**Bedford County Animal Shelter**

**II. INTAKE OF ANIMALS**

 **General**: Accurate and consistent record keeping and tracking of all animals housed at the Bedford County Animal Shelter is essential for overall control and evaluation. Intake of animals falls into two categories: owner surrenders and strays. Policies and procedures for each follow:

1. Whether an Owner Surrender, Stray, Quarantine, safe keeping, or seized animal there are certain procedures that apply to all:
2. When an intake occurs, get all information available on the animal by having the owner or finder fill out the Pet Information Sheet.
3. All citizens, whether owner or not are required to show ID with age (must be 18 years of age to turn in stray or owner turn in) and address on it.
4. If an owner signs over, or a citizen turns it in, the animal must be from Bedford County or Bedford town.
	1. All owners must read Virginia State Code (3.2-6546) on the seizure form before signing and relinquishing ownership.
5. Collars:
	1. All collars should be removed and hung on the cage.
	2. This also pertains to leashes, harnesses and any other object that might be on the animal and could get hung on the cage.
	3. If an owner comes, make sure they get all of the belongings back with the animal.
6. All animals will need a frontal picture and a side picture of the animal, a weight, approximate age, microchip scanned, and checked for tattoos and branding.
7. All incoming animals:
	1. Will be treated with a flea and tick treatment to stop the spread of infestation in the shelter. (check the Supervising Veterinarian’s policy and procedures for appropriate application process)
	2. Vaccines (distemper and bordetella) that are appropriate for the age and species of animal.
	3. Dewormer, (check the Supervising Veterinarian’s policy and procedures for appropriate application process and dewormer type).
8. Kennel/Cage:
	1. Place the animal in an appropriate kennel or cage with a bowl of fresh water and food.
	2. Nursing mothers and their young are housed together.
	3. Puppies and kittens from the same litter may be housed together, at the discretion of the Senior Shelter Operator.
	4. females and possible neutered males side A , males and quarantines side B), (feral cats go in the bay and if open cages in cat room, friendlies can go in catroom)
	5. ONLY FERRAL CATS DO NOT GET BEDS
	6. ALL DOGS GET A DOUBLE CAGE IF AVAILABLE
9. Shelter Identification**:**
	1. Each animal is assigned an intake number. The intake number is recorded on all applicable documentation (Animal seizure Form, medical record, etc.).
10. Processing Paperwork:
	1. Make sure that all information is recorded appropriately on the Seizure form: including address of pickup.

**Sick/Injured/Neonates:**

1. Animals showing any signs of: pregnancy, nursing, injured, possible infectious diseases, etc. Must have a medical intake form filled out on arrival
2. All requirements for these animals are in the Supervising Veterinarian’s policy and procedures.

**Court cases and Quarantines:**

1. All court or quarantine cases are required to be behind quarantine gates (if available).
2. All court cases are required to have a label on cage saying not available for adoption and court case.
3. All court cases are only allowed to be walked by shelter staff and/or appointed long term volunteers that have signed a waiver by the Senior Shelter Operator.
4. Court cases are required to have an appropriate bed (if not aggressive) as determined by Senior Shelter Operator.
5. Court cases cannot have toys.
6. All quarantines are required to have orange tape on the cage.
7. All Quarantines are only allowed to be walked by rabies vaccinated shelter staff during quarantine period.
8. Quarantines are required to have an appropriate bed (if not aggressive) as determined by Senior Shelter Operator.
9. Quarantines cannot have toys, treats, flea treatment, or vaccines giving during the quarantine period.
10. Owners for quarantine or court cases are not allowed to come visit or provide food, treats, or medication for the animal unless a veterinarian prescribes it.

**\*If a cat does not have a blanket the cat nets are to be used.**

**\*If a cat has a blanket and you have never encountered the cat, put on bite gloves and processed with caution.**

**\*If a cat jumps out of a cage you are to use the cat claw to retrieve the cat, if you catch the cat across the room from its cage never carry it through the air! Place it on the ground and walk it or slide it to the cage.**

**\* If the original cage is still dirty then put the cat in a cage and transfer to a cat net.**

**\*When cats arrive in a live trap, carriers, or metal cages you are to remove them with the cat claw and put in an empty cage then after they clam down put in litter, food, and water.**

**\*When a cat arrives and you have to use the cat claw make sure the carrier or live trap is as close to the cage as possible to prevent unnecessary trauma for them.**

**\* If for any reason you feel uncomfortable with an animal or situation or need help come get someone to help mainly (Jackie or Walter) if we are not available, hold off and come back to it if possible.**

**\* If you are bitten or scratched you are to report it to Jackie and then call the county nurse. The animal is be quarantined immediately and orange tape goes on the cage, then a bite report will be filled out and sent to the health department.**