

Owner surrender of animals and How many animals we can house and care for

Owner surrender of an animal

(a copy of this form is attached)

If someone comes in and he or she has an animal they want to give up to us. There is a 24 hour holding period for owner-released animals. All animals released by their owners will be placed on the back row. Once they are ready for adoption the manager will move them to the front row. Any citizen wishing to surrender their animal must sign a form relinquishing all rights to the animal. Please have them read this form carefully before signing it. By signing this form **the owner** acknowledges that the animals may be euthanized.
NO ONE CAN SIGN AND RELEASE SOMEONE ELSE'S ANIMAL.

Forms you need to fill out:

- a. Animal custody / Intake form (Attached a copy)
 - b. Animal Examination Form (Attached a copy)
 - c. Daily Observation Sheet (Attached a copy)
 - d. Pet Personality profile (Attached a copy)
1. We need to see a picture ID. Make a copy of the ID
If they just moved here and still have their old ID, then they need to bring in a copy of a utility bill, phone bill, etc.... with their name and new address on it.
 2. They **MUST** be a Clarke County Resident, **NO exceptions**.
 3. There is a \$30.00 surrender fee per animal or per litter of animals.
 4. We can't make any guarantees that their animal will be adopted or PTS
 5. They can't drop off and come back and pick up their animal(s)

Strays

Stray Dogs

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. All stray dogs that come into the shelter wearing a collar will be held for a 12-day stray hold period before they can be placed up for adoption or euthanized. All stray dogs that come into the shelter NOT wearing a collar will be held for a 7-day stray hold period before they can be placed up for adoption or euthanized.

Intake of stray dogs.

1. Upon entry into the shelter, staff will complete the necessary paper work
 - a. Animal custody / Intake form (Attached a copy)
 - b. Animal Examination Form (Attached a copy)
 - c. Daily Observation Sheet (Attached a copy)
2. Stray dogs should be examined for identification including tattoo and microchip. The condition of the animal should be observed at this time. Any serious problems, such as mange, heavy infestation of fleas or ticks, ear mites, ear infections or other signs of illness or behavior problems should be recorded and properly handled with a vet.
3. Pregnant dogs near whelp and nursing mothers with young pups should be isolated in the nursery area with blankets for bedding. BLOCK the drains to prevent the puppies from going down the drains with swimming pool noodles.
4. Friendly dogs should be placed in the kennels on the back row away from the public for their hold period.
5. Vicious dogs or seized aggressive dogs will be placed in the aggressive dog area for their hold period. With locks on the kennel doors.
6. Puppies will be placed in the in the kennels on the back row away from the public for their hold period.

Strays

Stray Cats

The intake process assures that animals are examined, medicated and housed properly. Because comfort is important for an animal's overall well being, attention is given to each individual animal and its needs. All stray or feral cats that come into the shelter wearing a collar will be held for a 12-day stray hold period before they can be placed up for adoption or euthanized. All stray or feral cats that come into the shelter NOT wearing a collar will be held for a 7-day stray hold period before they can be placed up for adoption or euthanized. We cannot adopt feral cats out with the chance of injuring it's new adopter.

Intake of stray cats.

1. Upon entry into the shelter, staff will complete the necessary paper work
 - a. Animal custody / Intake form (Attached a copy)
 - b. Animal Examination Form (Attached a copy)
 - c. Daily Observation Sheet (Attached a copy)
 - d. Use a 3x5 index card to make a cage card for the cat kennel.
Put the cat's intake number, date, description and location it was found on the card.
2. Stray cats should be examined for identification including tattoo and microchip. The condition of the animal should be observed at this time. Any serious problems, such as mange, heavy infestation of fleas, ear mites, ear infections, ticks or other signs of illness or behavior problems should be recorded and properly handled with a vet.
3. Pregnant cats near birthing and nursing mothers with young kittens should be put in the large stainless steel cages in the back of the stray cat room.
4. Healthy looking stray and feral cats will be kept in the small stainless steel cages in the stray cat room for their stray hold period.
5. Sick friendly and feral cat will be kept in the small stainless steel cages in the cat isolation room for their stray hold period. These cats will need to see a vet for treatment with-in 24 hours.

Clarke County Animal Shelter

225 Ramsburg Lane, Berryville, VA 22611 Phone: (540) 955-5104 Fax: (540) 955-5115

Animal Custody / Intake Record

Date of Record: _____		Intake Number: _____		Pet Name: _____				
Date and Time of Custody: _____				Date Available for Adoption: _____				
Species and Breed	Coat: Color / Length	Ears	Tail	Sex	Approx. Age			Approx. Wt
					Year	Month		
Collar: Color And Type	Rabies Tag Number	I.D. Tag	County / City License No.	Tattoo	Micro-chip Number			Other

Animal Is: Stray Seized Transferred Abandoned Received From Another Shelter Bite Case

Owner Release or Other: _____

Condition of Animal: _____

Location Where Custody Was Taken: _____

Reason for Taking Custody of Animal: _____

Interested Person: _____

Finder's Name, Address & Phone Number: _____

Owner (if known) : Name: _____

Address: _____ Phone: _____

Owner Release : Name: _____

Address: _____ Phone: _____

I am surrendering all property rights in the animal described above. No other person has a right of property in the animal.

