

Animal Intake Policy - Little Buddies Adoption and Humane Society

1. Purpose

Little Buddies ensures humane, safe, and legally compliant intake of animals while protecting staff, volunteers, and the community.

2. Intake Types

- Stray animals
- Owner surrenders (by appointment)
- Transfers from shelters/rescues
- Emergency or protective custody cases
- Litters born in care

3. Intake Requirements

- Record date, time, location, and finder/owner information
- Scan for microchip and photograph animal
- Document condition and any known history
- Enter all information into required VDACS custody records

4. Health & Safety Screening

- Basic physical assessment on arrival
- Vaccinations and parasite prevention per protocol
- Isolation for sick or high-risk animals
- Behavioral observations for safety concerns

5. Stray Animals

- Scan for microchip immediately
- Hold for required stray-hold period
- Attempt to locate owner
- After hold, evaluate for adoption, foster, or transfer

6. Owner Surrenders

- Appointment required except emergencies
- Completion of surrender form transferring custody
- Surrender fee may apply

7. Transfers

- Must be pre-approved by Intake Coordinator or Executive Director

- Include medical and behavioral records when available

8. Protective Custody

- Accepted at request of law enforcement
- Maintain chain-of-custody documentation

9. Capacity Management

Intake may be limited during overcrowding, disease outbreaks, or staffing shortages. Emergency cases remain priority.

10. Euthanasia

Used only for severe medical suffering, unmanageable safety risks, or legal requirement.

11. Record Keeping

Maintain accurate VDACS-compliant records for all animals, including intake, medical care, behavior, and outcomes.