4. VACCINATIONS AND MEDICATIONS. All dogs, six weeks or older, receive distemper and kennel cough vaccines. Stray, pregnant animals will not receive any vaccines until the holding time has elapsed.

In addition, puppies under six months of age are dewormed, without a fecal sample, and animals over this age limit are dewormed when necessary, based on a fecal sample. This information is recorded on the Animal Custody Record.

5. **HOUSING.** In addition to bedding, water and food in sanitized bowls, the animals are separated according to size, condition, sex and adoptability.
 - a. Each adult dog is confined to one run. Two dogs, who enter the Shelter together, are compatible, and spayed or neutered or of the same sex may be housed together.
 - b. Nursing mothers and their young should be housed together, preferably in the quarantine room to reduce stress.
 - c. Depending on their age and number, puppies from the same litter should be put in a large kennel. Puppies that have been at the Shelter for a time and appear to be healthy could be housed with other puppies for necessary socialization. All puppies should be observed before leaving them alone with each other.
 - d. Sick or injured animals, aggressive breeds such as wolf hybrids, known or suspected aggressive animals, and dogs that have bitten humans or animals are to be isolated in the quarantine room.

Sick or injured animals may be made available for adoption depending on their condition. Wolf hybrids will be euthanized if owner-surrendered or after the stray holding period if not claimed. Animals that have bitten will be held in quarantine until the end of the quarantine period and will not be available for adoption during this time.
6. **EMERGENCY FIRST AID.** Any animal, either upon entry to the Shelter or during its stay, that shows symptoms of illness or injury should be brought to the director's attention and transported, if deemed necessary, to a local veterinarian for examination.

A vet slip will be completed each time an animal is transported to a veterinarian. This vet slip should be posted on the bulletin board, noting the reason the animal is being seen by a veterinarian and the approximate date the animal is due back to the Shelter. Kennel staff will consult with the veterinarian to determine necessary follow-up care and/or medications to be administered.
7. **PUREBRED ANIMALS.** Purebred animals that are being considered for adoption will be spayed or neutered prior to placement in a new home. Kennel staff, in consultation with the director, will work out a timely schedule for sterilizing the animal before adoption. A sterilization chart is completed by staff for each animal and sent with the animal to the veterinarian. A copy of the chart will be submitted to the administrative director.
8. **ANIMAL FILES.** A file is created by kennel staff for every domestic animal upon entry into the Shelter. Contained in each file is a copy of the intake slip, pet personality profile, physical examination and daily history charts. When applicable, the file shall also contain a visiting vet form, vet slip, health record and pre-euthanasia checklist.