**Spotsylvania Animal Shelter Intake Policy**

**Euthanasia Request**:

Per Commonwealth of Virginia, Pound Inspector, Sherry Hensel the shelter is no longer to provide Euthanasia for Owners, the shelter staff is certified to euthanize only county owned animals, euthanizing owner animals is considered performing a veterinary act without a veterinary present.

**Unweaned Companion Animal:**

Per Commonwealth of Virginia; the shelter is unable to keep unweaned animals without their dam/queen. When unweaned animals are owner surrender with dam/queen, start contacting rescues/fosters immediately. When stray surrender, after decision made by supervisor fosters would be contacted until available for adoption.

When Unweaned animals (without dam/queen) are surrendered by owner or custodian fosters need to be contacted immediately. Care for the Unweaned animals needs to be started by staff until fosters can be found. No Unweaned animal is to stay at the shelter without a care taker present.

**Dog Surrender by the Owner**

Ask for Identification (ex. DL, Bill, Vehicle Registration) proving they are county/city residents. After that has been established. (Quickly checks through shelter paperwork, to assure the shelter is not over the City’s allotted amount for the month, if the shelter is above the allotted, notify a supervisor.)Have the owner fill out the proper paperwork if space is available, if space isn’t available explain the No Kill Mission. Give suggestions on other alternatives (i.e. List of Rescue Groups, family members etc.) Ask if we may place the animal on a wait list and call as soon as space is available. If they are unwilling to be placed on wait list, advise the animal may be euthanized if there is no space available.

\*Read and Sign-the Surrender Statement on the Animal Log

\*Fill out Animal Information Form

**Receptionist**- Ask about the dog’s information (Name, Breed, Altered, micro chipped, tattoos), properly document information on the Animal Log. Suggest they fill out an information packet on the animal; the more information on the animal increases the chances to find a suitable home. Ask if the dog is Animal Aggressive, health history, Veterinarian, housebroken. Make sure to explain to the owner that the shelter CANNOT make any guarantees. (See. ADM-SUR 1)

**Shelter Assistant**- takes the dog from the owner. Dog is taken to the Preparation Room. There the dog is weighed, scanned, checked for tattoos then given the parvo/distemper Vaccine and wormer. If unable to give vaccine or wormer make sure

That it’s recorded on the Shot Record. Place the dog in the proper kennel in the PROPER AREA. Take the shot record to the receptionist.

**Receptionist-** Complete a kennel card. Makes ID band for the dog with the Animal Log number on the band. Hang Kennel Card and ID band on clipboard (located under window) for the Shelter Assistant to put on dog’s kennel.

**Shelter Assistant**- Check the clipboard located on the wall beside the reception desk for Kennel Cards/ID Band; Check ID band and the kennel card information, compare the information on all paperwork make sure (colors, age, weigh and markings) are the same, if not change to the correct information. Place all ID bands on proper dogs, the kennel cards on the proper cages **WITHIN 1 hour** of the dog being processed. Label ALL items that are brought in with the dog with the Animal Log Number. Place the items in the proper area in the Preparation Room.

**Receptionist-** When time allows, get a photo of the dog, and upload the photo on the proper websites.

**Dog Surrender by Custodian**

Establish the dog was found within the county/city. (The custodian doesn’t have to live in the county/city). If they didn’t find the dog in the county/city, give them the proper information to contact the area they found the dog in. (Quickly checks through shelter paperwork, to assure the shelter is not over the City’s allotted amount for the month, if the shelter is above the allotted notify a supervisor). If there isn’t space available, explain our Mission to No Kill. Ask the custodian if they would like to foster the animal until the owner is found. If they chose; make Found Report, check for microchip, tattoos and identifying information on the dog. Have the Custodian fill out proper paperwork to surrender or foster until owner is located.

