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**SUBJECT: Intake Process**

**Halifax County Animal  
Control  
Policy and Procedure**

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**DEPARTMENT: HCAC**

**POLICY:**

Every animal taken into Halifax County Animal Controls custody will go through intake process.

**PROCEDURE:**

**A. Canines**

1. If animal is being surrendered-have owner fill out owner surrender section on intake paperwork and make copy of identification. Obtain any information and paperwork the owner may have. Be sure to fill out bite history if any. Have owner initial this section. If stray follow remaining protocol.
2. If the animal is unsafe to handle place into appropriate area and document what you can. Notify immediate supervisor. Make sure cage is marked stating that the animal is unsafe.
3. Take the animal into the intake area.
4. Fill out entire intake paperwork. Be sure to obtain sex, weight, approximate age, breed, color, body score, check for microchip, tattoos, or any identifiers (ie collar, tags, or nameplate).
5. If vet care is needed-follow vet protocol.
6. All animals will be dewormed, vaccinated, and treated for fleas and ticks on intake following vaccination, deworming, and flea and tick guideline and documented. \*approved staff only\*
7. Animals temperature will be taken and documented.
8. Place the animal into appropriate area following guidelines for that area.
9. Document area canine is being housed with tag number.
10. Enter canine into Shelter Pro software and place kennel card on cage and all other paperwork in appropriate binder.

**B. Felines**

1. If animal is being surrendered-have owner fill out owner surrender section on intake paperwork and make copy of identification. Obtain any information and paperwork the owner may have. Be sure to fill out bite history if any. Have owner initial this section. If stray follow remaining protocol.
2. If the feline is unsafe to handle place into feral box and document what you can. Notify immediate supervisor. Make sure cage is marked stating that the animal is unsafe.
3. Take the animal into the intake area.

4. Fill out entire intake paperwork. Be sure to obtain sex, weight, approximate age, color, breed, body score, check for microchip, tattoos, or any identifiers (ie collar, tags, or nameplate).
5. If vet care is needed-follow vet protocol.
6. All animals will be dewormed, vaccinated, and treated for fleas and ticks on intake following vaccination, deworming, and flea and tick guideline and documented. \*approved staff only\*
7. Animals temperature will be taken and documented.
8. Place the animal into appropriate area following guidelines for that area.
9. Document area animal is being housed and tag number.
10. Enter canine into Shelter Pro software and place kennel card on cage and all other paperwork in appropriate binder.

Approved By: <u>Ed Cannon</u>	Last Rev. 01/05/2
Title: <u>Chief Warden</u>	Date: <u>6/10/24</u>