I understand that this animal may be immediately euthanized or disposed of in accordance with Virginia State Code § 3.2-6546.

I certify that I have informed C.C.A.S representative of any bites within the last ten (10) days involving this animal.

To the best of my knowledge, I certify the animal I am releasing to the Clarke County Animal Shelter

☐ **HAS OR** ☐ **HAS NOT** Previously bitten a person or an animal. If you check **HAS**. Please explain the circumstances of each bite below including the dates of each bite. _____

Date: _____ Signed: _____ CCAS Staff: _____

Fees Due: \$ 30.00 Check # _____ Money Order # _____

Record of Final Disposition : Date: _____ RTO Adopted Transferred

Name : _____ Phone: _____

Address: _____

To the best of my knowledge, I certify the dog or cat I am reclaiming from the Clarke County Animal Shelter

☐ **HAS or** ☐ **HAS NOT** Previously bitten a person or an animal. If you check **HAS**. Please explain the circumstances of each bite below including the dates of each bite. _____

Signature: _____ Date: _____

Total Fees Due: \$ _____ Paid With: Check # _____ Money Order # _____

Euthanized: Date: _____ Signature: _____

Name of Drug: _____ Amount: _____ Method: _____

Animal Intake Examination Form

Fill one of these forms out for each animal brought into the animal shelter

Animal's Name: _____ Date: _____

Animal's Intake Number: _____

Body Condition Score: 1(emaciated) 2 3 4 5 6 7 8 9(obese)

Ears: Normal Other _____

Eyes: Normal Other _____

Nose: Normal Other _____

Mouth: Normal Other _____

Throat: Normal Other _____

Back: Normal Other _____

Belly: Normal Other _____

Groin: Normal Other _____

Tail: Normal Other _____

Legs: Normal Other _____

Feet: Normal Other _____

Gait: Normal Other _____

Skin: Normal Other _____

Visible Injuries / Scars / Wounds: _____

Temperament / Disposition: _____

NOTES: _____

Clarke County Animal Shelter 225 Ramsburg Lane, Berryville, VA 22611
Office: 540.955.5104 Fax: 540.955.5115

Daily Observation Sheet

Animal Name:

Animal's Intake Number:

Appetite:		Stool:		Urine:		Other Findings	Initials
Normal	Other	Normal	Other	Normal	Other		
Date:							
AM							
PM							
Date:							
AM							
PM							
Date:							
AM							
PM							
Date:							
AM							
PM							
Date:							
AM							
PM							
Date:							
AM							
PM							
Date:							
AM							
PM							
Date:							
AM							
PM							
Date:							
AM							
PM							
Date:							
AM							
PM							

PET PERSONALITY PROFILE

Your answers will assist us in finding a new home for your pet. Circle your answer and describe where indicated. Thank you.

Animal's Name: _____ APPRX. AGE: _____ WT. _____

Medical History

Has animal been neutered or spayed? Yes No Don't Know

Is this animal De-clawed? Yes No

Current on Rabies? No Yes Exp. Date: _____, Wormed? No Yes

Up to date on other shots: No Yes

Any allergies? _____ Currently on any medication? _____

Any serious illnesses or injuries? Date: _____ Describe: _____

Current Vet Name & Phone: _____

Where & How Kept

How long have you owned this animal? _____

How many previous homes prior to your ownership? _____

What percentage of time was the animal Indoors? _____ Outdoors? _____

How was animal kept? Tied Fenced Loose Kennel Crate Other

Where did animal sleep? Indoors Outdoors

What type of food? _____

What other animals in household? _____

Where did you get this animal? _____

Why are you giving this animal up? _____

Temperament & Behavior

Affectionate? Yes No Don't Know Sometimes

Good watchdog? Yes No Don't Know Sometimes

Good with children? Yes No Don't Know Sometimes Ages _____ and above

House / litter trained? Yes No Don't Know Sometimes

Good with cats? Yes No Don't Know Sometimes

Good with dogs? Yes No Don't Know Sometimes

Good traveling in car? Yes No Don't Know Sometimes

Leash trained? Yes No Don't Know Sometimes

Obedience trained? Yes No Don't Know Sometimes / Training facility: _____

What tricks and commands? _____

Is animal frightened of anything? _____

What bad habits should we know about? _____

What are his / her favorite toys? _____

Has animal EVER bitten anyone? Yes No Don't Know

If so, who? _____

When? _____

Why? _____