\*Read and Sign-the Surrender Statement on Animal Log

**Receptionist**- Ask where the animal was found and document that on the Animal Log. Document how long they’ve had the dog. Properly fill out proper information on Animal Log. Ask if they have noticed anything in the animal’s personality since they found the animal; suggest they fill out an information packet on the animal if any traits were noticed. Document all information on Animal Log. (See. ADM- SUR C 1)

**Shelter Assistant**- takes the dog from the custodian and takes the dog to the Preparation Room. At this time scan for a microchip, check for tattoos, weigh dog. If the dog has a collar, the collar can be temporarily removed to try to locate owner information, **MUST** be placed back on the dog **IMMEDIATELY**. Give the dog the proper Vaccines and wormer. Fill out shot record with proper information. Place the dog in the proper area. Take the shot record to the receptionist; compare the information make sure (colors, age, weight, breed, markings) are the same on ALL paperwork, if not change to the correct information.

**Receptionist**- Fill out Kennel Card. Hang the Kennel Card on the clipboard (located under the window on the wall next to the reception desk). CHECK ALL LOST and

FOUND Records. If the owners’ information is found, the owner must be contacted or attempted to be contacted IMMEDIATELY. Try to contact the owner several times within the first 48 hours. Every time the owner is contacted or attempted to be contacted document the information on the Animal Log under the comments section.

**Shelter Assistant**- Check the clipboard located on the wall beside the reception desk for Kennel Cards/ID Band; Check ID band and the kennel card information, compare the information on all paperwork make sure (colors, age, weigh and markings) are the same, if not change to the correct information. Place all ID bands on proper dogs, the kennel cards on the proper cages **WITHIN 1 hour** of the dog being processed. Label ALL items that are brought in with the dog with the Animal Log Number. Place the items in the proper area in the Preparation Room.

**Receptionist-** When time allows, get a photo of the dog, and upload the photo on the proper websites.

**Cat Surrender by the Owner**

Ask for Identification (ex. DL, Bill, Vehicle Registration) proving they are county/city residents. After that has been established. (Quickly check through shelter paperwork, to assure the shelter is not over the City’s allotted amount for the month, if the shelter is above the allotted notifies a supervisor.)Have the owner fill out the proper paperwork if space is available, if space isn’t available explain the No Kill Mission. Give suggestions on other alternatives (i.e. List of Rescue Groups, family members etc.) Ask if we may place the animal on a wait list and call as soon as space is available. If they are unwilling to be placed on wait list, advise the animal may be euthanized if there is no space available.

\*Read and Sign-the Surrender Statement on the Animal Log

\*Fill out Animal Information Form

**Receptionist**- Ask about the cat’s information (Name, Breed, Altered, micro chipped, tattoos), correctly document information on the Animal Log. Ask if the cat is Animal Aggressive, health history, Veterinarian, litter-box trained. Suggest they fill out an information packet on the animal; the more information on the animal increases the chances to find a suitable home. Make sure to explain to the owner that the shelter CANNOT make any guarantees. Explain to the Owners the problems shelters’ have with Upper Respiratory Infections and other common illnesses among cats and if their cat is not properly vaccinated it is very possible their cat will contract in illness. (See. ADM-SUR 1)

**Shelter Assistant-**takes the cat from the owner. Cat is taken to the Preparation Room. There the cat is weighed, scanned, tagged, checked for tattoos then given the Vaccine and wormer. If unable to give vaccine or wormer make sure that it is recorded on the Shot Record. Place the cat in the proper cat cage in the PROPER AREA. Take the shot record to the receptionist.

**Receptionist**- makes ID band for the cat with the Animal Log number on the band. Make the cat cage card. Place the ID band and cat cage card on the clipboard, (located under the window on the wall next to the reception desk).

**Shelter Assistant**- Check the clipboard located on the wall beside the reception desk for cage Cards/ID Band; Check ID band and the cage card information, compare the information on all paperwork make sure (colors, age, weigh and markings) are the same, if not change to the correct information. Place all ID bands on proper cats, the cage cards on the proper cages **WITHIN 1 hour** of the cat being processed. Label ALL items that are brought in with the cat with the Animal Log Number. Place the items in the proper area in the Preparation Room.

**Receptionist-** When time allows, get a photo of the dog, and upload the photo on the proper websites.

**Cat Surrender by Custodian**

Establish the cat was found within the county/city. (The custodian doesn’t have to live in the county). If they didn’t find the cat in the county/city, give them the proper information to contact the area they found the cat in. (Quickly check through shelter paperwork, to assure the shelter is not over the City’s allotted amount for the month, if the shelter is above the allotted notify a supervisor.) If there isn’t space available, explain our Mission to No Kill. Ask the custodian if they would like to foster the animal until the owner is found. If they chose; make Found Report, check for microchip, tattoos and identifying information on the cat. Have the Custodian fill out proper paperwork to surrender or foster until owner is located. Have the Custodian fill out proper paperwork.

\*Read and Sign-the Surrender Statement on Animal Log

**Receptionist**- Ask where the animal was found and document that on the Animal Log. Document how long they’ve had the cat. Properly fill out proper information on Animal Log. Ask if they have noticed anything in the animal’s personality since they found the animal. (See. ADM- SUR C 1)

**Shelter Assistant**- takes the cat from the custodian and takes the cat to the Preparation Room. At this time scan for a microchip, check for tattoos, weigh cat. If the cat has a collar, the collar can be temporarily removed to try to locate owner information, **MUST** be placed back on the cat **IMMEDIATELY**. Give the cat the proper Vaccines and wormer. Fill out shot record with proper information. Place the cat in the proper cat cage in the PROPER AREA. Take the shot record to the receptionist.

**Receptionist**- makes ID band for the cat with Animal Log number on the band. Make the cat cage card. Place the ID band and cat cage card on the clipboard, (located under the window on the wall next to the reception desk). **CHECK ALL LOST and FOUND Records**. If the owners’ information is found, the owner must be contacted or attempted to be contacted IMMEDIATELY. Try to contact the owner several times within the first 48 hours. Every time the owner is contacted or attempted to be contacted document the information on the Animal Log under the comments section.

**Shelter Assistant**- Check the clipboard located on the wall beside the reception desk for cage Cards/ID Band; Check ID band and the cage card information, compare the information on all paperwork make sure (colors, age, weigh and markings) are the same, if not change to the correct information. Place all ID bands on proper cats, the cage cards on the proper cages **WITHIN 1 hour** of the cat being processed. Label ALL items that are brought in with the cat with the Animal Log Number. Place the items in the proper area in the Preparation Room.

**Receptionist**- When time allows, get a photo of the dog, and upload the photo on the proper websites.

**Animals under Quarantine**

Establish the animal lives/was found within the county/city. (The custodian doesn’t have to live in the county). Contact AC deputy to make sure the proper paperwork has been completed (Animal bite report).

***\*The Owner is not to Sign-the Surrender Statement on the Animal Log if they are coming back to redeem their animal. (See ADM-Qua 1)***

\*Fill out Animal Information Form

**Receptionist**- Ask about the animal’s information (Name, Breed, Altered, micro chipped, tattoos), properly document information on the Animal Log. Document all owners’ information on the Animal log in proper section. Explain the visiting hours (if allowed, depends on Health Department and Deputy). Document all information pertaining to the quarantine in the proper areas. (See. ADM-Qua 1)

**Shelter Assistant**- takes the animal from the owner/custodian. Animal is taken to the proper Quarantine area. Compare the information on all paperwork make sure (colors, age, weigh and markings) are the same, if not change to the correct information.

**Receptionist**- Complete a kennel/cage card. Hang Kennel Card on clipboard (located under window) for the Shelter Assistant to put on animal’s kennel.

**Shelter Assistant**- Check the clipboard located on the wall beside the reception desk for Kennel Cards/ID Band; Check ID band and the kennel card information, compare the information on all paperwork make sure (colors, age, weigh and markings) are the same, if not change to the correct information. Place all ID bands on proper animal(if able), the kennel/cage cards on the proper cages WITHIN 1 hour of the dog being processed. Label ALL items that are brought in with the animal with the Animal Log Number. Place the items in the proper area in the Preparation Room (blue stackable containers).

**Receptionist**- When time allows, get a photo of the animal, and place a picture of animal on the Animal Log. After the Quarantine is completed document Animal Control Unit number on Animal Log form that released from quarantine and Date/time released from Quarantine.

When quarantine has been completed, the Staff may feel the animal is adoptable to the general public. Permission from the Captain must be obtained before animal is available for adoption. With full disclosure of quarantine and some selective procedures may be in suggested depending on the situation.